



1230 W Boone Ave
Spokane, WA 99201
janderson@spokanetransit.com

REQUEST FOR PROPOSALS

2025-11110

FIVE MILE MOBILITY HUB PRELIMINARY DESIGN

ISSUE DATE:	Monday, October 13, 2025
PROPOSAL DUE DATE:	Friday, November 14, 2025
	4:00 PM Pacific Time

1.0 INTRODUCTION

Spokane Transit Authority, located at 1230 West Boone Avenue, Spokane, Washington, is requesting Proposals from qualified Proposers to furnish the Five Mile Mobility Hub Preliminary Design for which STA anticipates awarding a One (1) year Contract.

The Proposer may supplement its Proposal with Subcontractors, with the understanding the Proposer is responsible for all Work.

Please read this entire RFP package before submitting your Proposal. Careful attention must be paid to all requested items contained in this RFP.

This RFP does not commit STA to enter into any Contract; to pay any costs incurred in the preparation of a Proposal in response to this RFP or in subsequent negotiations; or to procure or contract for the Work. STA expects to negotiate a Contract with the Proposer it deems most advantageous to the agency.

1.1 Procurement Schedule and Deadlines Overview

Below is the proposed procurement timeline for this RFP. Future events may cause this timeline to change. STA reserves the right to revise the procurement timeline at any time and for any reason.

DATE	EVENT
October 13, 2025	RFP Advertised and Issued
October 22, 2025, 11:30 AM Pacific Time	Pre-Proposal Conference
October 31, 2025, 4:00 PM Pacific Time	Deadline to Submit Requests for Approved Equals, Clarifications, or Changes (including Red Lines to Sample Agreement)
November 14, 2025, 4:00 PM Pacific Time	Proposal Due Date
November 15-30, 2025	Evaluation of Proposals
December 8-10, 2025	Interviews for Proposers in Competitive Range (if necessary)
December 2025-January 2026	Final Contract Negotiations and Execution

1.2 Proposer Communications with STA

STA is committed to providing all prospective Proposers with accurate and consistent information in order to ensure that no Proposer obtains an undue competitive advantage. To this end, from the date this RFP is released through the date of award of a Contract, all communications, questions, and inquiries concerning this RFP shall be addressed to:

JENNIFER ANDERSON
Procurement Coordinator
(509) 325-6024
janderson@spokanetransit.com

STA reserves the right to disqualify any Proposer who contacts a STA officer, director, employee, agent, representative or committee or Board member concerning this RFP other than in accordance with this Section.

1.3 Pre-Proposal Conference

A pre-proposal conference will be held on **Wednesday, October 22, 2025, beginning at 11:30 AM Pacific Time.** To participate:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 216 977 216 864 8

Passcode: oF9xj9F9

Dial in by phone

[+1 509-824-1714,,396486862#](#) United States, Spokane

[Find a local number](#)

Phone conference ID: 396 486 862#

Questions and/or clarifications about the RFP may be addressed during this conference. Questions and/or clarifications may be submitted in advance in accordance with Section 1.2.

Any prospective Proposers in receipt of this RFP will be provided with any changes or clarifications to the RFP by written Amendment in accordance with Section 3.3.

1.4 Proposal Due Date and Proposal Submission

Proposals will be accepted until 4:00 PM, Pacific Time, November 14, 2025, in accordance with the specifications and conditions stated in the RFP. Proposals must be labeled with the name and number of the solicitation and submitted via Drop Box at the following link:

<https://www.dropbox.com/request/f9WwYxdavT2V6gS4QWoK>

All Proposals shall be effective for a minimum of Ninety (90) Days from the Proposal Due Date or Best and Final Offer ("BAFO") date (if applicable), whichever is later. Late submittals shall be deemed nonresponsive and returned to the Proposer. The cost of Proposal preparation will be completely borne by the Proposer. STA reserves the right to request an original Proposal with "wet" signatures, in its sole discretion.

Except as otherwise provided for herein, Proposals which are incomplete, or which are conditioned in any way or contain erasures, alterations or items not requested in the RFP, or which are not in conformance with the RFP or applicable laws, rules and regulations, may be rejected as nonresponsive.

1.5 No Proposal

To assist STA with future procurements, prospective Proposers choosing not to submit a Proposal are requested to email the STA contact in Section 1.2 with the reason(s) for not submitting a Proposal in response to this solicitation.

2.0 SCOPE OF WORK

Project Background

The Five-Mile Park and Ride is located on the corner of N Ash St and W Five-Mile Road. Currently, two routes use the Five-Mile Park and Ride, Route 4, a High Performance Transit (HPT) line with 15-minute frequency and the highest annual passenger boardings in Spokane Transit Authority's (STA) system, and Route 662, which provides two outbound trips to Eastern Washington University (EWU) on weekday mornings. The site is geographically and topographically constrained with Austin Road and a steep hillside on the West, high-density residential to the North, and commercial, office and retail development to the South and East. The Five-Mile Park and Ride is a key transit facility for North Spokane and serves as the northern terminus for STA's highest ridership route, but current low utilization of parking facilities and geographical limitations suggest STA has an opportunity to modify the site for use as a mobility hub.

Project Purposes and Outcomes

The purpose of this study is to: 1) research and document elements that could be used to design a successful network of mobility hub sites within STA's Public Transportation Benefit Area (PTBA); and 2) identify elements that could be successfully applied to create a mobility hub at the Five-Mile Park and Ride. STA's Comprehensive Plan, Connect Spokane, calls to assess existing transit centers for implementation of mobility hubs. These hubs will support travel modes such as carshare, bikeshare, dockless vehicles, shared autonomous vehicles and ride-sharing companies (i.e. Uber, Lyft, etc.). The Five-Mile Park and Ride has been identified as a potential mobility hub and this study will evaluate and determine alternatives for implementation.

NOTE: This Scope of Work is very prescriptive in its detailing of the desired tasks and subtasks meant to achieve the objectives of the study. The proposers may modify the tasks in their proposals or offer an alternate selection of tasks as long as they are within the determined budget, and they achieve the stated purpose and outcomes of the project.

Task 1: Project Management and Coordination

Task 1 outlines the oversight and administrative tasks required to support the plan development needs. This includes developing the project management plan, defining communication protocol, providing project material, and supporting meetings such as public outreach meetings, and meetings with stakeholders and officials. After Contract execution, STA, the selected consultant team (Consultant), and the Project Advisory Committee shall conduct a project kick-off meeting to refine the project work plan, review the project management approach, and discuss data needs and sources. The Consultant shall participate in monthly meetings in person or via conference call with STA to review project progress and provide guidance on project development.

1.1 Project Management

Consultant's project manager will lead its team, keeping the schedule and maintaining the consultant budget while reporting to the STA project manager, who will have

responsible charge, throughout the duration of the Project. Consultant's project manager will support the STA project manager in moving the Project forward, building consensus among various stakeholders and agencies, while also maintaining communication with the stakeholder agencies comprised of staff from the City of Spokane, Spokane County, WSDOT, and SRTC as well as other consultants assigned to this Project. The consultant's project manager will be responsible for ensuring all deliverables described in the Task Order are submitted on schedule and in electronic file format for editing and review purposes. Final work products shall be submitted in electronic formats such as Microsoft Word, Adobe PDF, or Adobe InDesign, unless otherwise specified by the STA project manager.

1.2 Document Control

Consultant will communicate with STA on any proposed modifications if additional changes are needed as the Project is implemented. Unless a written amendment is approved and executed by STA, no changes to the Project Work Plan shall be permitted that will change the Payment Schedule for this Task Order. Consultant is responsible for notifying the STA PM in writing if at any juncture Consultant believes it may exceed the amounts authorized in the Payment Schedule.

1.3 Progress Reports and Monthly Invoices

The consultant will provide monthly progress reports detailing the tasks completed within that month and the overall percentage of work completed on the project as well as the percentage of the budget spent on each task. Additionally, the consultant will provide monthly invoices that include the total budget, the amount expended to date, and the remaining budget (including percentages) for the duration of the Project.

1.4 Meetings

Consultant will propose a recurring meeting schedule for confirmation by STA. Consultant will prepare meeting agendas, develop accompanying meeting materials and presentations, and record and submit minutes of all meeting discussions. Consultant will lead meetings to discuss overall project status, action items, next steps, and gather input. Consultant will also track action items and resolutions and report the status of each at the following Technical Advisory Committee (TAC)¹ meeting. Consultant will lead as-needed weekly check-in meetings with the STA project manager to provide succinct progress reports, discuss project hurdles, edits to project schedule, etc. The STA project manager will confirm the schedule for each weekly check-in meeting.

1.5 Performance Measurement Framework

The Consultant will work closely with STA Project Manager to develop and refine key performance goals and metrics at the outset of the 5-Mile Mobility Hub Study to monitor progress over time. This shall include presentations to solicit input from the Project's stakeholders, as further described in Task 2 Community Outreach and Engagement below.

¹ TAC members are representatives of City of Spokane, Spokane County, SRTC, and WSDOT

Deliverables:

- One (1) Final Project Work Plan and Schedule;
- Consultant will lead one (1) Project Kick-Off Meeting;
- Consultant will lead biweekly check-in meetings with STA;
- Consultant will lead TAC meetings; and
- Consultant will provide monthly progress reports for the duration of the project.

Task 2: Assessment of Mobility Hub Elements and Opportunities

Task 2 outlines research and review of Mobility Hub best practices utilized by other jurisdictions and transportation agencies nationally, along with assessment of potential elements to consider for mobility hubs in the STA PTBA. Consultant will develop siting criteria for Mobility Hubs within the STA PTBA for use in identifying future opportunities for expansion of the Mobility Hub pilot program.

Working with STA, Consultant will develop broad implementation recommendations for a future mobility hub network within the PTBA, including identifying optimal locations for expansion of mobility hub sites, considerations for delivery and governance of mobility hubs, funding considerations, and potential partners and key stakeholders.

2.1 Mobility Hubs: Definition, Best Practices & Siting Criteria

The Consultant will conduct a comprehensive literature review of best practices related to Mobility Hubs including a review of hub-siting criteria utilized by other cities or agencies. Known references include, but are not limited to, the Metrolinx Mobility Hub Guidelines, LA Metro First/Last Mile Strategic Plan, City of Oakland Mobility Hub Suitability Analysis, the SANDAG Regional Mobility Hub Implementation Strategy, the City of Shoreline Shared-Use Mobility Hubs Plan, and any other emerging and relevant practices. To the extent available, any academic or professional research or data collection conducted to elaborate on the proven impacts of Mobility Hubs on travel behavior or toward STA goals should be included. Consultant should conduct additional research, as necessary, to ensure criteria include social equity considerations.

2.2 Recommendation of Mobility Hub Elements and Typology

The Consultant will utilize the review performed in task 2.1 and any additional research needed to identify potential Mobility Hub elements, features, and services that could be included in a Mobility Hub network within the STA PTBA. Examples could include but are not limited to, enhanced transit elements (e.g. shelters, seating, lighting, real-time information) multi-modal elements (e.g. bike storage, scooter share, parking dedicated to carshare and/or EV charging), placemaking and comfort elements (e.g. wayfinding, food or retail services, events/programming).

The consultant will identify a recommended tiered typology for STA Mobility Hubs, utilizing the identified siting criteria and potential Mobility Hub elements, features, and services. This typology will outline between 2-4 types of mobility hubs that could be implemented in the STA PTBA, based on criteria such as Mobility Hub location, surrounding land use, available space, and/or desired elements and features.

2.3 Mobility Hubs Optimal Locations Analysis

The Consultant will work with STA Staff to develop standard criteria to identify the optimal locations and composition of a network of Mobility Hubs. This will include developing a tailored working definition of a Mobility Hub and creating a preliminary framework for evaluating and prioritizing on-demand services for implementation. The number of potential Mobility Hub locations will be determined through the application of siting criteria. In addition to geographic location, design standards & guidelines for modal programming should be developed based on the relationship to land use and existing mobility network.

The Consultant will utilize the adopted siting-criteria and collected data to conduct a Mobility Hubs Analysis to determine the 5-7 most optimal locations along with multi-modal programming and design recommendations for each. Findings will include a detailed narrative for each proposed location along with an inventory of proposed mobility choices (i.e. –bikeshare, car share, EV charging, curb management, etc.). Recommended Hub locations will be prioritized for implementation based upon community and stakeholder feedback, consultation with local agencies, and information gathered through the Best Practices review.

2.4 Implementation and Operation Recommendations

The consultant will develop implementation recommendations for a Mobility Hub network in the STA PTBA, including recommendations for delivery approach and governance structure for mobility hub services and projects, as well as considerations for future service/project implementation. Recommendations could include, but are not limited to, identifying opportunities for phased implementation, identifying key stakeholders and potential project partners, funding considerations for mobility hub projects and ongoing operation, and potential equity concerns and considerations.

Deliverable:

- A Mobility Hubs “Guide” documenting findings from the completed subtasks of Task 2, including definition and best practices for mobility hubs, siting criteria for mobility hubs within the PTBA, recommended potential elements, services, and programs to be included in mobility hubs within the PTBA, types of mobility hubs for the PTBA, analysis and identification of optimal mobility hub locations, and recommendations and considerations for implementation and operation of mobility hubs.

Task 3: Five-Mile Mobility Hub Design Concept Refinement and Implementation Recommendations

In coordination with STA, Consultant will develop basic parameters and descriptions for two (2) potential build-alternatives for the Five-Mile Mobility Hub. Consultant will propose a methodology for conducting a planning-level feasibility assessment of the alternatives utilizing available information related to the project site, anticipated costs, constructability of key

components, anticipated timelines, and other relevant factors. The STA approved methodology will then be applied to each alternative.

Consultant will develop a Design Alternatives and Preferred Solution Report that catalogues and describes the build alternatives, highlighting the unique characteristics, strengths, weaknesses, and opportunities related to each. The descriptions and assessment of each alternative will be shared internally with key STA stakeholders. Incorporating feedback received from the key stakeholders, Consultant will identify a preferred design solution for the Five-Mile Mobility Hub.

Consultant will then develop a set of schematic maps, sketch-level street sections, and/or site plan renderings to highlight multimodal connections, lane configurations, proposed station layouts and elevations, land use assumptions, and other key features of the preferred Five-Mile Mobility Hub design alternative.

3.1 Data Collection and Review of Existing Documents

Consultant will work with STA to collect all relevant existing data and identify, prioritize, and collect a select set of additional data, and identify data needs and gaps related to the planned 5-Mile Mobility Hub and its surrounding area.

The review should include, but not be limited to, the following documents and data sources:

- STA Moving Forward
- Connect 2035
- Connect Spokane (A Comprehensive Plan for Public Transportation)
- Pedestrian and bike access studies such as COS Bike Elements and Pedestrian Elements of Comp Plan
- Horizon 2050 MTP
- Spokane Region ITS Architecture (SRTMC)
- Neighborhood and sub-area plans for the City of Spokane
- Available observed and forecasted transit ridership data and roadway/traffic data
- Utility location data and as-built information
- Relevant documents and resources on Social Equity and Environmental Justice

3.2 Multi-Modal Inventory & Gaps Analysis

The Consultant will develop an inventory of existing and potential transportation mode choices and supportive infrastructure in the vicinity of the 5-Mile Park and Ride. Much of this task will require synthesizing existing data from across multiple documents and sources to develop a comprehensive understanding of the mobility network.

Data from preceding subtasks and research conducted in the previous task should be leveraged to identify key barriers deterring multi-modal transportation in the area, including safety, infrastructure, lack of choice, first/last mile issues, or others. This may include aggregating barriers and gaps identified in preceding plans and outreach efforts. In addition, the Consultant will note any gaps observed regarding internal processes,

plans, projects, or policies and present opportunities to better integrate multi-modalism and leverage technology to improve circulation.

A key function of this task will be to compile gaps and barriers identified across multiple modes, plans, and departments and develop a ranking exercise that will result in a final list of prioritized mobility challenges to be addressed.

3.3 Corridor and System Coordination Assessment

Consultant will work with STA to identify a set of metrics to appropriately assess current operations and performance concerning all transportation modes and accessibility at and in the vicinity of the 5-Mile Park and Ride. The Consultant will apply these criteria to and within the study area for pedestrians, transit, local roadways, highways, goods movement facilities, and active transportation facilities.

As part of the assessment, Consultant will coordinate with STA to schedule and perform a site visit of the study area. Consultant will use the site visit to develop a study area photo repository and field notes to identify and document unique site conditions such as specific roadway and pedestrian access, above-ground utilities, drainage, building structures, and other existing conditions.

Corridor characteristics to be considered in the assessment will include current disconnects between transit and land use, gaps and opportunities for bus integration, bicycle and pedestrian access and network gaps, and general accessibility for private vehicles, Transportation Network Companies (TNCs) such as Uber and Lyft, and flexible fleets within the study area as well as to connect to the overall regional system. Assessment of future corridor characteristics will include assumptions for planned long-range system improvements.

3.4 Design Alternatives Refinement

Consultant will coordinate with STA and identify and generate additional planning considerations for incorporation into the alternatives. One of the build alternatives will include a “Reduced Scope Alternative” in which the Five-Mile Park & Ride remains in its current configuration with no added bus capacity but includes potential Mobility Hub amenities and an improved connection between the Park & Ride facility and neighborhood to enable more seamless pedestrian, micro mobility and fleet connections.

Consultant will conduct a planning-level feasibility assessment of the alternatives utilizing available information including, but not limited to, site analysis data, anticipated costs, constructability of key components, and anticipated timelines. The assessment will also consider anticipated impacts and/or benefits to existing and future multimodal facilities, safety, circulation, and operational needs, as well as any relevant criteria or screening metrics developed in Tasks 2 and subtasks 3.1, 3.2, and 3.3. STA and Consultant will identify a preferred design solution for the Five-Mile Mobility Hub to incorporate additional planning and engineering considerations to bring the identified preferred design solution to a greater level of detail.

Outcomes of the feasibility analysis and stakeholder input, and STA refinements to the preferred design concept will be documented in the Design Alternatives and Preferred Solution Report. This report will define the overall footprint, general configuration, and key design elements of the future Five-Mile Mobility Hub, as well as primary assumptions, rationale for the design, and potential risks.

Additional planning, engineering, and design considerations for refinement of the preferred design alternative may include, but not be limited to, the following:

- Potential network modal priority and connectivity of streets within the study area, which could include:
 - Very low-speed streets or spaces with a focus on walking only;
 - Lower speed streets designed to be shared with people using micromobility or walking (e.g., 20-25 mph);
 - Transit streets designed for microtransit and/or bus that may also be combined with low-speed modes and guideway systems;
 - Higher speed streets designed for vehicular throughput while considering how to safely integrate and protect/separate low-speed modes.
- Mobility Hub features and Flexible Fleet services, which could include:
 - Active Transportation and Complete Streets concepts, including bike and micromobility secure storage options and e-charging amenities;
 - A variety of on-demand services including dockless e-bikes/scooters; neighborhood electric vehicle (NEV) shuttles, larger capacity microtransit options, and other pooled ride options; last-mile delivery services; carshare.
- User experience amenities which could include, but are not limited to:
 - Interactive travel kiosks equipped with Wi-Fi and real-time travel information;
 - Multimodal wayfinding systems and signage provided in multiple languages.
- Curb management strategies as well as pick-up and drop-off (PU/DO) concepts for private vehicles, TNC and ride-hailing services, future autonomous shuttles, taxis etc.
- Electric vehicle charge points including DC Fast and wireless charging opportunities.
- Necessary ROW and land-acquisition needs for planned multimodal connections.
- Integration of potential land use development opportunities.
- Integration of additional Next Operating System (Next OS) and ITS infrastructure for improving operations and Mobility Hub services (e.g., broadband infrastructure; smart intersections which will provide transit signal priority, as-needed green time extensions for vulnerable road users, and accommodations for local deliveries, smart curb infrastructure to facilitate flexible use of the space while enabling curb data flow, etc.).
- Design considerations to improve the overall resilience of the area to climate impacts (e.g., drainage improvements, shade structures and trees, integration of renewable energy features, on-site capture and re-use of storm water, etc.).

The alternatives described in the Design Alternatives and Preferred Solution Report will be conceptual in nature but include enough detail and information to highlight discernable differences and adequately inform subsequent decision making as well as phasing and implementation strategies.

Deliverable:

- Five-Mile Mobility Hub: Design Alternatives and Preferred Solution Report

3.5 Mobility Hub Schematic Maps, Cross-Sections, and Site Plan Renderings

Consultant will develop a set of schematic maps, sketch-level cross-sections, and site plan renderings to highlight key project features for the identified preferred alternative, including pedestrian access and flow, proposed station layouts and elevations, lane configurations and designations, lane re-purposing, micromobility and active transportation access, guideway facilities, key ROW and land use assumptions, multimodal connections, land use designations, and transit-oriented development areas, as well as others as determined by STA. The draft and final set will apply a consistent symbology to distinguish and highlight near-term solutions from within the ultimate footprint of the Five-Mile Mobility Hub. STA and TAC will review and provide comments on the draft set. Consultant will deliver a final set incorporating comments and edits to STA.

Maps, cross-sections, and renderings shall be provided in a high-quality electronic format for use in future outreach initiatives. The Consultant will work with STA to refine the renderings to meet the accepted standards. Consultant will provide visual examples that can be leveraged when STA pursues resources to implement Mobility Hubs at future dates.

Deliverable:

- A set of Schematic Maps, Cross-Sections, and Site Plan Renderings for 5-Mile Mobility Hub suggested alternatives.

Task 4: Final Project Summary Report and Presentation

In coordination with STA, Consultant will develop a Project Summary Report that includes an executive summary and project overview, documents key outcomes of each Project task, and provides final summary recommendations for implementation of the Five-Mile Mobility Hub. Working with STA, Consultant will incorporate additional long-range planning considerations as they relate to projects, programs, and policies, including but not limited to:

- Land use integration and potential development opportunities
- Additional micromobility and fleet-based ridesharing services
- Additional multimodal access improvements
- Future technology/ITS infrastructure needs

A Draft Project Summary Report will be submitted to STA for review and comment. The Consultant will deliver a final Project Summary Report incorporating comments and edits from the TAC, as necessary.

A summary PowerPoint presentation will be developed for use as presentation material to various stakeholder groups. The Project Summary PowerPoint will highlight key outcomes of each project task, a summary of outreach efforts, alternatives analysis and the preferred design solution, phasing strategies, and final recommendations developed in coordination with STA. Deliverables:

- Project Summary Report; and
- Project Summary PowerPoint presentation.

3.0 INSTRUCTIONS TO PROPOSERS

3.1 Proposer Registration & Licensing

3.1.1 At the time of proposal submittal, as a minimum requirement for a proposal to be deemed responsive, proposers must meet the following business registration and licensing criteria:

- Active registration with the Washington State Secretary of State.
- Active Washington State Business License issued by the Washington State Department of Revenue.
- Active Worker's Compensation Account with the Washington State Department of Labor & Industries or listed on the Certificate of Insurance if located outside the State of Washington.

3.1.2 In addition to the requirements of Subsection 3.1.1, following award of Contract, but prior to Contract execution, the Proposer shall provide evidence of necessary local business licenses, if applicable, within the local jurisdictions where the performance of work shall occur, as follows:

- City of Spokane business license.

3.1.3 STA encourages Proposers to review the following resources when determining applicable registration requirements:

- Washington Secretary of State: <https://www.sos.wa.gov/corporations-charities>
- Washington State Department of Revenue
 - Business Registration: <https://dor.wa.gov/open-business/apply-business-license#RegRequire>
 - Out of State Businesses: <https://dor.wa.gov/education/industry-guides/out-state-businesses-reporting-thresholds-and-nexus>
 - Business Licensing FAQ: <https://dor.wa.gov/open-business/business-licensing-and-renewals-faqs>
- Washington State Department of Labor & Industries: <https://lni.wa.gov/for-business>

3.2 Request for Approved Equals, Clarifications, or Changes

Requests for an approved equal, clarification, or change to the Work, Technical Requirements or RFP Documents shall be submitted to the STA contact in Section 1.2. Requests for changes to the Sample Agreement shall only be submitted as redlines in Word format using the Track Changes tool. STA will provide a copy of the Sample Agreement with track changes enabled for such requirement. Please note the Federal Terms & Conditions, if attached to the Sample Agreement, are NOT negotiable and modifications thereto will not be considered. Requests identified in this Section shall be submitted electronically in accordance with Section 1.2.

No request for an approved equal, clarification, or change to the Work, Technical Requirements, RFP Documents or Sample Agreement shall be considered unless a written request in the manner and form prescribed above is received by STA no later than the date prescribed in Section 1.1.

Approved equals, clarifications, or changes will be set forth in a written Amendment. Proposers shall not rely upon approvals made in any other manner. No substitutions shall be considered after the Proposals are received without prior written approval by STA.

3.3 Changes to RFP Documents

Any changes to the Work, Technical Requirements, Sample Agreement or RFP Documents will be made by written Amendment issued by STA. All prospective Proposers receiving the initial RFP package will be notified by email of these changes. Proposers shall acknowledge their receipt of all Amendment(s) in Section 1.B of the Proposal Response Form.

3.4 Contract

STA's Sample Agreement will be executed with the successful Proposer. It is unnecessary for Proposers to sign and return the Sample Agreement with their Proposal; however **Proposers should review the terms & conditions therein and submit any proposed language changes in accordance with Section 3.2 of this RFP.**

Upon receipt of a Contract, the Contractor shall have five (5) Business Days to execute such Contract and return to STA, inclusive of all requisite documentation and/or Proposer Certifications. If the Contractor fails to execute the Contract, furnish bonds (where applicable), securities or proof of insurance, or provide other required documentation within this time period, STA will be entitled to consider all rights arising out of STA's acceptance of the Proposal. STA will be entitled to such rights and additional remedies as exist at law.

3.5 Insurance

Requirements as stated in the Sample Agreement shall be met by the Proposer.

3.6 Proposer Certification Forms

STA is required to obtain certain Proposer Certifications in its solicitations. The Proposer Certifications must be completed in full, properly executed by the Proposer, and returned

with the Proposal on or before the Proposal Due Date. A Proposal that does not include the properly completed and executed Proposer Certifications may be considered nonresponsive and removed from further consideration, in the sole discretion of STA. Following award of Contract, the successful Proposer must obtain signed Proposer Certifications from each Subcontractor, of any tier, providing services in accordance with the Proposer's Proposal and provide these certifications to STA prior to execution of the Contract.

3.7 Complete System

It is the intention of the Technical Requirements, RFP Documents and other documentation attached hereto or contained herein to furnish all information, specifications and detail necessary for the Contractor to deliver the Work. Any items omitted from the Technical Requirements or RFP Documents that are clearly necessary to perform and deliver the Work shall be considered a part of the Technical Requirements or RFP Documents, although not directly specified or called for. Proposers shall promptly bring any discrepancies, errors, omissions, inconsistencies or ambiguities to the attention of STA after examining the Technical Requirements and RFP Documents in order for STA to consider the issuance of an Amendment.

3.8 Option to Supply Materials, Equipment and Licenses

STA may, at its option, supply hardware, software, licenses, warranties, infrastructure or materials outside of this RFP in accordance with specifications provided by the Contractor. In the event that STA supplies any such items, they shall be delivered in working order and in a timely fashion to the Contractor at a location and date to be determined in advance and agreed in writing. The Contractor shall not be reimbursed for the cost of items procured by STA outside of the Contract. In the event Contractor is required to utilize items provided by STA, Contractor shall have no responsibility for compliance with design specifications, warranty or delays arising out of or related to STA-provided materials.

3.9 Other Contractors Advisory

The Contractor is advised that coordination is required through STA with other contractors supplying or conducting work on related projects. The Contractor is also advised that there may be other contractors working on-site at STA projects or properties. The Contractor shall reasonably coordinate the Work with other contractors working in the vicinity.

3.10 Inspectors

STA may employ inspectors, who shall be representatives of STA. They shall have free access to the facilities, plans, design, QA records, fabrication, assembly and testing of the Work at all times, wherever in progress at the Contractor's, Subcontractors' or STA facilities. Inspectors are employed solely for STA's benefit and are not intended as a source of advice for the Contractor, its employees, Subcontractors or suppliers. The Contractor shall provide any reasonable facilities that the inspectors may require for the performance of their duties. The inspectors shall observe and may inspect the Work, and shall report their observations to STA. Except as expressly authorized by STA in

writing, the inspectors shall have no authority to accept, reject or approve the Work, to stop the Work, to authorize any changes in the Work, or to direct any extra Work. Any inspector employed or contracted by STA requiring access to Contractor's proprietary intellectual property may be required to execute a non-disclosure agreement with the Contractor prior to disclosure of such intellectual property. Such non-disclosure agreement shall be of form approved by STA prior to execution by inspector(s). STA shall be solely responsible for inspectors and Contractor shall have no responsibility for any actions or inactions of inspectors. STA shall be fully liable for any damage or injury to Contractor's materials, employees or Subcontractors.

3.11 Equal Employment Opportunity

STA is an Equal Employment Opportunity ("EEO") organization, which does not discriminate against any prospective Proposer on the basis of race, color, creed, national origin, sex, sexual orientation, gender identity or presence of any sensory, mental or physical disability in the consideration of contract award. The Proposer awarded a Contract will be required to comply with all EEO federal, state and local laws and regulations.

3.12 Federal Assistance

This RFP is subject to Federal Assistance. **The Contractor must comply with all Federal Terms & Conditions in the Sample Agreement.**

3.13 Project Records and Cost Pricing Data

Comprehensive records and documentation relating to this RFP shall be kept by the Contractor. The records shall include, but are not limited to, contract documents, plans, drawings, specifications, addenda, shop drawings and submittals, change orders, Amendments, modifications, manufacturer recall notices, field test results and records, and as-built drawings and records.

The Contractor shall keep and maintain reasonably complete and reliably detailed records of costs incurred in performing the Contract in accordance with applicable Federal Transit Administration requirements.

3.14 Protest Procedures

STA maintains a set of Proposer protest procedures. If any Proposer desires this information, it may be obtained by contacting STA in accordance with Section 1.2.

3.15 Reservations of STA

STA reserves the right to reject any or all Proposals or a portion of a Proposal; to waive any informalities or irregularities in the Proposal submission process; to supplement, amend or otherwise modify this RFP; to cancel this RFP with or without the substitution of another RFP; to extend the Proposal Due Date; to request additional information and data from any or all Proposers; to reissue the RFP; to negotiate further with those Proposers within the competitive range; to increase or decrease the Scope of Work; to negotiate changes in the Scope of Work prior to award of Contract; and to award a Contract based not necessarily upon the lowest proposed prices, but in the best overall

interests of STA. Please note this RFP does not constitute an offer, but rather a request from qualified Proposers.

4.0 PROPOSAL FORMAT AND CONTENTS

4.1 Proposal Format

Proposals shall be submitted as a PDF, in accordance with Section 1.4. All text shall be in English language. Proposals shall not include any unnecessary, generic or elaborate promotional material.

4.2 Changes/Alterations to Proposal

Proposers may change or withdraw their Proposal at any time prior to the Proposal Due Date; however, no oral modifications will be allowed. Only letters or other formal written requests for modifications or corrections of a previously submitted Proposal that is addressed in the same manner as the Proposal, and received by STA prior to the Proposal Due Date, will be accepted. The Proposal, when opened, will then be corrected in accordance with such written request(s), provided the written request is plainly marked "Modification of Proposal."

4.3 Proposal Structure

Proposals shall be presented clearly and concisely, and shall reflect the Proposer's understanding of the RFP objectives and convey a sound technical approach and management plan to deliver the Work. Proposals shall convey the Proposer's capabilities and qualifications to competently and cost-effectively complete the Work in a timely manner.

Proposal presentation shall be construed as evidence of the Proposer's ability to develop and convey technical information in a clear and concise manner.

For ease of comparison and validation of completeness of Proposals, Proposers must adhere to the organizational structure and section headings outlined below. Proposals that deviate from this organizational structure or are missing key informational elements may be considered nonresponsive and excluded from further review and/or evaluation, in STA's sole discretion.

Proposals shall contain at a minimum the following information:

- Section A – Introduction and Qualifications of the Proposer
- Section B – Project Organization and Staffing Plan
- Section C – Management Plan
- Section D – Technical Approach and Work Plan
- Section E – Compliance with Technical Requirements
- Section F – Completed Forms and Certifications
 - Proposal Response Form (Attachment A)
 - Price Proposal Form (Attachment B)

- Federal Disadvantaged Business Enterprise Certification (Attachment C)
- Federal Lobbying Certification (Attachment D)
- Federal Suspension and Debarment Certification (Attachment E)

4.3.1 Section A – Introduction and Qualifications of the Proposer

Introduction. Provide an introduction of the Proposer and/or an introduction of all partner firms, subcontractors, or subconsultants who may be involved in the Proposal.

- 1) Describe primary business experience of the Proposer, including length of time in business, ownership, the location of the corporate and satellite office(s), and other information Proposer might deem pertinent and introductory in nature.
- 2) State whether the Proposer has any pending litigation, and whether the Proposer has had any litigation in the last five (5) years, including the outcome of such litigation.
- 3) Include point of contact(s) and address, email, and phone number of each.

Qualifications of the Proposer. The Proposer shall describe its history, experience and past projects and performance which are similar in nature, scope and complexity to that required by this RFP. The roles and responsibilities of each member of the Proposer's team (Subcontractors, consultants and suppliers) shall also be described.

- 1) Project Experience. Proposal shall identify a list of similar project experience that has been completed within the previous five (5) years. Describe locations, nature of the work, project cost, status (completed, in development, in testing, etc.) and month and year of final acceptance. Submit supporting documentation (photographs, descriptions, cost data, etc.) on a minimum of three (3) projects of similar size and complexity. Include the contract amount and contract start and end dates. The projects listed should provide evidence that the Proposer is qualified to successfully perform the Work. **Proposers may opt to provide additional supplemental information in this section as relevant to this RFP.**
- 2) References. From the qualified projects and/or ongoing installations listed under the section above, the Proposer shall provide a minimum of five (5) references. For each reference, provide the agency name, address, contact person, telephone number and email address. STA reserves the right to contact references provided by the Proposer and solicit additional references to verify information and investigate past performance.

Financial Capacity. Upon request, the Proposer shall provide evidence demonstrating that it has the necessary financial resources to satisfactorily complete the Work required under this RFP. Such evidence shall be in the form of at least one of the following listed here: (1) audited financial statements; (2) balance sheets; (3) tax returns; (4) bank references, (5) a letter of credit, or similar information. In the case where the Proposer is a

subsidiary organization, the Proposer should provide financial information for its parent organization as well. Subsidiary statements can be provided to show the relationship to the parent. Electronic copies of financial statements are acceptable.

4.3.2 Section B – Project Organization and Staffing Plan

Team Organization. Describe the Proposer’s staffing and organizational plan, including relationships, roles and distribution of responsibilities among Key Personnel, staff, Subcontractors and suppliers.

Key Personnel. At a minimum, Proposers shall clearly identify and describe the qualifications of the “Key Personnel” it will assign to the Work, including years of experience, years in industry, and years with the Proposer. Indicate the primary work location(s) and percentage time commitment of the Key Personnel for the Work. This discussion should explicitly cross-reference the involvement and specific roles of the Key Personnel in completed and ongoing projects described in the projects cited in Section A. If awarded a Contract, the Proposer may not substitute Key Personnel at any time without prior written consent by STA.

Organizational Chart. Include an organizational chart that identifies Key Personnel and the project team, and how the Work will be staffed and completed.

Resumes. Resumes shall be made available upon STA’s request.

4.3.3 Section C – Management Plan

Management Plan. Discuss the Proposer’s management approach to ensure adequate technical and administrative oversight over the Work, and to manage the schedule and budget. Discuss proposed Quality Control (“QC”) and/or Quality Assurance (“QA”) measures & procedures and any certifications pertaining thereto. Include approach to coordination with, and any expectations of, STA.

Project Schedule. Provide a proposed schedule for completion of the project tasks and subtasks, including expected length of time for each task and subtask to be completed.

Concurrent Contracts. Provide a list of present and anticipated future contracts which may run concurrent with the Work. Where applicable, include in the Work Project Schedule such contracts.

4.3.4 Section D – Technical Approach and Work Plan

Work Plan. Provide the project management approach and techniques required for quality control of the Work. Identify employee numbers/resources used for completion of the Work. Provide details of the facility to be used (if applicable).

Subcontract Plan. Include a list of Subcontractors the Proposer intends to use in its performance of Work. For each subcontractor, provide:

1. Subcontractor's name, business registration information, address, and telephone number including the name, title and telephone number of the contact person.
2. Type(s) of goods or services to be provided.
3. Estimated value of subcontract.

Expectations of STA. Identify any assumptions regarding Work, services, information or facilities to be provided by STA or third-party providers of STA.

Locations of Work. Describe the locations of performance of the Work during its various phases. Include details on coordination between off-site and on-site facilities, work to be performed by STA or its contractors or subcontractors, the Contractor, its Subcontractors and suppliers. Describe expectations for facilities, personnel, access, assistance, etc. provided by STA.

4.3.5 Section E – Compliance with Technical Requirements

Proposers shall describe any partial or non-conformance with the Technical Requirements. STA will not consider statements by the Proposer that any requirement or provision of this RFP is subject to negotiations or discussion.

4.3.6 Section F – Completed Forms and Certifications

Each page of the Forms and Certifications identified in Section 4.3 shall be completed in full and signed by personnel of the Proposer authorized to contractually bind the Proposer.

Proposal pricing shall be presented using the Price Proposal Form. Proposers may provide additional supporting cost breakdown information as separate sheets; however, in case of any discrepancies, information on the Price Proposal Form shall prevail. Travel expenses, where applicable, shall be identified as required for completion of the Work. All prices shall include all freight costs to STA and shall be FOB Destination.

5.0 PROPOSAL EVALUATION

An evaluation committee will privately evaluate all responsive Proposals based upon the evaluation criteria, and their respective weighted importance, specified in Section 5.1, Evaluation Criteria.

The criteria provided in Section 5.1 allows STA to analyze Proposals on an equal basis and affords all Proposers the opportunity to know the basis upon which their Proposals will be evaluated. Award of Contract will be made to the Proposer whose Proposal or Best and Final Offer (where applicable) is the most advantageous to STA, cost and other factors considered, after evaluation in accordance with the criteria set forth below. STA reserves the right to accept other than the lowest cost Proposal, reject any and all Proposals, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of STA.

5.1 Evaluation Criteria

EVALUATION CRITERIA	PERCENT
Qualifications of Key Personnel	25%
Relevant Team Experience, Previous Performance, and Industry Experience	25%
Understanding of Project and Proposed Delivery Approach	25%
Price Proposal	15%
References	10%
TOTAL POSSIBLE	100%

PRICE PROPOSAL SCORE CALCULATION

Proposals deemed nonresponsive shall not be considered for price scoring. In determining the competitive range, the “Base Price Score” shall be calculated using the following formula:

$$\text{Base Price Score} = \frac{\text{Lowest Proposed Base Price}}{\text{Proposed Base Price}} \times 15 \text{ Percent}$$

BAFO Price – Fifteen (15) Percent: In the BAFO round, if required, the Base Price Score shall be determined for the remaining Proposers using the same formula above.

5.2 Single Proposal Response

In the event a single responsive Proposal is received, a cost or price analysis may be performed to determine reasonableness of the Proposal. The Proposer shall cooperate in providing relevant information required by STA to complete such cost or price analysis.

5.3 Shortlisted Proposers

STA reserves the right to determine a shortlist of Proposers in the competitive range in accordance with the evaluation criteria set forth above (“Shortlisted Proposers”).

5.4 Oral Presentation and Demonstration

Shortlisted Proposers may be asked to make an oral presentation and demonstration of their product(s) or services during the Proposal evaluation process. Such presentations and/or demonstrations will be conducted at STA’s administrative offices located at 1230 West Boone Avenue in Spokane, WA, or at an alternate location designated by STA. Proposers are responsible for all travel expenses incurred. STA reserves the right to award a contract without Proposer presentations.

5.5 Best and Final Offer

After determination of the Shortlisted Proposers, STA shall determine whether acceptance of the most favorable initial Proposal(s) without Proposer discussion is

appropriate, or whether discussions and/or negotiations should be conducted with one or more Shortlisted Proposers.

STA reserves the right to make minor related changes to the RFP during BAFO negotiations. All Shortlisted Proposers shall be notified of any changes in order to prepare their BAFO.

If STA elects to enter into discussions with one or more Proposers, the Proposer(s) may be requested to submit a BAFO at the conclusion of discussions and/or negotiations. Any changes to the Proposer's initial Proposal, including any issues addressed in discussions, must be submitted in writing in a BAFO in order to be considered. Following an independent and final evaluation utilizing the evaluation criteria in Section 5.1, the evaluation committee will make a recommendation for award of Contract. Scores from the first phase of the evaluation have no bearing on the final BAFO evaluation, and the recommendation for award will be based solely on the scores from the BAFO evaluation.

ATTACHMENTS

ATTACHMENT A
PROPOSAL RESPONSE FORM

Proposer Name: _____

The Proposal shall constitute an offer to STA as outlined herein and in the Price Proposal Form. No Proposer may withdraw its Proposal following the Proposal Due Date, except as allowed by the RFP.

1. EXAMINATION OF DOCUMENTS & CONDITIONS

A. Having carefully examined all RFP Documents and local conditions affecting the Work as determined by the Proposer's own examination, the undersigned proposes to perform all Work in accordance with the RFP Documents for compensation to be computed from prices submitted on the Price Proposal Form.

B. Receipt of the following Amendment is hereby acknowledged:

Amendment No. _____ Amendment Date: _____

Amendment No. _____ Amendment Date: _____

Amendment No. _____ Amendment Date: _____

Amendment No. _____ Amendment Date: _____

Amendment No. _____ Amendment Date: _____

2. VALIDITY OF PROPOSAL

The undersigned affirms its Proposal and pricing on the Price Proposal Form is valid for not less than ninety (90) Days from the Proposal Due Date or the Best and Final Offer Date, whichever is later.

3. INSURANCE

The undersigned certifies it shall meet all insurance requirements as stated in the Sample Agreement upon execution of a Contract.

4. PUBLIC RECORDS ACT

By submitting a Proposal, the undersigned acknowledges STA is subject to RCW 42.56, the "Public Records Act". The Proposer understands and agrees any record it obtains or produces under this RFP may be a public record under the Public Records Act, or its successor act. The Proposer certifies it shall fully cooperate in a timely manner with STA in responding to a public records request related to its Proposal.

All Proposals received shall be deemed public records as defined in the Public Records Act and must be released by STA upon receipt of a request for disclosure unless an exemption clearly applies. Any information in the Proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state and/or federal law shall be identified on a separate page of the Proposal, providing an explanation of the statutory basis asserted for exempting the information from disclosure. Each page, image, diagram or text claimed to be exempt from disclosure must be clearly identified by the words "Exempt from Disclosure" printed on it. **Marking the entire submittal Confidential or Exempt from Disclosure will not be honored.** STA will review any marked materials for disclosure if a request is submitted and assumes no liability for disclosure of proprietary material submitted by Proposers. Each Proposer will be responsible for protecting any disclosure of its Proposal under applicable law.

ATTACHMENT A
PROPOSAL RESPONSE FORM

5. EQUAL EMPLOYMENT OPPORTUNITY

With the submission of a Proposal, the undersigned certifies the Proposer complies with all federal, state and local Equal Employment Opportunity laws, rules and regulations.

6. CONTINGENT FEES

The undersigned certifies the Proposer has not paid or agreed to pay any fee or commission, or offer any other thing of value, contingent upon the award of this RFP, to any employee, official or current consultant of STA. The undersigned certifies the financial information in its Proposal has been arrived at independently and without consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such costs with any other response or Proposer.

7. ANTI-KICKBACK

The undersigned certifies no officer or employee of STA, having the power or duty to perform an official act or action related to this Proposal, has been or will be solicited or granted a present or future gift, favor, service or other thing of value from or to the Proposer.

8. FEDERAL DEBARMENT

The undersigned represents that the Proposer and all entities with any controlling interest herein are not currently, and have not previously been, on any debarred bidders list maintained by the United States Government.

9. UBI CERTIFICATION

The undersigned certifies that no final determination of violation of RCW 50.12.070(1)(b) or 82.32.070(2) has been made by the Washington State Department of Employment Security, Department of Labor and Industries, or Department of Revenue, respectively dated within two (2) years of the Proposal Due Date. The undersigned understands further that no Proposal may be submitted, considered or contract awarded for a public work to any person or entity that has a determination of violation of the above reference statutes within two (2) years from the date that a violation is finally determined and the Proposal Due Date.

10. AWARD OF CONTRACT

If written notice of acceptance of all or part of the Proposal is mailed, sent electronically or delivered to the Proposer within ninety (90) Days after the Proposal Due Date, or the Best and Final Offer date, whichever is later, the Proposer will, within **five (5) Days** after date of such notice, execute and deliver the Contract to STA as specified and furnish all requisite documentation including, but not limited to, Certificates of Insurance, Payment and Performance Bonds, and Subcontractor Proposer Certifications, as required.

ATTACHMENT A
PROPOSAL RESPONSE FORM

11. PROPOSAL SUBMITTAL CHECKLIST

This checklist ***must be completed in its entirety and included with*** the Proposal Response Form. By completing the form below, the Proposer attests all referenced forms are accurate, complete and fully executed. Failure by the Proposer to properly complete and include this checklist shall render the Proposal non-responsive and shall be grounds for rejection of the Proposal.

A. All RFPs

- ☐ Proposal Response Form (this document)
- ☐ Price Proposal Form
- ☐ IRS Form W-9

B. RFPs subject to Federal Assistance (complete only if the Instructions to Proposers states the RFP is subject to Federal Assistance)

- ☐ Disadvantaged Business Enterprise Participation
- ☐ Suspension & Debarment Certificate

Not Required ☐ Federal Cargo Certification

Not Required ☐ Buy America Certificate (required for solicitations valued at \$150,000 or more)

☐ Lobbying Certificate (required for solicitations valued at \$100,000 or more)

Not Required C. RFPs subject to Prevailing Wages (complete only if the Instructions to Proposers states the RFP is subject to Prevailing Wages)

- ☐ Certificate of Wage Compliance

Not Required D. RFPs subject to Public Works (complete only if the Instructions to Proposers states the RFP is subject to Public Works)

- ☐ Public Works Responsibility Criteria

ATTACHMENT A
PROPOSAL RESPONSE FORM

12. PROPOSER ADMINISTRATIVE INFORMATION

Entity Name: _____
(as registered with the State of Washington)

Physical Address: _____

Mailing Address: _____

Website: _____ Phone: _____

Primary Contact: _____

Email: _____ Phone: _____

Washington UBI No.: _____ Federal Tax Id No.: _____

DUNS No.: _____

Not Required *Complete for Public Works projects:*

Washington Contractor Registration No.: _____

Washington Industrial Insurance Account No.: _____

• Contact for Contract Administration:

Name: _____ Title: _____

Physical Address: _____

Mailing Address: _____

Email: _____ Phone: _____

• Contact for Legal Communications:

Name: _____ Title: _____

Mailing Address: _____

Email: _____ Phone: _____

• Individuals Authorized to Execute the Contract:

Name: _____ Title: _____

Name: _____ Title: _____

ATTACHMENT A
PROPOSAL RESPONSE FORM

13. PROPOSER INSURANCE COMPANY

Agency Name: _____

Physical Address: _____

Mailing Address: _____

Primary Contact: _____

Email: _____ Phone: _____

Not Required 14. PROPOSER SURETY (complete only if bond(s) are required by the RFP)

Surety Name: _____

Physical Address: _____

Mailing Address: _____

Primary Contact: _____

Email: _____ Phone: _____

I CERTIFY, to the best of my knowledge:

- I have read and understand all RFP Documents;
- The information contained in the Proposal, Proposal Response Form, Price Proposal Form, Proposer Certifications, and any documentation attached thereto is accurate and complete;
- I have the legal authority to submit the Proposal and commit this firm to a contractual agreement; and
- Final funding for any good or service is based upon STA-approved budgets and the approval of the Spokane Transit Authority's Board of Directors.

Proposer Name: _____
(as registered with the State of Washington)

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

RFP 2025-11110 Price Proposal Form**Attachment B**

We, the undersigned, propose to provide Spokane Transit Authority with the Five Mile Mobility Hub Preliminary Design Services for the fee listed below in accordance with the Request for Proposal and Scope of Work. Additional lines/pages may be added as needed.

Task 1 - Project Management and Coordination		
Blended Hourly Rate	Estimated Total Hours	Total Wages, Task 1 Cost
		\$ -

Task 2 - Assessment of Mobility Hub Elements and Opportunities		
Blended Hourly Rate	Estimated Total Hours	Total Wages, Task 2 Cost
		\$ -

Task 3 - Five-Mile Mobility Hub Design Concept Refinement and Implementation Recommendations		
Blended Hourly Rate	Estimated Total Hours	Total Wages, Task 3 Cost
		\$ -

Task 4 - Final Project Summary Report and Presentation		
Blended Hourly Rate	Estimated Total Hours	Total Wages, Task 4 Cost
		\$ -

Additional Charges (if applicable):

Description of Charge	Cost
Travel Expenses*	

** Shall be reimbursed according to STA's Travel Policy, included herein.*

Total Cost of Wages	\$ -
Additional Direct or Indirect Costs, Excluding Wages	\$ -
Total Fee to Complete the Scope	\$ -

Company Name

Authorized Signature & Date

Printed Name & Title

Email

DIRECT EXPENSES:

Direct expenses incurred by Consultant shall be invoiced without markup. Direct expenses include those costs billed to the Consultant, including but not limited to, subconsultant or subcontract charges, postage, overnight delivery & courier fees, and copying or reproduction costs.

TRAVEL EXPENSES:

1. Travel. Consultant travel expenses incurred under this Agreement shall be reimbursed to Consultant at actual cost, except as noted otherwise below. Receipts are required unless noted otherwise. The Consultant should exercise sound business judgement when incurring costs during travel status and select the most economical option to STA.
 - A. Airfare. Reimbursement shall be limited to the cost of coach-class airfare. Charges in excess of coach class fare shall be borne by the Consultant.
 - 1) Change Fees. Change fees, if any, shall be reimbursed if changes to Consultant's schedule are necessitated by STA.
 - 2) Baggage. Baggage charges for up to two (2) bags per individual.
 - B. Lodging. Reimbursement shall be limited to Washington State Per Diem rates for lodging within Washington State or the federal lodging per diem rate for locations outside of the State of Washington (the "government rate") in effect on the date(s) of travel, plus applicable taxes and mandatory fees. All other charges, including but not limited to, personal telephone charges, room service, entertainment, and tips or gratuities are excluded.
 - State of Washington per diem rates can be found at <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>.
 - Federal per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - C. Transportation. Reimbursement for transportation expenses shall occur at Consultant's actual cost, as follows:
 - 1) Rental Car. Reimbursement shall be limited to vehicles which are reasonably necessary for the Consultant to perform its relevant duties while in travel status.
 - 2) Public Transportation, Taxis, Transporter Services, etc. Limited to actual cost which is less than or equal to the cost of customary taxi charges, plus tip, not to exceed fifteen percent (15%). Charges are limited to business-related transactions only. Receipts are required.
 - 3) Tolls & Parking. Receipts are required.
2. Meals & Incidentals. Consultant staff shall be paid the daily Washington State Per Diem rate for Spokane County for each calendar day the Consultant is in travel status.

FEDERAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

DBE PARTICIPATION. STA is committed to ensuring that all firms regardless of race, color, sex or national origin have equal opportunity to participate in STA contracts. Therefore, STA has established an annual agency goal for Disadvantaged Business Enterprise (“DBE”) participation in its contracting opportunities. It shall be understood that no specific goal has been assigned to this contract; however, contractors and subcontractors are required to comply with the following:

1. Non-discrimination Assurances. The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this Contract. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as STA deems appropriate, which may include, but is not limited to:
 - a. Withholding monthly progress payments;
 - b. Assessing sanctions;
 - c. Liquidated damages; and/or
 - d. Disqualifying the Contractor from future bidding opportunities as non-responsible.

Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph.

2. Prompt Payment. The Contractor is required to pay its subcontractors performing work related to this Contract for satisfactory performance of that work no later than thirty (30) days after the Contractor’s receipt of payment for that work from STA. In addition, the Contractor may not withhold retainage from its subcontractors.
3. DBE Participant List. As required by 49 CFR Part 26.11, STA is required to create and maintain a list of all firms bidding on prime contracts and bidding or quoting subcontracts on Department of Transportation, Federal Transit Administration-assisted contracts. STA is also committed to providing equal access to small business concerns in bidding on STA’s contracting opportunities. The U.S. Small Business Administration (“SBA”) defines a “small business” in terms of the number of employees over the past year or the average annual receipts over the past three (3) years. This standard varies by industry. STA will use size standards established by the SBA to determine small business eligibility.

To comply with this requirement, STA requests the Contractor provide the information required by the Federal Transit Administration on page two of this certification. **This information is not used in determining award of Contract or in evaluating your Proposal in any way. Providing this information is voluntary.**

A copy of 49 CFR Part 26 may be found at www.ecfr.gov or by contacting:

Jordan Hayes-Horton
DBE Liaison
Spokane Transit Authority
1230 W Boone Ave
Spokane, WA 99201
(509) 325-6032
jhorton@spokanetransit.com

Contractor DBE Information

Proposer Name: _____

Proposer Address: _____

North American Industry Classification System (NAICS) Code: _____

To determine your industry NAICS code go to www.census.gov/eos/www/naics and enter a keyword of your business classification in the box directly above the **2017** NAICS Search on the left side of the page and choose from the selection of codes that best matches your business classification.

Type of Business: _____

Telephone Number: _____ Email Address: _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

- Is your firm a Disadvantaged Business Enterprise registered with the State of Washington Office of Minority and Women's Business Enterprises?

☐ Yes ☐ No

- How long has your firm been in business? _____

- Please check the box that describes your total gross annual receipts:

- | | |
|--|--|
| ☐ less than \$500,000 | ☐ \$3,000,001 - \$3,500,000 |
| ☐ \$500,000 - \$1,000,000 | ☐ \$3,500,001 - \$4,000,000 |
| ☐ \$1,000,001 - \$1,500,000 | ☐ \$4,000,001 - \$4,500,000 |
| ☐ \$1,500,001 - \$2,000,000 | ☐ \$4,500,001 - \$5,000,000 |
| ☐ \$2,000,001 - \$2,500,000 | ☐ \$5,000,001 - \$5,500,000 |
| ☐ \$2,500,001 - \$3,000,000 | ☐ greater than \$5,500,000 |

- Is your business a small business as defined by the SBA's definition of a small business concern? To determine if your business is considered a small business by SBA go to www.sba.gov/size-standards, enter your six- digit NAICS Code and follow the 3-step process.

☐ Yes ☐ No

DBE Subcontractors

Name, Address, UBI of DBE Subcontractor	Portion of Work to be performed.	\$ Amount

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

FEDERAL LOBBYING RESTRICTION CERTIFICATION

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*.)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Proposer, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Proposer Name: _____
(as registered with the State of Washington)

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

FEDERAL SUSPENSION & DEBARMENT CERTIFICATION

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION IN A LOWER-TIER COVERED TRANSACTION

The Contract awarded by this solicitation is a covered transaction for purposes of 2 CFR Parts 1200 and 180 and the Contractor is required to comply with 2 CFR Part 180, Subpart C. The Contractor must include the requirement to comply with 2 CFR Part 180, Subpart C, in any lower tier covered transaction it enters into. The Contractor shall verify that its principals, affiliates and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:

- A. Debarred from participation in any federally assisted Award;
- B. Suspended from participation in any federally assisted Award;
- C. Proposed for debarment from participation in any federally assisted Award;
- D. Declared ineligible to participate in any federally assisted Award;
- E. Voluntarily excluded from participation in any federally assisted Award; or
- F. Disqualified from participation in any federally assisted Award.

By signing below and submitting its Proposal, the Proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by Spokane Transit Authority. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to remedies available to Spokane Transit Authority, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Proposer agrees to comply with the requirements of 2 CFR Part 180, Subpart C while this offer is valid and throughout the period of any contract that may arise from this solicitation. The Proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Proposer Name: _____

Proposer Address: _____

Telephone: _____ Fax: _____

Email: _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

EXHIBITS

Exhibit A – Sample Agreement is attached to this document and posted separately on STA's website:

<https://www.spokanetransit.com/bidding-opportunities/>