Regional Transportation Authority of Central Oklahoma

REQUEST FOR PROPOSALS (RFP)

RTA ALTERNATIVES ANALYSIS FOR THE CENTRAL OKLAHOMA REGIONAL TRANSIT CORRIDORS TO PROMOTE ECONOMIC DEVELOPMENT AND EQUITY INCLUSION PROJECT

RELEASE DATE: October 3, 2022

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REQUEST FOR PROPOSALS
ALTERNATIVES ANALYSIS UPDATE

The Regional Transportation Authority of Central Oklahoma ("RTA") invites qualified firms or teams to submit proposals to provide consulting services in connection with RTA's desire to complete an Alternatives Analysis for the Economic Development and Equity Inclusion Project ("EDEI Project") for corridors in the Central Oklahoma Region.

I. OVERVIEW

The Regional Transportation Authority of Central Oklahoma ("RTA") seeks the assistance of a professional consultant team to conduct an Alternatives Analysis in the Central Oklahoma Region. The consultant will conduct an Alternatives Analysis (AA) on two corridors to identify the costs, benefits, environmental and social impacts, and financial feasibility of the corridors. The goals of this AA are to provide the necessary land use and transportation technical analysis including stakeholder and public outreach to support the selection by the RTA of Locally Preferred Alternatives (LPA) for the region.

The study is being funded with FTA planning funds and future activities will be supported with FTA discretionary grant funding, requiring the consultant to adhere to all applicable FTA Capital Investment Grant New Starts requirements.

II. ABOUT RTA

The Regional Transportation Authority of Central Oklahoma was created by Trust Agreement and Indenture by the governing city councils of Oklahoma City, Edmond, and Norman pursuant to the provisions of Title 68, Oklahoma Statutes 2014, Section §1370.7; Title 60, Oklahoma Statutes §176, et seq., as amended by Title 60, Chapter 4, Oklahoma Session Laws 1953; and the Oklahoma Trust Act and other applicable statutes of the State of Oklahoma for the purpose of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the regional transportation district.

III. BACKGROUND

In 2005, the region completed a Regional Fixed Guideway Study. That study identified potential transportation solutions that would improve connections among the greater Oklahoma City metropolitan region's growth centers; employment centers including Tinker Air Force Base, OU Health Sciences Center, and the region's colleges and universities; enhance economic development opportunities; improve mobility; expand transportation options and improve air quality.

In 2009, the Association of Central Oklahoma Governments (ACOG) initiated the Regional Transit Dialogue, a visioning process to determine the desire for expanded and enhanced regional public transportation, in cooperation with local partners. The RTD engaged local, elected officials; policy stakeholders; transit advocates; private sector leaders, and the general public to articulate how transit can serve the region in the years and decades to come. It built upon the recommendations from the 2030 Systems Plan outlined in the Fixed Guideway Study. Also, in 2009 Oklahoma City citizens voted in favor of MAPS 3, a sales tax-financed public works program, which included a $135 million streetcar system. That system had first been conceived in the Fixed Guideway Study of 2005. More than 10 years later, with 4.9 miles of rail laid, streetcar service commenced in Oklahoma City to great fanfare in December 2018. Eventually, the streetcar will serve as an intricate part of a comprehensive, regional transit system and will work in coordination with express buses and commuter rail.

In 2010, ACOG partnered with the Central Oklahoma Transportation and Parking Authority (COTPA), the City of Oklahoma City, and the Oklahoma Department of Transportation (ODOT) on an Intermodal Transportation Hub Study. The study involved a two-tier evaluation process that began with ten potential hub locations along major rail lines within downtown Oklahoma City. That study, which was completed in 2011, culminated in the selection of the Santa Fe Station as the regional transportation hub. A total of $28.4 million was spent to restore and renovate the art deco structure and transform it into a transit hub to serve passenger trains, the new streetcar system, city buses, taxis and bicycle and ride-sharing services.

In February 2013, ACOG initiated the Commuter Corridors Study ("CCS") to evaluate the three transportation corridors: the north corridor between Oklahoma City and Edmond; the east corridor, connecting Oklahoma City Del City, and Midwest City (Tinker Air Force Base), and the south corridor connecting Oklahoma City, Moore and Norman. The study was completed in 2015 and approved by ACOG's Intermodal Transportation Policy Committee that same year. The study provided in-depth analysis of potential alignments, technologies, ridership forecasts and estimated costs. Although the CCS culminated in the selection of a locally preferred alternative ("LPA") for each corridor, the LPAs were never adopted into a financially constrained transportation plan.

In 2015, six local mayors signed a historic memorandum of understanding memorializing the creation of a Regional Transit Authority Task Force for Central Oklahoma. That task force was charged with developing the RTA for the region. In the years following the signing of the MOU, 2016-2018, the task force worked on RTA development including governance models; board representation and structure; voting protocols; district boundaries, and much more. In late 2018, the city councils of the six municipalities (Oklahoma City, Edmond, Norman, Moore, Midwest City, and Del City) (the initial beneficiaries) approved a Trust Agreement and Indenture creating the RTA as a public trust. The Trust Agreement and Indenture was filed with the Oklahoma Secretary of State on February 20, 2019, thus creating a regional transportation district to be governed by the Regional Transportation Authority for Central Oklahoma for the purpose of planning, financing, constructing, maintaining, and operating transportation projects located within the boundaries of the regional transportation district. The Trust Agreement and Indenture is in the process of being amended and restated to reflect the current beneficiaries of Oklahoma City, Edmond, and Norman and restate the weighted voting protocols.

A. Previous Regional Transit Studies

There have been several transit studies conducted in the Central Oklahoma Region. The studies are available for review at www.rtaok.org.

B. Studies Currently Underway

After more than a decade of transformative growth, the Regional Transportation Authority (RTA) of Central Oklahoma has created a Transit System Plan for its member cities: Del City, Edmond, Moore, Norman & Oklahoma City. This is a major milestone towards coordinated regional transit to complement and connect local transit with regional mobility options. The Transit System Plan is a long-term guide for the region's transportation policies, investments, and projects. It identifies projects that align with the region's goals and community input by leveraging previous studies and plans. It solidifies a vision for regional transit solutions to work toward in the future. Now that the Transit System Plan is completed, we are now advancing into an Alternatives Analysis that will evaluate corridors, type of transit, and station locations.

The RTA currently has two corridors under study: The North/South Corridor and the East Corridor.

The North-South corridor is in the BNSF right-of-way serving the region through the communities of Edmond, Oklahoma City, and Norman. The alignment and transit mode have not been finalized yet and are dependent upon RTA and BNSF reaching an agreement. RTA and BNSF are exploring this alignment option as a possibility, however, and BNSF is working to determine if the commuter service will be compatible with the freight obligations at this time. Currently, the project team is studying the type of commuter rail operation that best meets the needs of the community. Station locations will also be considered maximizing ridership and efficiency and the placement of an operations and maintenance facility.

High-capacity transit services of all types are being studied to serve the region through the east corridor communities from Oklahoma City to Tinker Airforce Base. This corridor is being fully examined for mode and alignment. The RTA will consider community demographics, travel patterns, and needs that influence the types of transit that will best-serve the corridor.

The RTA anticipates selecting a Locally Preferred Alternative for the North/South corridor and the East Corridor prior to June 30, 2023.

C. Alternatives Analysis for Transit Corridors to Promote Economic Development and Equity Inclusion Project

The Central Oklahoma Regional Transit Corridors to Promote Economic Development and Equity Inclusion Project ("EDEI Project") will conduct an Alternatives Analysis of two regional transit corridors in the Oklahoma City metropolitan area. Multiple transportation options will be reviewed in each corridor, including rail, highway, and arterial streets.

The two corridor locations that will be studied as part of the EDEI Project are an Airport Corridor and a West Corridor. The Airport Corridor will connect Downtown Oklahoma City to the Will Rogers World Airport. This corridor travels southwest of downtown and includes multiple arterial streets with active and high-ridership bus service, an active BNSF rail segment, as well as an abandoned rail corridor. The West Corridor will study connections from Downtown Oklahoma City west towards the cities of Yukon and Mustang in its study area. This corridor parallels portions of I-40, Reno Ave, and an active Union Pacific rail corridor, each of which will be reviewed in the analysis.

Both corridors provide the opportunity for new regional transit connections that do not currently exist, greatly benefitting transportation access, as well as economic development opportunities. The potential for new transit services to utilize the recently renovated Santa Fe Station in Downtown Oklahoma City will be included in the review of each corridor.

IV. SCOPE OF WORK

The scope of work presented here is intended to be an outline of work expected to be completed by the consultant. It is not intended to be a final scope and should be refined further through the proposal process and the negotiation process.

As part of this Scope of Work, the Consultant will be required to consider the impact the proposed alternatives have on minority, elderly, and low-income populations. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d). It will be important to consider these impacts when conducting an analysis of proposed transportation solutions.

A. Project Management and Coordination Meetings

1. Project Management Plan

The consultant shall prepare a detailed Project Operations Plan (POP) which will consist of a detailed description of tasks to be undertaken in the work program, a labor and cost budget for each task, a project schedule, a quality control/quality assurance plan, and project administrative procedures. This POP will serve as the guide for all aspects associated with management of the project and will apply to all of the consultant team members and their staffs.

Activities:
- Submit draft POP to RTA for review and comment
- Receive comments and revise draft as required
- Distribute final POP controlled document to RTA

Deliverables:
- Draft POP
- Electronic copies of a POP document, two weeks after receipt of comments, containing all elements, including a detailed description of tasks to be undertaken in the work program, a labor and cost budget for each task, a project schedule, a quality control/quality assurance plan, and project administrative procedures

2. Project Management Meetings

Per the POP, the consultant project manager shall meet with the RTA Owner's Representative and appropriate project team members including appropriate sub consultants (collectively the "Project Management Team or PMT"), to coordinate activities, review progress and budget, identify issues and courses of action needed to resolve those issues.

Activities:
- Monthly coordination meetings with RTA Owner's Representative and PMT members and others necessary to report and discuss project status and identify and resolve issues
- Develop action item lists that identify issues and the entity responsible for resolution
- Prepare and distribute meeting minutes
- Provide a monthly updated status list of task deliverables

Deliverables:
- Meeting minutes within five calendar days
- Materials for project and issues meetings as required
- Status list three days prior to scheduled coordination meetings

3. Project Coordination / Documentation / Correspondence

The consultant shall prepare and implement, consistent with the POP, a document control system for the project. The consultant shall prepare and distribute incoming and outgoing correspondence and maintain a project filing system.

Activities:
- Establish the document control plan and office procedures
- Provide administrative services support to consultant team members
- Establish central project filing system and library
- Prepare issue tracking documentation
- Maintain master schedule

Deliverables:
- Document Control Plan and Office Procedures
- Project Participant Directory
- Document Control System

4. Monthly Reporting / Invoices

The consultant shall prepare and submit monthly progress reports on a scheduled basis including:

- Estimated percentage of work completed and budget expended per major task
- Schedule activity report
- Work activities anticipated for following month for major tasks
- Existing and anticipated issues/problems that may affect the budget, schedule or work products
- Updated project schedule with milestones and deliverables
- Monthly invoices documenting project costs and remaining budget by major task.
- Periodic reporting to the Federal Transit Administration as required by the RTA Raise Grant Agreement.

Activities:
- Prepare monthly invoices and progress and schedule reports
- Review monthly invoices and progress reports of subconsultants
- Prepare monthly invoices and progress reports for the project team
- Prepare and update project schedules with milestones and deliverables

Deliverables:
- Monthly invoice and supporting documents.
- Monthly progress and schedule report.
- Report to FTA as required by RTA Grant Agreement.

5. Quality Assurance / Quality Control

The consultant and all subcontractors shall prepare a Quality Assurance Plan. The consultant team will comply with the Consultant's Quality Assurance Plan by designating Quality Assurance/Quality Control reviewers for each major deliverable provided to RTA.

Documentation of the QA/QC reviews will be available to for RTA review. Each QA/QC reviewer will have experience in the required discipline area for each major deliverable.

Activities:
- QA/QC review of major project deliverables
- Document QA/QC comments and disposition for project files
- Respond to RTA QA/QC audits as required

Deliverables:
- QA/QC stamped deliverables

6. Project Control System

The consultant team will develop a project control system to include document/record management, meeting notifications and minutes, submittal and approval of project deliverables, and invoice processing.

B. Public Participation

RTA desires to involve all regional stakeholders in the process of preparing the EDEI Alternatives Analysis. RTA seeks a consultant team that has a proven track record of engaging communities in the discussion of high capacity transit. The consultant must have the skills not only to vision with the communities about what they would like to see, but ultimately to communicate the trade-offs in terms of transportation investments during the AA process.

1. Public Involvement Plan

During the Alternatives Analysis phase, the consultant will prepare a public involvement plan (PIP) and develop and implement a public involvement approach. RTA will work closely with the consultant to develop an appropriate PIP and will be involved closely with implementation of the plan. The consultant will provide support for the approach, development, and implementation of any public involvement efforts. The PIP will build upon previous activities in the corridor. The PIP will identify roles and responsibilities for each type of activity and will work closely with the Stakeholder Advisory Committee. The consultant shall support the identification of and the communication to minority and ethnic populations along the corridor, provide outreach strategies for populations with Limited English Proficiency (LEP), and support the PIP through the preparation of technical materials for public meetings and attendance at meetings.

Activities:
- Prepare Public Involvement Plan

Deliverables:
- Public Involvement Plan

2. Public Outreach

During the course of the Alternatives Analysis, the consultant will conduct a number of public meetings to present information to the general public, as well as to receive input. The consultant will coordinate with the Stakeholder Advisory Committee to hold a series of public workshops for the Alternatives Analysis. These workshops should inform participants on the study and allow feedback on proposed transit technologies, alignments, and community impacts. The consultant shall assist the Stakeholder Advisory Committee in preparing for these meetings, presenting technical information (when requested), and documenting the meetings. The consultant will attend a wide range of public meetings, including public open houses, station/station area planning meetings, and meetings of the RTA upon request. The consultant may be required to attend and participate in additional meetings with the cities that comprise the RTA.

Activities:

- Develop outreach strategies for a diverse population base of senior citizens, minority and ethnic population groups, and LEP population groups
- Develop outreach strategies for city staff in each of the RTA member cities
- Prepare technical information, as needed
- Prepare minutes/summaries of each meeting attended
- Provide support staff for public engagement

Deliverables:

- Agendas, graphics, other presentation materials (including PowerPoint), sign- in sheets, and handouts, as required, for open house.
- Minutes/summaries of each meeting.

3. Content Management

The consultant will be responsible for setting up a project website with a Content Management System component so RTA staff may easily update information on meetings and disseminate project information, maps, reports, etc. This website will be used throughout the project duration as a supplemental means to inform the general public and to receive public input. Newsletters and other public information materials will be presented on the website. RTA will have final editorial review of all digital, print and social media content related to the project.

Activities:

- Generate website and supporting electronic materials as required to support overall public involvement objectives.
- Prepare draft text and graphics as needed for print, online, or social media content. Materials should be translated into languages as appropriate for populations with LEP.
- Revise draft newsletters and prepare final text, graphics, and tables for each of the newsletters
- Review the final newsletter before posting on website and printing and distribution by RTA.

Deliverables:

- As needed, base information and updates suitable for insertion into the web pages and social media platforms.

C. Alternatives Analyses

RTA seeks a consultant with experience with AA preparation and a demonstrated track record working with the Federal Transit Administration to prepare an Alternatives Analysis and Locally Preferred Alternatives for the EDEI Project. The AA process is defined in detail and must be carried out with excellent technical skill and constant communication with FTA to be successful. A successful consultant will demonstrate knowledge of the AA process and aptitude regarding the technical analyses needed to produce a technically sound AA. It is important that the Alternatives Analysis process follow guidance that FTA publishes regarding New Starts and Small Starts requirements. The LPA that results from this study should have all the elements required by FTA to advance into NEPA and the New Starts process and position the project to be eligible for FTA discretionary grant program funds.

Work elements for the AA would include, but are not limited to:

1. Project Initiation

The consultant will coordinate with the RTA Owner's Representative to schedule a kick-off meeting with the project management team and identify relevant issues for the AA process based upon an initial review of existing documents, corridor conditions, and technical advisory committee input. A tour of the corridors will also be included.

Activities:

- Schedule Kick-Off Meeting

Deliverables:

- Meeting Minutes

2. Develop Problem Statement, Goals, Objectives and Evaluation Criteria

The consultant will define the initial problem statement, goals, objectives and evaluation criteria based upon FTA guidance. The problem statement, goals, objectives and evaluation criteria will create the framework for the development and evaluation of alternatives and the content of the AA.

Activities:

- Identify areas of effect for each of the social, economic, environmental and transportation issues or resources
- Present problem statement, goals, objectives and evaluation criteria to RTA
- Develop an understanding of existing developments, recent and approved /pipeline developments and adopted plans
- Prepare minutes of any meetings
- Prepare draft document of problem statement, goals, objectives and evaluation criteria
- Prepare materials for public meetings

Deliverables:

- Land use evaluation map(s) that shows adopted land use and potential needs/impacts.
- Document presenting the problem statement, goals, objectives and

evaluation criteria.

3. Assessment of Alternatives

This task will focus on alternative definition. Feasibility of alternatives will determine alternatives to be taken to further development. This task will document alternatives to undergo more detailed evaluation.

Activities:

- Develop Evaluation Criteria
- Establish goals and objectives
- Station location analysis
- Assess Social, Economic, Environmental and Transportation Issues.
- Conduct analysis of the impacts of alternatives on Neighborhood Character, Health, Affordable Housing, Access to Employment, and Household Transportation Costs
- Assess Alternatives
- Define Alternatives
- Prepare inputs for the travel demand model

Deliverables:

- Technical Memorandum: Refined definition of alternatives
- Technical Memorandum: Refined conceptual capital and operational cost estimates

4. Travel Demand Modeling

Consultant will review regional travel model for applicability to the transit systems planning and alternatives analysis activities. Consultant will conduct a series of tests to ensure the model outputs, particularly those related to the transit mode choice (i.e. ridership), are reasonable. Consultant may suggest improvements to the entire model or to specific components of the model, utilizing any or all approaches feasible within a reasonable scope to project future transit ridership and user benefits. These improvements may include, but are not limited to, the travel model's structure or parameters; zones or districts; and roadway/transit network refinements. If required and warranted in the course of the analysis, the consultant may use and document alternative or supplemental methodologies to finalize corridor level forecasts.

Throughout the process the consultant shall provide RTA with data analysis steps and document assumptions made in travel demand modeling or any other data analysis. Travel demand model input and output data shall be made available to RTA. All GIS data used shall also be made available to RTA. It is of utmost importance that the data used in the study be readily available and documented thoroughly so that FTA and RTA can reproduce the results in the Alternatives Analysis.

Activities:

- Review future land use assumption inputs into the travel model
- Understand the proposed corridors and their compatibility with transit-supportive land uses (e.g., higher density housing, mixed use developments, campuses, etc.)
- Prepare a series of GIS maps showing land use densities by type (e.g., employment, households, etc.)

- Confirm operating costs using planning level analysis.
- Create a reasonable course of action for producing a final product that can interact with the FTA transit ridership evaluation tool Simplified Trips-on-Project Software (STOPS), and for producing (and preserving) forecasts that will be acceptable to FTA for a New or Small Starts project evaluation
- Interact with FTA and RTA as needed in this process.

Deliverables:
- GIS maps showing land use densities by type
- Technical Memorandum regarding service headways
- Technical Memorandum regarding operating costs
- Ridership forecasts that determine the projected ridership based on the travel demand model and any reasonable assumptions concerning land use, economic development, or job growth.

5. Refine Transit Alternatives

During this analysis, the consultant will develop a work session with RTA to refine the transit alternatives. The full range of information developed will be assessed based on land use, ridership, cost, political, environmental, and engineering issues.

Activities:
- Refine the identification of the areas of effect for each of the social, economic, environmental, and transportation issues or resources
- Evaluate the refined benefits and impacts of the alternatives based on the assessment methodologies
- Identify the methodology for assessing the detailed effects of the alternatives on existing and proposed infrastructure as well as the environment
- Refine evaluation criteria and measures of effectiveness based on the project goals, objectives, and purpose and need
- Assess the benefits and impacts of the refined alternatives
- Summarize the effects in an evaluation matrix and develop a set of findings and conclusions
- Conduct Work Session with RTA to discuss the finding of the assessment.

Deliverables:
- Technical memorandum describing draft assessment areas and methodologies
- Memorandum summarizing the evaluation criteria and measures of effectiveness for engineering and environmental assessments
- Evaluation matrix outlining benefits and impacts

6. Station Location Analysis

The purpose of this task is to determine the number and locations of stations, and complete station site selection to include alternate station site locations and all aspects of preliminary station planning. The consultant will coordinate this task with cities in the

RTA service area in order to develop/access station area principles, station location evaluation criteria, and station area planning guidelines. Additionally, the consultant will provide a corridor real estate analysis.

Activities:

- Develop transit engineering station location evaluation criteria and measures for each station
- Review criteria with RTA and affected cities
- Incorporate public input into station location evaluation criteria
- Review station locations with RTA and revise as necessary
- Conduct workshops to review preliminary station location recommendations
- Prepare a station location report identifying platform locations

Deliverables:

- Station location report
- Engineering station location evaluation criteria

7. Document Station Elements and Site Envelope

The consultant shall develop basic station requirements, or programs, for each potential station. These program elements will define the expected functional role for each station (i.e. walk-up, transfer center, or park-and-ride) and program elements that will define each station's site envelope (parking, storm water, major access points, system components) for impact assessment.

Activities:

- Prepare program elements and station envelope for each station
- Ensure that station locations are closely coordinated with land use planning efforts from the affected cities

Deliverables:

- Technical Memorandum identifying preliminary station program elements. These program elements will define the expected functional role for each station (i.e. walk-up, transfer center, or park-and-ride) and identify technical requirements for platform locations, bus bays and bus circulation areas, kiss- and-ride spaces and the number of park-and-ride spaces as appropriate to each station.
- Station envelope concept plans.
- Visualizations, Renderings and Graphics detailing the alternatives

8. Develop Operational Plans

Develop operational plans for the alternatives that advance from the screening process. The operational plans shall include:

i. Service standards
ii. Station locations
iii. Travel times
iv. Headway (by time period)
v. Fare structure

vi. Hours of service
vii. Type of vehicles
viii. Number of vehicles required
ix. Peak load capacity
x. Vehicle miles travelled
xi. Vehicle hours travelled

Activities:
- Develop operational plans

Deliverables:
- Operational plans

9. Evaluate Cost, Benefits, and Impacts

The consultant will evaluate all reasonable alternatives in each corridor. The evaluation of the costs, benefits, and impacts should focus on trade-offs between alternatives and provide the information in an easy-to-understand format so the RTA board of directors may comprehend the differences between alternatives. The evaluation will emphasize for each alternative how the alternative rates under the FTA benefit-cost analysis for qualifying for discretionary grant funding. The consultant will provide capital and operational cost estimates for the recommended LPAs in the FTA's Standard Cost Categories and include a sensitivity analysis of factors impacting financial projections.

Activities:
- Develop cost estimates
  - Provide capital and operational cost reports for the EDEI Project Corridor LPAs.
  - Estimates should include costs associated with LPA corridor preservation.
  - Estimates will include costs for facilities, systems and equipment, rights-of-way and RTA allowances (soft costs).
  - Facilities costs will be comprised of guideway, stations, parking/roadways, major structures, surface modifications, and trackwork.
  - Systems and equipment will include rolling stock, power supply, electrification and distribution, signals and communications, and fare collection.
  - RTA allowances will contain costs for administration, project management, construction management, community relations and involvement, insurance/legal, start up and testing, and training.
- Establish cost database
  - Consultant shall revise the capital/operational cost estimates depending on the refinements of alternatives and variations developed during the design process.
- Prepare Capital Cost Reports
- Prepare Operating Cost Reports
- Set up cost change documentation mechanism, including establishing baseline cost for corridor LPA
- Develop other cost estimates on an as needed basis for analysis purposes during the design process.

Deliverables:
- Initial, interim and final Capital and Operating Cost Reports

- Cost change tracking mechanism and cost baseline for corridor LPA

10. Locally Preferred Alternatives

This task will develop final detailed alternatives that will be the basis for a formal recommendation to RTA with the purpose of an LPA selection and adoption into a financially constrained transportation plan.

Activities:
- Document refined detailed definition of alternatives

Deliverables:
- Technical Memorandum: Refined detailed definition of alternatives with stations
- Rail operations plan
- Maintenance facility locations
- Corridor preservation strategies
- Health assessment and household transportation costs of the final alternatives
- Visualizations, renderings and graphics detailing the alternatives

V. Anticipated Timeline

October 3, 2022	Issue Request for Proposals – First Advertisement Date
October 10, 2022	Second Advertisement Date
October 19, 2022 2:30 p.m. – 3:30 p.m.	Pre-proposal conference, RTA, 431 W. Main St., Suite B, Oklahoma City, OK 73102. Attendance in encouraged, but not a requirement for proposal. This meeting will also be available virtually +1 (405) 534-4946 Phone Conference ID: 654 379 543#. All callers on the conference call will be muted but may submit questions in writing until 5:00 p.m. on October 19 to info@rtaok.org.
October 19, 2022 5:00 p.m.	Questions regarding proposal due
October 21, 2022 5:00 p.m.	RTA will post responses to questions at www.rtaok.org
October 31, 2022 5:00 p.m. CST	**PROPOSALS DUE** electronically to info@rtaok.org
November 2, 2022 9:00 a.m.	Technical Advisory Committee and Evaluation Committee will narrow submissions using the evaluation criteria to a short list of qualified consultants
November 4, 2022 5:00 p.m.	RTA to announce short list of qualified candidates
November 16, 2022 9:00 – 2:00	RTA to conduct interviews with short listed consultant teams
November 28 – December 2, 2022	Contract negotiations with selected consultant
December 14, 2022	RTA to announce selection of consultant

January 18, 2023 2:30 p.m.	RTA Board Meeting/Selected Consultant Kick Off Meeting (pending availability of federal grant funding)

VI. Consultant Requirements

1. All communications, of any nature with respect to this RFP, shall be to Owner's Representative. Under no circumstances shall any prospective bidder or respondent discuss this solicitation or their anticipated response with any member or potential member of the RTA Board of Directors, the Evaluation Committee, or RTA/COPTA staff.

2. Respondent shall provide a statement as an addendum to its proposal which describes in a concise manner all past, present or planned organizational, financial, contractual or other interest(s) affected by any RTA employee, officer, agent, or Board member; any member of these entities' immediate family, partner, or organization that employs, or is about to employ, any of the above, and which is related to the work under this solicitation. The interest(s) described shall include those of the proposer, its affiliates, proposed consultants, proposed subcontractors, and key personnel of any of the above. Past interest shall be limited to within one year of the date of the offeror's technical proposal. Key personnel shall include any person owning more than 20% interest in the offeror, and the offeror's corporate officers, its senior managers and any employee who is responsible for making a decision or taking an action on this contract, where the decision or action can have an economic or other impact on the interests of a regulated or affected organization. This statement will not count toward the page limit.

3. Respondent will conform to all applicable state and federal regulations (See "Exhibits").

4. The most qualified respondent will be requested to submit a cost proposal for commencement of the negotiation process. A cost analysis and evaluation and/or audit of the cost shall be performed to determine if the cost is fair and reasonable. The respondent must be prepared to provide, upon request, specific detail of estimated costs (direct labor, fee, profit, overhead, other direct costs, etc.) and documentation supporting all cost elements. In the event agreement cannot be reached with the respondent within a reasonable amount of time as determined by the RTA, negotiations will be terminated, and the next most qualified respondent will be contacted.

5. In the event there is a single response to this RFP and said respondent meets all of the requirements of the selection process, a detailed cost proposal shall be requested from the single proposer. A cost analysis and evaluation and/or audit of the cost shall be performed to determine if the cost is fair and reasonable. The respondent shall provide, upon request, specific detail of estimated costs (direct labor, fee, profit, overhead, other direct costs, etc.) and documentation supporting all cost elements. In the event an agreement cannot be negotiated with the single respondent in a satisfactory manner, RTA will terminate the negotiations and may re-solicit.

6. Subject to applicable laws and RTA policy, financial information required to be submitted with cost proposals to establish financial responsibility and other financial data, such as wages, overhead rates, shall be handled as confidential and utilized only as a basis for proposal evaluation. Reasonable efforts will be made to avoid disclosure except as necessary for evaluation. All information provided by respondents to be considered confidential or proprietary must be so labeled at time of submittal.

7. Performance under a contract awarded pursuant to this RFP is estimated to commence January 18, 2023, and shall remain in full force and effect until completion of the project

no later than March 31, 2024.

8. Respondents agree to permit access to financial records for a pre-award audit to verify the accuracy of financial data, should RTA determine that such an audit is required prior to negotiations or award of contract.
9. This RFP, its addenda, along with all documents provided by the successful respondent will become part of the awarded contract and subject to the terms and conditions of the contract.
10. The award of a contract is subject to funding availability. RTA makes no representations that a contract will be awarded as a result of this solicitation. RTA reserves the right to waive any minor irregularities that may be contained in this RFP. RTA reserves the right to reject all responses and re-solicit or cancel this procurement if deemed by RTA to be in its best interest, without indicating any reasons for such action.
11. All costs related to the preparation of the proposal and any related activities such as interviews are the sole responsibility of the respondent. RTA assumes no liability for any costs incurred by respondent during the selection and contract negotiation process. Respondent shall not include any expenses as part of the price proposed in response to the RFP. Each respondent shall hold RTA harmless and free from any and all liability, claims, or expenses incurred by, or on behalf of, any person or organization responding to this RFP.
12. All contracts, subcontracts, and purchase orders resulting from this Request for Proposals will contain all State and Federal contract provisions required by law.
13. Respondent will be responsible to ensure all personnel proposed are qualified through training, experience, and appropriate certification for the tasks assigned.
14. Key personnel are those individuals specifically identified in the Consultant Proposed Staffing Plan as being set forth to effectively manage all aspects of the work in a quality, timely and efficient manner. When respondent list key personnel, the respondent is agreeing to make the personnel available to complete work on the contract at whatever level the project requires.
15. Proposals and their content become property of RTA and are treated as non-public records until the contract has been executed by all necessary officials of the respondent and RTA. The proposal of the successful respondent will be open to public inspection for a period of one year after the contract has been executed.
16. As part of the proposal evaluation, RTA may provide constructive criticism of the proposals submitted for this project. Debriefing information may consist of scores of the first-ranked respondent's proposal/interview and the scores, strengths and weaknesses of the respondent's own proposal/interview. Respondents may contact the RTA Owner's Representative for a formal debriefing.
17. Notice to Proceed will be issued by RTA Owner's Representative after contract execution. Authorization to begin work from any other source is invalid and will result in non-payment for services provided prior to authorized notification to begin work.
18. All protests with respect to this solicitation must be in writing and received by RTA within 7 days of contract award. Any protest not set forth in writing within the 7-day period is null and void and will not be considered. Deliver a copy of any protest to:

RTA Owner's Representative
Kathryn@HolmesAssociatesLLC.com

19. Respondent agrees to maintain: a) occurrence type Commercial General Liability Insurance in the minimum amount of $ 1 Million at all times during the life of this Agreement; b) automobile insurance covering owned, non-owned, and hired automobile with limits not less than $1,000,000 combined single limit of coverage; and c) Professional Liability Insurance in the minimum amount of $1 Million per occurrence $2 Million aggregate; and d) Workers' Compensation insurance or a waiver conforming to the appropriate states' statutory requirements covering all employees of respondent, and any employees of its sub-consultants, representatives, or agents as long as they are engaged in the work covered by this Agreement or such sub-consultants, representatives, or agents shall provide evidence of their own Worker's Compensation insurance.

20. This is a Qualifications Based Selection process based on United States Code Title 40, Chapter 11, Section 1101-1104 Selection of Architects and Engineers, otherwise known as The Brooks Act). Consultant fees are not a factor in the ranking of respondents to provide the requested services.

21. Respondent's proposal should include information about Disadvantaged Business Enterprises (DBEs) and estimated percentage of participation in this proposal by qualified DBEs. A good faith effort must be made to incorporate DBEs into the proposal. A list of qualified DBEs for Oklahoma can be found at: http://www.okladot.state.ok.us/dbeinfo/dbe_dcf_index.htm

22. All documents requiring signature shall be signed by an individual or individuals authorized to execute legal documents on behalf of the parties represented.

VII. Proposal Instructions and Guidelines

The following table outlines the proposal instructions and guidelines. Any penalty or disqualification actions are clearly identified in the table. Violations that do not result in a penalty or a disqualification action may still affect the consultant's overall proposal score as part of the evaluation process.

Proposal Instructions and Guidelines		
Instruction	**Description of Requirement**	**Violation Penalty or Disqualification**
Page Limits	The maximum allowable number of pages for the proposal is 10. **The Cover Page (Attachment A), Consultant Proposed Staffing Plan (Attachment E), resumes, and section divider tabs** do not count toward the page limitation.	Additional pages will be removed
Page Sizes	Allowable page size is 8 ½ x 11.	Pages violating size requirement will be removed
Consultant Proposed Staffing Plan	Provide a copy of the **Consultant Proposed Project Team organizational chart** with no additional information beyond that which is required.	If additional information is provided, the Staffing Plan will be removed
Margins	Provide one-inch (1") margins throughout the proposal; consultant name/logo and page headers/footers may be within the margins	Guideline
Font and Line	Use a 10-point [or greater] Arial or Times New	Guideline

Spacing	Roman font	
PDF Submission	Send proposals via e-mail in PDF format to info@rtaok.org	Guideline
Proposal Deadline	Send proposals to info@rtaok.org prior to 5:00 P.M Central Time on deadline date.	Disqualification
Interviews	If interviews are required, attend the date and time instructed by RTA Owner's Representative	Disqualification
Fee Discussion	Submit a proposal without any reference to consultant fees on this project or any past, present or future project	Disqualification
Cover Page	Provide a complete **Cover Page**, including a signed, verbatim acknowledgement as identified in **Attachment A**.	Disqualification
DBE Goal	While there isn't a current DBE goal, we encourage all certified DBE contractors to apply. All prime contractors are encouraged to visit https://okdot.gob2g.com/ to see ODOT's DBE database for an up-to-date list of available DBEs should they need any subcontracting work.	Guideline
Required Forms	Submit all **Required Forms**, as identified in **Attachments A-E.**	Disqualification

1. Evaluation Team: The Evaluation Team members will receive copies of each responsive proposal submitted. They will review and score the proposals individually based on the evaluation criteria identified in Section VIII (Proposal Requirements and Evaluation Criteria) and submit their scores and comments to the RTA Owner's Representative. RTA Owner's Representative will tally and compile the scores and comments.

   The Evaluation Team will then meet to discuss the proposals and comments from individual Evaluation Team members and determine whether interviews are necessary or whether the selection may be made based on the average scores from the proposals. Final proposal score results are the average of voting Evaluation Team members' scores.

2. Selection Interviews: RTA reserves the right to make the selection based on the proposal scores. However, if the Evaluation Team determines it is necessary to conduct interviews in order to make a selection, the Evaluation Team will develop the format of the interviews and provide instructions on the interview format to each consultant invited to participate.

   Interviews will take place in the event the first-place ranking is a tied score for two or more consultants, or other extenuating circumstances. If the Evaluation Team determines interviews are necessary, project-specific topics will be provided to each team that is invited to participate in the interview process. Proposal scores will be carried over and will be weighted at 30% of the final score. The remaining 70% of the final score will be based on the interview.

3. Selecting by Consent (SBC): The SBC process will be used to score the interview. SBC is a scoring process that aids the Evaluation Team in developing final ranking through a collaborative process. In this process, each segment and question of the interview is weighted in advance during the Evaluation Team Meeting. After the interviews are conducted, the Evaluation Team scores each segment and question by "consent". Consent is defined as the willingness of all Evaluation team members to accept a decision reached by a collaborative process.

4. Qualitative Assessment Guidelines: Through the scoring process (for proposals and interviews) the Evaluation Team will use the following Qualitative Assessment Guidelines

when scoring. These guidelines are used to help ensure consistency in scoring.

Qualitative Assessment Guidelines	
9-10	The proposal demonstrates a complete understanding of the subject and qualifications that significantly exceed expectations and the stated requirements. Proposal contains many strengths and minor weaknesses, if any.
6-8	The proposal demonstrates a strong understanding of the subject and qualifications that exceed expectations and the stated requirements. Weaknesses, if any, are minor. Proposal contains strengths that outweigh the weaknesses.
3-5	The proposal demonstrates an adequate understanding of the subject and qualifications that meet expectations and the stated requirements. Proposal contains strengths that are offset by the weaknesses.
1-2	The proposal demonstrates a vague understanding of the subject and qualifications that fall below expectations and the stated requirements. Proposal contains weaknesses that outweigh the strengths.
0	The proposal is unacceptable. The proposal fails to meet expectations and the stated requirements. Proposal contains many weaknesses and only minor strengths, if any.

VIII. Proposal Requirements and Evaluation Criteria

1. The proposal should be organized with the following sections:
    a. Cover Page (Attachment A)
    b. Consultant Proposed Staffing Plan (Attachment B)
    c. Project Team
    d. Key Personnel Resumes
    e. Capability of the Firm(s)
    f. Approach to the Project
    g. Required Forms (Exhibit 1)

2. Proposal Section Requirements and Evaluation Criteria:
    a. Cover Page. The Cover Page is one page. It may be on the Prime consultant's letterhead and will consist of the information in **Attachment A** with no additional information. The information is not required to be in the exact format in Attachment A, as long as each item of requested information is presented, with no additional information. Proposals will be considered non-responsive and will be disqualified if the Cover Page is not attached to the proposal; if the acknowledgement is not included on the Cover Page; and/or if there is additional information included on the Cover Page. No evaluation points are assigned to this section and the Cover Page will not count as one of the allowed pages.
    b. Consultant Proposed Staffing Plan. The consultant is expected to provide a Consultant Proposed Staffing Plan in the form of **Attachment B**. The staffing plan must identify the certification and education levels of the individuals proposed for use on the contract, including sub-consultants' personnel. When consultants list key personnel on the proposed staffing plan, the consultant is agreeing to make the personnel available to complete the services in the contract at whatever level the project requires. The Consultant Proposed Staffing Plan must be included in the proposal but will not count as one of the allowed pages. No other information is allowed on these pages. If additional information is provided, the staffing plan will be removed. No evaluation points are assigned to this section.
    c. Project Team. The Evaluation Team will evaluate how well the qualifications and

experience of the proposed project team members related to the specific project. The Evaluation Team will score proposals based upon the following criteria:

% of Section Total	Project Team Section Criteria
15	Project Team organization charts including sub-consultants. Identify consultants and individuals that will be providing key services on the project (including all technical expertise necessary to perform the outlined scope of work).
50	Describe the qualifications, experience, and availability percentage of key personnel on your proposed project team. Correlate the qualifications and experience with the scope of work. Submit a one-page resume for each individual identified as key personnel.
35	Provide a table of projects **completed** by team members during the last ten years. The table headings should include the following items. Columns may be combined in order to consolidate information. • Name of Project Manager/Team Member(s) • Year • Type of Project • Project Name • Project Location • Project Description • Project Used to Secure Federal Discretionary Funding • Services Performed/Specific Project Role • Client • Reference Contact and Telephone Number
40	**Maximum points available for this section of the proposal (out of 100).**

d. Capability of the Firm(s). The Evaluation Team will evaluate the protect team firm(s) capability to perform the work. The Evaluation Team will score proposals based upon the following criteria:

% of Section Total	Capability of the Firm(s) Section Criteria
40	Describe your project team firms' capability, experience and unique qualifications to perform the specific type of work identified in the scope of work.
20	Discuss the logistics relating to how the project team firms will provide the services requested.
40	Choose a similar project identified in the project team section and discuss in detail what how the project team firms contributed to the project's success.
35	**Maximum points available for this section of the proposal (out of 100).**

e. Approach to the Project. The Evaluation Team will evaluate how well you have planned a basic course of action, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts. The Evaluation Team will score proposals based upon the following criteria:

% of Section Total	Approach to the Project Section Criteria
25	Describe the course of action proposed to meet the Scope of Work. Be realistic, clear and concise.
25	Provide a schedule of key project milestones and discuss the rationale behind this schedule.
25	Discuss your project team firms collaboration efforts and how you plan to work together for a successful project.
25	Identify risks, challenges, conflicts and potential mitigation.
25	**Maximum points available for this section of the proposal (out of 100).**

IX. RTA Rights

1. RTA reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFP if it is in the best interests of RTA. This solicitation of proposals in no way obligates RTA to award a contract. Interviews, if requested, will take place at the RTA offices.

2. RTA reserves the right to award the contract to the most qualified proposer. RTA has 120 days from the proposal opening date to award a contract or reject all proposals.

3. A proposer may withdraw the proposal at any time prior to the award of the contract. A proposal may also be retrieved from RTA and resubmitted only prior to the date and time listed for submission. Proper identification and a formal letter will be required to withdraw the proposal.

4. All proposals become the property of RTA upon submission.

Cover Page	
Date	
Project Name and Description	
Prime Consultant	
Prime Consultant's Federal ID#	
Sub-Consultants (if any)	
Primary Contact	
Primary Contact Name (Prime)	
Address	
City, State, Zip	
Email	
Office Phone	
Cell Phone	
Secondary Contact	
Secondary Contact Name (Prime)	
Address	
City, State, Zip	
Email	
Office Phone	
Cell Phone	
Acknowledgement	
I have reviewed and understand the content and requirements of the solicitation. On behalf of my firm and sub-consultants, if any, I will comply with all state and federal contracting requirements applicable to the project. I understand RTA policies, procedures and processes may change during the duration of the project and will comply with any changes required by RTA. I have fully and accurately disclosed any debarment, license issues, and/or investigations being performed by any governmental entity. Employees listed on the staffing plan are current bona fide employees of the consultant. As authorized to sign for my organization, I certify the content of this proposal to be true, accurate and all matters fully disclosed as requested in the solicitation. I understand any misrepresentations or failure to disclose matters in the proposal is immediate grounds for disqualification.	
Signature	
Name	
Title	

ATTACHMENT B

Consultant Proposed Staffing Plan (Personnel to be used on the RTA Project)

Name	Firm Name	Proposed Role on Project	Certification Category/Level	Oklahoma License/ Certification No.	Other State License/ Certification No.	Education Level

Include all personnel proposed to work on this RTA project, including sub-consultants. If an individual will be performing multiple roles on the project, list the person and their additional role(s) on separate lines. Key personnel, to be identified with an asterisk (*), are those personnel who will all manage aspects of the work in a quality, timely and efficient manner. Add additional pages if needed.

STANDARD FORM (SF) **255** Architect-Engineer and Related Services Questionnaire for Specific Project	1. Project Name/Location for which Firm is Filing: **	2a. ***Commerce Business Daily*** Announcement Date, if any: *	2b. Agency Identification Number, if any: SOL *

3. Firm (or Joint-Venture) Name & Address	3a. Name, Title & Telephone Number of Principal to Contact:
	3b. Address of office to perform work, if different from item 3.

4. Personnel by Discipline: (List each person only once, by primary function.) Enter proposed consultant personnel to be utilized on this project on line (A) and in-house personnel on line (B).

A	B		A	B		A	B		A	B	
		Administrative			Electrical Engineers			Oceanographers			CAD Operators
		Architects			Estimators			Planners Urban/Regional			Construction Managers
		Chemical Engineers			Geologists			Sanitary Engineers			Project Managers
		Civil Engineers			Hydrologists			Soils Engineers			IT Specialists
		Construction Inspectors			Interior Designers			Specification Writers			
		Draftsmen			Landscape Architects			Structural Engineers			
		Ecologists			Mechanical Engineers			Surveyors			
		Economists			Mining Engineers			Transportation Engineers			**Total Personnel**

5. If submittal is by joint-venture list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Attach SF 254 for each if not on file with Procuring Office.)

5a. Has this Joint-Venture previously worked together? Yes No

6. If respondent is not a joint venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office).		
Name & Address	Specialty	Worked with Prime before (Yes or No)
x)		
x)		
x)		
x)		
x)		
x)		
x)		
x)		
x)		

6. If respondent is not a joint venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office).

Name & Address	Specialty	Worked with Prime before (Yes or No)
x)		
x)		
x)		
x)		
x)		
x)		
x)		
x)		

6. If respondent is not a joint venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office).

Name & Address	Specialty	Worked with Prime before (Yes or No)
x)		
x)		
x)		
x)		
x)		
x)		
x)		
x)		
x)		

6. If respondent is not a joint venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office).		
Name & Address	Specialty	Worked with Prime before (Yes or No)
x)		
x)		
x)		
x)		
x)		

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	
b. Project Assignment:	
c. Name of Firm with which associated:	
d. Years experience: With This Firm ______ With Other Firms ______	
e. Education: Degree(s)/Year/ Specialization	
f. Active Registration: Year First Registered/Discipline	
g. Other Experience and Qualifications relevant to the proposed project:	

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name of Firm with which associated:	c. Name of Firm with which associated:
d. Years experience: With This Firm ________ With Other Firms ________	d. Years experience: With This Firm ________ With Other Firms ________
e. Education: Degree(s)/Year/ Specialization	e. Education: Degree(s)/Year/ Specialization
f. Active Registration: Year First Registered/Discipline	f. Active Registration: Year First Registered/Discipline
g. Other Experience and Qualifications relevant to the proposed project:	g. Other Experience and Qualifications relevant to the proposed project:

8. Work by firm or joint-venture members which best illustrates current qualifications relevant to this project (list no more than 10 projects).					
a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name & Address and Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	e. Estimated Cost (in thousands)	
				Entire Project	Work for which firm was/is responsible

9. All work by firms or joint-venture members currently being performed directly for Federal agencies.					
				e. Estimated Cost (in thousands)	
a. Project Name & Location	b. Nature of Firm's Responsibility	c. Agency (Responsible Office) Name and Address and Project Manager's Name & Phone Number	d. Percent Complete	Entire Project	Work for which firm was/is responsible

10. Use this space to provide any additional information or description of resources (including any computer design capabilities) supporting your firm' qualifications for the proposed project.

11. The foregoing is a statement of facts. Signature: ______________________________ Typed Name and Title:	Date:

LETTER OF AUTHORIZATION

This letter of authorization must be completed and signed if the bid/pricing agreement/contract form & non-discrimination statement was not signed by the owner, a general partner, or an officer of the corporation

This document can be uploaded electronically as an attachment to one of the line items on the electronic bid.

Regional Transportation Authority of Central Oklahoma:

This letter authorizes ____ to sign the

BID/PRICING AGREEMENT/CONTRACT FORM & NON-DISCRIMINATION STATEMENT and

all forms related to on behalf of ____ .

Company Name

Sincerely,

_____________________________________ _________________________________

Signature of Authorized Agent | Print Title | Date

_____________________________________ _________________________________

Print Name | Email Address

Title: ***(must be checked)***

☐ Owner	☐ Treasurer
☐ Chief Executive Officer [CEO]	☐ Secretary
☐ Chairman or Chairman of the Board	☐ Assistant Secretary
☐ President	☐ Secretary-Treasurer
☐ Vice-President	☐ Other:__________________________

BIDDER MUST ELECTRONICALLY PRINT, COMPLETE AND SIGN THIS DOCUMENT PRIOR TO UPLOADING AS AN ATTACHMENT INTO THE ELECTRONIC BID SYSTEM.

ANTI/NON-COLLUSION AFFIDAVIT

The undersigned individual, of lawful age, being duly sworn, upon his/her oath, deposes and says: That the undersigned individual has the lawful authority to execute the within and foregoing proposal for, and on behalf of, the bidder; that the bidder has not, directly or indirectly, entered into any agreement, express or implied, with any bidder or bidders, having for its object the controlling of the price or amount of such bid or bids, the limiting of the bids or the bidders, the parceling or farming out to any bidder or bidders or other persons, of any part of the pricing agreement/contract or any part of the subject matter of the bid or bids, or of the profits thereof, and that bidder has not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with the bidder in the said bid or bids, until after the said sealed bid or bids are opened.

The undersigned individual further states that the bidder has not been a party to any collusion: among bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from bidding; or with any city/trust official, city/trust employee or city/trust agent as to the quantity, quality, or price in the prospective pricing agreement/contract, or any other terms of the said prospective pricing agreement/contract; or in any discussions between the bidders or city/trust official, city/trust employee or city/trust agent concerning the exchange of money or other thing of value for special consideration in the letting of a pricing agreement/contract. The bidder states that it has not paid, given or donated or agreed to pay, give or donate to any city/trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of pricing agreement/contract pursuant to this bid.

Witness the hands of the parties hereto:

The undersigned individual states that the Proposer will be bound by its proposal, the specification, the terms and conditions of the agreement/contract, and the requirements for proposers.

THIS FORM TO BE COMPLETED BY THE PROPOSER PRIOR TO AGREEMENT/CONTRACT APPROVAL

____
Type Name of Authorized Agent   Title

____
Signature

____
Company Name

____
Address   Zip Code

____
Telephone Number and Fax Number if any

TO BE COMPLETED BY THE NOTARY:

State of *)
) SS.
County of *)
[*State and County where notarized must be written in for bid to be considered.]

Signed and sworn to before me on this ___ day of ____________, _____ by ____ .
[Day] [Month] [Year] [Print the name of the individual who signed above.]

My Commission Number: ___________________
[Oklahoma]   Type Name of Notary Public

My Commission Expires: ___________________
[Date/Year]   Signature of Notary Public

[49 Okla. Stat. 1985 §119]