

# **REQUEST FOR QUALIFICATIONS**

## **Consultant Services for Regional Vehicle Miles Traveled Reduction Study for Clark County**

**RFQ Published: November 11, 2024**

**Proposals Due: December 6, 2024**

**Issued by:**

**Southwest Washington Regional Transportation Council  
1601 Fourth Plain Blvd., 4th Floor, Suite 430  
Vancouver, Washington 98661  
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# **1 GENERAL INFORMATION**

## **1.1 INTRODUCTION**

The purpose of this Request for Qualifications is to hire a Firm or Firms (Consultant) interested in providing professional consultant services to support the Southwest Washington Regional Transportation Council (RTC) in assessing a broad range of policy options for the reduction of regional per capita vehicle miles traveled and the reduction of transportation related greenhouse gas emissions within Clark County, Washington using VisionEval. The Regional Vehicle Miles Traveled Reduction Study is included in RTC’s adopted FY 2025 Unified Planning Work Program (UPWP).

RTC is the metropolitan planning organization (MPO) designated for the Washington portion of the Portland/Vancouver urbanized area (Clark County, Washington). Recent Washington State legislation has identified the importance of reducing of per capita vehicle miles traveled (VMT) as part of state and community goals related to climate, health, safety, and livability.

House Bill 1181 (2023) amended Washington State’s Growth Management Act to require local climate action in comprehensive plans. The Washington State Department of Commerce has published guidance for local governments to meet the new planning requirements, including per capita VMT reduction in land use, transportation, and climate elements. Additionally, WSDOT’s 2023 Transportation Carbon Reduction Technical Report and Vehicle Miles Traveled Targets – Final Report identifies the reduction of VMT through expanded telework, transit, active transportation, pricing, and land use changes as an important strategy to reduce the state’s transportation GHG emissions and meet state targets set to reduce overall state GHG emissions.

## **1.2 PURPOSE**

As the MPO for Clark County, RTC is uniquely positioned to support city, county, and regional efforts to develop strategies, policies, and plans to reduce per capita VMT and transportation related GHG emissions. This project aims explore and assess regional policy options for reduction of regional per capita VMT and transportation GHG emissions utilizing VisionEval as a strategic planning tool.

The study will provide RTC and its regional partners with broad understanding of GHG and VMT reduction strategies and policy options, including their effectiveness in helping the region support the State to reach its climate goals. Findings from the modeling exercise will help inform regional policymakers as they set strategic vision and policy direction for regional land use and transportation planning efforts.

## **1.3 BACKGROUND AND GENERAL INFORMATION**

This Request for Qualifications outlines a description of the professional services sought, as well as the required documents to be submitted by the interested Consultant. All responses shall be submitted by 3:00 p.m., December 6, 2024. *Any responses received after the deadline will not be considered.*

The responses received by the due date will be used to determine which Consultant, in RTC's sole opinion, best meets the requirements to support the *Regional Vehicle Miles Traveled Reduction Study for Clark County*. An evaluation team will review responses, may interview Consultants, recommend a final rank order of qualified consultants, and select the Consultant. The final decision regarding contract award will be made by the RTC Board of Directors in an open public meeting.

For its own best interests, RTC reserves the right to accept any response or to reject any and all responses.

The successful Consultant will be required to comply with Equal Employment Opportunity laws, as well as other applicable federal, state, and local laws and requirements.

#### **1.4 AGENCY BACKGROUND**

The Southwest Washington Regional Transportation Council (RTC) is the designated Metropolitan Planning Organization (MPO) for Clark County, Washington. RTC is also the state-designated Regional Transportation Planning Organization (RTPO) for the region consisting of Clark County, Skamania County, and Klickitat County. As the MPO/RTPO, RTC conducts numerous regional transportation planning activities for the region.

RTC leads the development of an array of metropolitan and regional transportation planning functions, including preparation and management of programs such as the Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), ITS planning and management, transportation operations planning, the Congestion Management Process, air quality planning, transportation demand management planning, development of the regional travel forecasting models; conducts special regional transportation studies; and performs other data collection and analysis functions as directed by the governing board.

RTC will be solely responsible for administration and management of the Consultant contract.

#### **1.5 CONTRACT DURATION**

The contract awarded as a result of this RFQ will be through June 30, 2025 from the beginning of the contract period. RTC reserves the right to terminate the contract based on unsatisfactory provision of services or lack of funding.

#### **1.6 FUNDING**

Funding for this project will be provided through a WSDOT planning grant. Consultants must comply with applicable administrative and funding regulations.

#### **1.7 LOCAL AGENCY ROLES**

Transportation planning activities may be closely coordinated with planning partners in the region. Deliverables produced may be presented to both technical and policy making committees, including, the Regional Transportation Advisory Committee (RTAC), the RTC Board, the Washington State Department of Transportation (WSDOT), and other groups as needed.

A qualified Consultant must be able to understand the current transportation planning, community consultation, implementation partner engagement, and plan reporting best practices. Consultants must be cognizant of related activities of regional and local jurisdictions and interagency relationships when preparing and carrying out project work.

## **1.8 RELATIONSHIP TO OTHER REGIONAL PLANS AND PROGRAMS**

All of RTC's transportation planning activities support the delivery of the agency's Unified Planning Work Program (UPWP). When performing tasks, the successful Consultant must be cognizant of related planning work of the agency, to include the Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), ITS planning and management, transportation operations planning, the Congestion Management Process, air quality planning, transportation demand management planning, regional travel forecasting model, contemporary special transportation studies, and current data and community conditions.

## **2 SCOPE OF WORK**

### **2.1 CONSULTANT ACTIVITIES**

The tasks in this section describe the activities to be conducted by the Consultant as part of the technical assistance needed for the Regional Vehicle Miles Traveled Reduction Study for Clark County.

#### **CONSULTANT ASSISTANCE OVERVIEW**

The Consultant Assistance Scope of Services is intended to identify specific tasks where assistance is needed to support the development of the Regional Vehicle Miles Traveled Reduction Study for Clark County.

Consultant assistance specifically requires developing all aspects of the tasks described in Section 2.2. Assistance required in this scope of work relies on the expertise and knowledge of the Consultant to assist RTC.

The Consultant will provide a Project Manager for the Regional Vehicle Miles Traveled Reduction Study, who will act as the principal contact with RTC. The Project Manager for the consultant will be responsible for ensuring that the appropriate consultant staff and resources are utilized for the discrete expertise required for the tasks described below.

This scope of work requires that the Consultant have expert knowledge of local, regional, state and national VMT and GHG reduction strategies and extensive experience with application of VisionEval in scenario planning at the regional level.

### **2.2 STUDY TASKS**

#### **TASK 1: PROJECT MANAGEMENT AND COORDINATION WITH RTC**

This task involves managing and coordinating work tasks - including overseeing the progress of the project; developing the project scope, schedule and budget; ensuring the project stays on

schedule and within budget; attending agreed-upon coordination meetings; managing appropriate consultant staff assigned to the project; addressing any issues or obstacles that may arise; developing draft and final reports; and providing monthly billing and progress reports to RTC.

## **TASK 2: REGIONAL PER CAPITA VMT AND GHG REDUCTION STRATEGIES DEVELOPMENT**

This task will include meeting with RTC and regional partners to discuss local, regional, state and national strategies and policies to reduce transportation related GHG and regional per capita VMT. In coordination with regional partners, develop a range of local/regional policy options and a range of range of state/national policy options will and then combined into a number of strategic policy packages for evaluation against a no-action baseline of current policies and strategies.

## **TASK 3: DEVELOP CLARK COUNTY REGIONAL VISIONEVAL MODEL FRAMEWORK**

This task includes the development of the VisionEval modeling platform for Clark County, Washington. Portland Metro has an existing VisionEval model that includes the Clark County region. This existing VisionEval framework could be leveraged and refined for this project. Alternatively, new VisionEval modeling platform could be developed specifically for this Clark County study. The Consultant will be responsible for guiding the project through the trade-offs associated with the different possible model development approaches.

## **TASK 4: STRATEGY AND POLICY EVALUATION USING VISIONEVAL PLATFORM**

This task includes the application of the VisionEval platform to evaluate four to six policy package alternatives against the no-action baseline. Performance measures should include GHG emission and per capita VMT, as well as other transportation, health and equity measures. A final report and presentation to regional partners should document the study process, key findings and a comprehensive evaluation of policy options.

### **2.3 RTC RESPONSIBILITY**

RTC will have overall responsibility for managing identification of the scope of work, management of scope delivery, and approval of all deliverables. RTC will provide direction to the Consultant, who will provide technical activities to support the Study Tasks as noted in the *Scope of Work* section above.

Unless otherwise directed, formal and informal communication following contract award shall be directed to the RTC Project Manager.

### **2.4 CONSULTANT'S ROLE**

The Consultant and RTC will work together to develop scope of work, which identify detailed activities, timelines, and budgets. RTC approval is required before commencing Consultant work and/or any changes in the scope of work. The Consultant will carry out activities specified in the scope of work. Coordination and communication will be required between the Consultant and RTC Project Manager.

## **2.5 PROJECT SCHEDULE**

RTC intends that project scope of work and associated schedules will be negotiated with the Consultant. However, project schedule needs accommodate concluding the project by June 30, 2025.

## **2.6 REPORTS BY CONSULTANT**

The Consultant shall provide recurring progress reports and monthly written reports to RTC. The Consultant shall provide any draft deliverables for inspection and comment by RTC prior to submitting final deliverable(s) to RTC. Consultant shall utilize RTC design guidelines and templates.

## **2.7 SUBCONTRACTING**

The selected Consultant shall submit names of potential subcontractors to the Project Manager for review and approval prior to entering into proposed subcontracts. The Project Manager shall have the right to approve or reject subcontractors prior to execution of a contract with the lead Consultant.

# **3 GENERAL REQUIREMENTS**

## **3.1 RESPONSE DOCUMENTS**

Response documents shall include in fact or by reference the following:

- Request for Qualifications
- Addenda to RFQ (if applicable)
- Statement of Qualifications
- Project Understanding and Scope of Work

Provide a narrative demonstrating the consultant's understanding of Regional Vehicle Miles Traveled Reduction Study for Clark County. Address how the consultant will provide guidance and assistance in conducting associated tasks. Responses should be prepared simply and succinctly, providing straightforward descriptions of qualifications and work scope to satisfy the requirements of the RFQ. Outline of Scope should be clear and concise. RTC shall not be liable for any expense incurred in the preparation of responses. All responses and submissions will become the property of RTC and will not be returned to the respondent.

## **3.2 ADDENDA TO RFQ**

RTC reserves the right to make any changes in the RFQ as deemed appropriate. Any and all changes shall be made by written Addendum, which shall be issued by RTC to all interested firms who have been issued copies of the RFQ from RTC.



### 3.3 SUBMITTAL OF RESPONSES

**Proposals will be received by RTC until 3:00 p.m. (Local Time), December 6, 2024. Any response received after the prescribed deadline will not be considered.**

Proposals may be mailed or hand-delivered and shall be addressed as follows:

Mail:

Southwest Washington Regional Transportation Council  
ATTN: Mark Harrington  
P.O. Box 1366  
Vancouver, Washington 98666-1366

Hand Delivery:

Southwest Washington Regional Transportation Council  
ATTN: Mark Harrington  
1601 Fourth Plain Boulevard,  
4th Floor, Suite 430  
Vancouver WA 98661

The Proposal shall be sealed in an envelope, box, or other suitable package. To ensure proper identification and handling, mark in the lower left-hand corner of the envelope: “**Regional Vehicle Miles Traveled Reduction Study**”

**One (1)** hard copy and **one (1)** electronic file (PDF format on a USB drive) of the Proposal is to be furnished to RTC at the time and place specified above.

RTC will send a confirmation e-mail once the file has been received by RTC in an acceptable format. RTC makes no special provision for receipt of documents. Proposal submittals should, therefore, be sent in ample time to arrive at RTC before the actual due date. RTC shall not be liable for documents that do not arrive by the deadline.

### 3.4 INQUIRIES ON RFQ

Questions on this RFQ should be addressed to the above address or to [procurement@rtc.wa.gov](mailto:procurement@rtc.wa.gov) with a cc to [Mark.Harrington@rtc.wa.gov](mailto:Mark.Harrington@rtc.wa.gov). The Project Manager or designee shall be the single point of contact relating to this Work Program during the response period.

### 3.5 VALIDITY PERIOD

Consultants shall be considered current and a valid offer to undertake the work, subject to successful negotiation of a contract, for a period of at least ninety (90) days and shall contain a statement to that effect.

### 3.6 RFQ EVALUATION PROCESS

The following time line will be observed in selecting a consultant:

Release Request for Qualifications	November 11, 2024
Submittals Due to RTC	December 6, 2024

Interviews  
Selection

Week of December 16, 2024\*  
January 2025

*\*Note: Interview and Selection schedule subject to change at the sole election of RTC*

A time schedule will be established after the Proposals are reviewed, scored, and a consultant selected. RTC and the selection committee reserve the right to determine the most qualified team based only on the submitted qualifications. For its own best interests and in its own discretion, RTC reserves the right to accept any response or to cancel this solicitation and reject all responses at any time during the procurement process.

### **3.7 ASSIGNABILITY**

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

This RFQ may be subject to Washington State Statute RCW 39.34.030. Therefore, RTC may be acting as lead agency for the Washington State Department of Transportation, which will be billed by RTC for service costs.

## **4 TERMS OF PAYMENT**

The contractor will be paid on a monthly basis for authorized and satisfactorily completed work and services as rendered under this contract. Such payment shall be full compensation for work performed and services rendered; for all supplies, materials, equipment, or use thereof; for all transportation, lodging, and meals; and for all other necessary incidentals. All expenses shall be detailed on invoices submitted by the contractor to RTC. Fees for services shall be detailed by date, type of service provided, hours per type of service, hours per day, hourly rate, and total per day. Reimbursable expenses shall be itemized and shall be detailed by copies of all invoices for all nontravel reimbursable expenses. An original invoice must be received by the 25th of the month for submittal to the RTC Board of Directors for approval and payment after the monthly Board meeting held on the first Tuesday of each month. Invoices must be addressed to Mark Harrington, Principal Transportation Planner, RTC, P.O. Box 1366, Vancouver, WA 98666-1366, or [Mark.Harrington@rtc.wa.gov](mailto:Mark.Harrington@rtc.wa.gov), and copy [RTC Accounting](#).

## **5 REQUEST FOR QUALIFICATIONS**

### **5.1 RESPONSE REQUIREMENTS**

Each response shall contain the following items:

- A letter of transmittal containing a statement addressing the required validity period (see Part 3.5 above) and a statement that the Consultant has received, read, and understands this Request for Qualifications

- An indication of review and understanding of the required certifications (see Appendix of this Request for Qualifications, Attachments 1 and 2). The successful contractor will be required to complete the certifications.
- Table of Contents
- Response documentation as outlined in 3.1
- A written response addressing the items listed in 5.2 through 5.6

## **5.2 COMPANY DESCRIPTION**

Include the number of years the Consultant has been in business, its size, specialties, and other relevant information responsive to this solicitation. Describe resources and capabilities that will be available to perform the services required under this contract and include a list of best practices the Consultant utilizes for project management and client relations. Include the name and address of any subconsultant(s) that may perform work under this contract and what services they may provide.

## **5.3 QUALIFICATIONS OF CONSULTANT**

Describe the depth of your team's relevant experience and skills and relate that experience to your understanding of the project. Outline past experience, including project description and date, working in the region. Emphasize the direct and related experience of your team's project personnel (not the reputation or experiences of the firms with which they are associated). Include a description of the project team, including the project manager, and an organizational chart showing responsibilities and decision-making authority. Project team members are to be identified by name and fields of expertise.

## **5.4 REFERENCES OF CONSULTANT**

Include a minimum of three (3) relevant client references. Provide the name and phone number of the individual to be contacted for each reference. References should include a written description of the work performed.

## **5.5 AVAILABILITY**

Include a statement of other work currently underway or anticipated to be in progress during the time frame of this project and show how the Consultant intends to schedule projects so this project is accomplished as well.

## **5.6 OTHER INFORMATION**

Consultants are free to provide other information that may assist RTC in determining the consultant's qualifications to undertake the work described.

## 6 CONSULTANT SELECTION

### 6.1 EVALUATION

Proposals received in response to this RFQ will be evaluated and numerically ranked by an evaluation team to consist of representatives from RTC and may also include local partners. The consultant team deemed to be the most highly qualified to provide the services required for the proposed project—based on overall score—and reference checks will be identified as the preferred consultant. Based on the evaluation team’s input, RTC’s Project Manager may, at his or her discretion, elect to interview the top two ranked teams to select the one with the highest qualifications. If interviews are conducted, 10 points will be added based on the interview.

Once selected, RTC’s Project Manager will negotiate a scope of services and a fee that is fair and reasonable. If agreement cannot be reached on scope of services and a fair and reasonable fee, negotiations with that firm shall be formally terminated. At this point RTC has the option to select another highly qualified team and enter into contract negotiations.

### 6.2 EVALUATION TEAM

Qualifications received in response to this RFQ will be evaluated by an evaluation team to consist of representatives from RTC and Transportation Policy Committee partners.

### 6.3 EVALUATION CRITERIA

The evaluation team shall review the qualifications in accordance with the following criteria:

- Capabilities of Consultant Project Team (40 Points)
  - Qualifications and experience of key personnel
  - Experience and knowledge in regional and general transportation planning
  - Experience in working with multiagency teams
  - Level of proficiency for technical skills desired
  - Knowledge of local, regional, state and national strategies for the reduction of VMT and transportation related GHG
  - Experience and knowledge in the development and application of VisionEval models at the regional level
  - Experience in Study report writing and contemporary layout/design and graphic formats
- Proposed Project Approach (40 Points)
  - Project management expertise and philosophy
  - Proposed project management process and work program
  - Relevance of firm qualifications and work references to proposed work program
  - Commitment of Project Manager and team to project and experience of team working together
- Quality of Proposal and References (20 Points)

- Readability and Presentation
- Clarity
- Communication of team strengths and overall approach
- Previous client references

Total Points: 100

## **7 GENERAL TERMS AND CONDITIONS**

### **7.1 CONTRACT**

The successful Consultant must enter into a Professional Services agreement with RTC. The work shall be executed under the direction and supervision of the RTC Executive Director and his/her properly authorized agents, on whose inspection all work shall be accepted or condemned. The RTC Executive Director shall have the full power to reject or condemn any materials furnished or work performed under the Contract, that does not conform to the terms and conditions set forth.

### **7.2 LIMITATION**

This RFQ does not commit RTC to award a contract or to procure or contract for services or supplies.

### **7.3 REJECTION OF PROPOSALS**

RTC reserves the right to accept or reject any or all proposals received as part of this RFQ, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFQ if it is in the best interest of RTC to do so.

### **7.4 PROCUREMENT PROTEST PROCEDURE**

Every effort will be made by RTC to resolve disputes relating to consultant selection. The option of informal mediation may be used for resolution. Any bidder may file a written complaint with the RTC's Executive Director. Upon receiving the written complaint, RTC will determine the most reasonable way to resolve the dispute. Written complaints should be addressed to RTC – Purchasing, P.O. Box 1366, Vancouver, WA 98666-1366.

### **7.5 NONDISCRIMINATION**

RTC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in regard to any contract entered into pursuant to this Request for Qualifications, minority business enterprises will be afforded full opportunity to respond to this request and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. Persons with disabilities may request this information be prepared in alternate forms by calling RTC at (564) 397-5211.

## **7.6 REIMBURSEMENT**

RTC will not reimburse suppliers for any costs involved in the preparation and submission of responses to the RFQ or in the preparation for and attendance at subsequent interviews. Furthermore, this RFQ does not obligate RTC to accept or contract for any expressed or implied services. RTC reserves the right to request any respondent to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the response.

## **7.7 PROPOSALS BECOME PUBLIC RECORDS**

During the evaluation process, RTC treats all proposals with the highest level of confidentiality; however, once the evaluation process has been completed and a contract is awarded, the entire procurement becomes public information and subject to the Washington State Public Disclosure Act (RCW 42.17). Any proprietary information revealed in the proposal should, therefore, be clearly identified as such. RTC will notify any proposer before releasing the proprietary information to any request for public records.

## **APPENDICES**

CERTIFICATION REGARDING INELIGIBLE CONTRACTORS

The \_\_\_\_\_ (Name of Proposer) certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this proposal.

The Proposer certifies or affirms the truthfulness and accuracy of the contents of the statement submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801 Et Seq. are applicable thereto.

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date



SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL  
(RTC)

AFFIDAVIT CONCERNING CONFLICTS OF INTEREST  
AND NONCOMPETITIVE PRACTICES

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

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

The undersigned, being first duly sworn, on oath states on behalf of the contractor:

A. Conflict of Interest

That the contractor by entering into this contract with RTC to perform or provide work, services, or materials to RTC has thereby covenanted, and by this affidavit does again covenant and assure, that it has no direct or indirect pecuniary or proprietary interest, and that it shall not acquire any such interest, which conflicts in any manner or degree with the services required to be performed under this contract and that it shall not employ any person or agent having any such interest. In the event that the contractor or its agents, employees, or representatives hereafter acquire such a conflict of interest, it shall immediately disclose such interest to RTC and take action immediately to eliminate the conflict or to withdraw from this contract, as RTC may require.

B. Contingent Fees and Gratuities

That the contractor, by entering into this contract with RTC to perform or provide services or materials for RTC, has thereby covenanted, and by this affidavit does again covenant and assure:

1. That no person or selling agency bona fide employees or designated agents or representatives of the contractor has been employed or retained to solicit or secure this contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and

2. That no gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the contractor or any of its agents, employees, or representatives, to any official member or employee of RTC or other governmental agency with a view toward securing this contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this contract.

\_\_\_\_\_  
Company Name

By \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and Sworn to Before Me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

residing at \_\_\_\_\_.