



REQUEST FOR PROPOSALS

ATL SOLICITATION # 21-096

ATLANTA-REGION TRANSIT LINK AUTHORITY REGIONAL TRANSIT PLANNING CONSULTING SERVICES

Schedule of Events

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| Issue date | November 16, 2020 |
| Round 1 deadline for submitting questions | November 30, 2020 (2:00 PM) |
| Posting of official answers | December 7, 2020 |
| Proposal due date | December 17, 2020 (2:00 PM) |
| Oral presentations/interviews | TBA (Week of January 11, 2021) |
| Anticipated Notice of intent to award | On or about January 19, 2021 |
| Anticipated Contract award | On or about February 1, 2021 |
| Anticipated Service start date | On or about week of February 1, 2021 |



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Acronyms and Abbreviations

ATL – Atlanta-Region Transit Link Authority

SRTA – State Road and Tollway Authority



Definitions

Agreement or Contract means the binding Contract entered into with the firm selected as a result of this RFP between the ATL and Contractor, as applicable.

Business Day means Monday through Friday, excluding State-recognized holidays.

Contractor means the company that undertakes the Contract to perform Services.

Day(s) means calendar days unless otherwise specified in the Contract as a Business Day.

Request for Proposal means this RFP any addenda thereto.

Services means all labor, materials, equipment, and expertise needed to successfully provide those deliverables described in the RFP.

Wherever the word "including," "include," or "includes" is used in the RFP, it shall be deemed to be followed by the words "without limitation".



PART 1 -SOLICITATION, OFFER AND AWARD

1 General Information

1.1 Purpose of Procurement

- (A) The Atlanta-Region Transit Link Authority (ATL) is seeking to retain the services of a firm or teams of firms to provide regional transit planning consulting services. The purpose of this solicitation is to request proposals to engage the services of a consultant (or firm) through October 31, 2022, with one annual renewal option. The scope of work is attached as Part 2 of this Request for Proposals (RFP) document. All Proposers to this RFP are subject to the instructions communicated in this document, as may be amended, and are cautioned to review the entire RFP and carefully follow the instructions herein.
- (B) The Scope of Work consists of furnishing all labor, machinery, tools, means of transportation, supplies, equipment, materials, safety equipment, Services and incidentals required to deliver the Scope of Work beginning with Section 5 and to also include Sections 3.6, of this RFP.
- (C) The Services to be performed correspond to the following National Institute of Government Purchasing (NIGP) general commodity codes #91896 – Transportation Consulting, and #91832 – Consulting Services.
- (D) A complete copy of the RFP document can be accessed on:
 - (1) Georgia Procurement Registry website at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp
 - (2) ATL website at: <https://atltransit.ga.gov/doing-business-with-atl/>
 - (3) Important notifications leading up to the Proposal Submission Deadline will be posted to the same sites

1.2 Type and Term of Contract

- (A) The Contractor shall perform all Services as called for in this RFP and Contract, and as called for in any subsequent amendments through October 31, 2022 as set out in the Contract. The ATL shall retain the option of renewing the Contract for up to one (1), one-year renewal period.
- (B) The Contractor's price proposal submitted in response to this solicitation will remain in effect in the event the ATL exercise any renewal options.
- (C) Any Contract renewals shall be at the sole discretion of the ATL and shall be made in writing and executed by both parties.

1.3 Federal Participation in Contract

- (A) The contract to be awarded as a result of this solicitation shall be financed in part by funds from the United States Department of Transportation (USDOT) as awarded through programs of its operating administrations, including the Federal Transit Administration (FTA). As such, all FTA requirements governing the use of federal funds are in effect.



1.4 Solicitation Schedule

| | |
|---|--------------------------------------|
| Issue date | November 16, 2020 |
| Round 1 deadline for submitting questions | November 30, 2020 (2:00 PM) |
| Posting of official answers | December 7, 2020 |
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| Anticipated Service start date | On or about week of February 1, 2021 |

- (A) The times contained throughout this solicitation represent local Atlanta time.
- (B) Proposals submitted in response to ATL Solicitation No. 21-096 must be received no later than **2:00 PM Eastern Time (ET) on December 17, 2020** to ensure that they are evaluated for contract award by the Evaluation Committee for this procurement. Proposals received after the deadline will not be evaluated.

1.5 Restrictions on Communications with ATL and SRTA

- (A) From the date of issuance of this solicitation through the date of Contract award, excepting the Oral Presentations, Proposers are not allowed to communicate for any reason with ATL or SRTA employees, or ATL or SRTA Board Members regarding this procurement. All Proposer communications concerning this solicitation should be directed to the Issuing Officer. Prohibited communication includes all contact or interaction regarding this solicitation, including, but not limited to, telephonic communications, emails, faxes, letters, texts, or personal meetings. Unauthorized contact regarding this solicitation may result in disqualification.
- (B) Oral communications regarding this solicitation shall not be considered official communications. ATL and SRTA are not responsible for any oral statements made by their employees regarding this solicitation. All official communications to and from ATL and SRTA regarding this solicitation shall be transmitted in writing.

1.6 Contact Information

- (A) All inquiries, offers, submissions, and/or other correspondence regarding this solicitation (excluding protests submitted in accordance with Section 2.9 below) must be directed in writing to:

Jennifer Ward, Issuing Officer
Atlanta-region Transit Link Authority
245 Peachtree Center Avenue NE
Suite 2200
Atlanta, GA 30303
Email:
jward@ATLtransit.ga.gov



2 Solicitation Terms and Conditions/Instructions to Proposers

2.1 Deadline for Submission of Proposals/Late Proposals

- (A) Proposals submitted in response to ATL Solicitation No. 21-096 must be received by ATL no later than **2:00 p.m. (ET) on December 17, 2020** to ensure that they are evaluated for Contract award by the Evaluation Committee for this procurement. Proposals received after the submission deadline will not be evaluated.

2.2 Format of Proposals

- (A) Each Proposer shall submit two (2) copies of its Technical Proposal, inclusive of one (1) original and one (1) electronic copy on a secure USB flash drive (Kingston Data Traveler Vault Privacy 3.0 or latest revision secure flash drives). The Technical Proposal shall consist of all offer documents and supporting documentation requested in the RFP ("Technical Proposal"), excluding Attachment 3 Offer Document #19-Price Proposal which shall be separately sealed. The Technical Proposal shall be submitted in a sealed envelope and clearly marked "Technical Proposal" with the Proposer name, ATL Solicitation Number and Proposal Submission Deadline on the exterior of the envelope. The "original" paper copy of the Technical Proposal must be unbound. The secure USB drive shall contain electronic file copies of all complete, signed Offer Documents that are submitted in paper copy format.
- (B) Each Proposer shall submit two (2) copies of its Offer Document-Price Proposal in Excel format, inclusive of one (1) **signed** original paper copy and one (1) electronic copy, on a secure USB flash drive (Kingston Data Traveler Vault Privacy 3.0 or latest revision secure flash drives) in a separate sealed envelope clearly marked as "Price Proposal" with the Proposer name, ATL Solicitation Number and Proposal Submission Deadline on the exterior of the envelope. **Pricing must be submitted in a separate sealed envelope.**
- (C) Both the Technical Proposal and the separate Price Proposal must be submitted to the Issuing Officer by the Proposal Submission Deadline in order for the Proposer's submission to be eligible for evaluation and consideration for Contract award. All paper copies must be clearly marked as being either "Original" or "Copy" as applicable. Electronic copies, submitted on secure USB drives, must be submitted in searchable Portable Document Format (PDF), Microsoft Word, and/or Microsoft Excel formats, as applicable. In the event of a discrepancy between a hard copy and electronic versions, the Original hardcopy version will govern.
- (D) If a Proposer submits an affidavit referred to in Section 2.7 (Confidential/Proprietary Information), one (1) separate electronic copy in searchable PDF format on one or more secure USB flash drives of its proposal labeled "ATL Solicitation No. 21-096: [Proposer Name] [Copy of Non-Confidential Portion of Proposal]" that excludes any records attached to such affidavit with no file to exceed 50MB.
- (E) All proposals must be prepared and submitted in accordance with the proposal format and content requirements specified. The included required forms may be completed by using the free Adobe Reader software available at <http://get.adobe.com/reader/>. Proposals must be in English and all pricing must be provided in US dollars and exclude federal excise taxes as well as any applicable state of local sales and use taxes.



- (F) ATL is exempt from Federal excise taxes; no payment will be made for any taxes levied on Proposer's employee's wages. ATL is also exempt from State of Georgia and local sales and use taxes. The ATL shall furnish tax exemption certificates, upon request, to the successful Proposer.
- (G) As a condition of submission responsiveness, all offer documents that require the signature of Proposer must be signed. Any Contract award made as a result of this solicitation shall bind the Proposer to all of the terms, conditions, and specifications set forth in this RFP.

2.3 Location for Submission of Proposals/Methods of Delivery

- (A) Proposals must be submitted exclusively to the Issuing Officer at the address noted in Section 1.6. It is the sole responsibility of the Proposer to ensure that its proposal is successfully delivered to ATL by the specified date and time. ***The ATL are not responsible for late or lost deliveries of proposals, for whatever reason.***
- (B) Proposals that are submitted by hand delivery or delivery by U.S. Postal Service or private courier/delivery service must be delivered to the administrative office located at 245 Peachtree Center Avenue, Suite 2200, Atlanta, GA 30303. The ATL's physical address and mailing address are the same.
- (C) All envelopes, packages, and/or boxes (including all envelopes, packages, and/or boxes, and secure USB drives, submitted within a larger envelope, package, or box) must be clearly marked with the following identifier on the outside of the envelope, package or box:

**"Proposal in response to ATL Solicitation No. 21-096:
RFP for Regional Transit Planning Consulting Services
ATTN: Jennifer Ward, Issuing Officer
To be opened by addressee only."**

- (D) Failure to clearly mark all envelopes, packages, and/or boxes as specified may result in the proposal being discovered and/or opened late. The ATL is not responsible for proposals discovered and/or opened late due to Proposer's failure to mark the proposal as specified. Proposals received after the Proposal Submission Deadline, due to late delivery or late discovery due to Proposer's failure to mark the proposal as specified, may result in the ATL disqualifying the proposal from consideration for Contract award.

2.4 Questions

- (A) Questions regarding the RFP must be submitted in writing, defined as being received via letter on official firm/agency letterhead or by electronic mail in accordance with the Section 1.4 Solicitation Schedule. Written questions must be submitted to the attention of the Issuing Officer, in accordance with Section 1.5 and 1.6 above.
- (B) The final Contract that the ATL expects to award as a result of this RFP is attached hereto as Attachment 4 to this RFP. Therefore, all costs associated with complying with the requirements of the Contract shall be included in any pricing submitted by the Proposer.
- (C) Please review the Contract and submit any and all questions, clarifications and recommendations to the Issuing Officer by the deadline dates and time specified in this RFP. All questions, clarifications, and recommendations must be submitted using Attachment 1-Questions and Answers Template.
- (D) Should there be any changes made to the Contract as a result of requests received, the ATL shall post



a Final Contract via formal addendum to the RFP. Absent the issuance of a formal addendum containing a Final Contract, Proposers should plan on the Contract terms and conditions as attached hereto as Attachment 4. Answers to all questions received by the applicable deadline will be posted to:

- (1) Georgia Procurement Registry website at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp
- (2) ATL website at: <https://atltransit.ga.gov/doing-business-with-atl/>

It is the sole responsibility of the Proposer to make itself aware of responses to written questions the Proposer has submitted. Responses to questions are provided as information only and do not in any way alter the contents of the solicitation inclusive of the Scope of Services, the remainder of the RFP documents, or the Contract. Revisions to the solicitation or to the Contract shall be made only via formally issued addenda. Only such written addenda posted online shall constitute revisions to the solicitation.

2.5 Amendments to the Solicitation (Addenda)

- (A) The ATL reserves the right to revise or amend the RFP up to the time set for the submission of proposals. Such revisions and amendments, if any, shall be announced by written addenda to the RFP. Upon issuance, addenda will be considered part of the RFP and will prevail over inconsistent or conflicting provisions contained in the original RFP. Copies of all addenda will be made available for download on:

- (1) Georgia Procurement Registry website at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp
- (2) ATL website at: <https://atltransit.ga.gov/doing-business-with-atl/>

The ATL will not be responsible for a potential Proposer failing to receive notification of the availability of addenda. **EACH PROPOSER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING ADDENDA AND ANY OTHER POSTED DOCUMENTS AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES TO THE PROPOSER'S RESPONSE PRIOR TO SUBMISSION.** It is the sole responsibility of each potential Proposer to check the ATL and Georgia Procurement Registry websites daily for addenda.

- (B) If an addendum significantly changes the RFP, the date set for the submission of proposals may be postponed by such number of days as in the opinion of the ATL deems suitable to enable potential Proposers to revise their proposals.
- (C) Proposers shall acknowledge receipt of all addenda by completing and submitting Offer Document #3 (Acknowledgement of Addenda to RFP), included as Offer Document #3 in Attachment 2 of this RFP and described in Section 3.3, as part of its proposal. As with other required documentation, proposals that fail to reference receipt of addenda by inclusion of Offer Document #3 (Acknowledgement of Addenda to RFP) may be excluded from consideration for a contract award.

2.6 Single Response to the Solicitation

- (A) If only one proposal is received in response to this RFP, a detailed cost analysis of the single proposal may be requested of the single Proposer. A cost analysis, evaluation, and/or audit of the proposal may also be performed in order to determine if the proposal price is fair and reasonable. If it is determined that a cost analysis is required, the single Proposer must be prepared to provide, upon request, detailed summaries of estimated costs (i.e., labor, equipment, supplies, overhead costs, profit, etc.)



and documentation supporting all cost elements.

2.7 Confidential/Proprietary Information

- (A) Any and all materials submitted in response to this RFP are subject to public inspection, pursuant to the provisions of O.C.G.A. § 50-18-70 et seq., Georgia's Open Records Act, upon completion of the RFP process. Each Proposer will be responsible for clearly identifying and labeling any records contained in its proposal as "trade secret" that the proposer has reasonably determined meet the definition of "trade secret" under Section 10-1-761(4) of the Georgia Code and that the proposer wishes to be exempt from disclosure under Section 50-18-72(a)(34) of the Georgia Code or any other applicable law. The Proposer must attach to its proposal an affidavit affirmatively declaring that specific information in the Records constitutes trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Georgia Code.
- (B) If ATL receives a request for public disclosure of all or any portion of the materials identified as "trade secrets" in a proposal in accordance with this RFP, before producing such records in response to such request, ATL shall notify the Proposer of its intention to produce such records. If ATL makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the Proposer of its intent to disclose the information within ten (10) Days unless prohibited from doing so by an appropriate court order. If the Proposer wishes to prevent disclosure of the requested Records, the Proposer may file an action in Fulton County Superior Court to obtain an order that the requested records are trade secrets exempt from disclosure. The Proposer shall serve the requestor with a copy of its court filing. If ATL makes a determination that the specifically identified information does constitute a trade secret, ATL shall withhold the records, and the requester may file an action in Fulton County Superior Court to obtain an order that the requested records are not trade secrets and are subject to disclosure.
- (C) Proposers are advised that their designation as "trade secret" will not be binding on the ATL or determinative of any issue relating to confidentiality. The ATL will not accept blanket designations that do not clearly identify information and materials that are "trade secrets". The ATL may, in their sole discretion, and subject to compliance with the Open Records Laws and other applicable law, treat the whole of the relevant Section(s)/document(s) that are subject to such a blanket designation as subject to disclosure pursuant to the Open Records Laws.
- (D) All material submitted regarding the RFP becomes the property of the ATL. Any activity pursuant to this RFP by any Proposer is governed by all applicable laws, including without limitation, Georgia and Federal antitrust laws. The ATL are not responsible to return to a Proposer any or all of the proposal or other information furnished by that Proposer.
- (E) In no event will the State, ATL, SRTA, or any of their agents, representatives, consultants, directors, officers or employees be liable to a Proposer or subcontractor for the disclosure of all or a portion of any proposal submitted in response to this RFP.
- (F) Nothing contained in this provision shall modify or amend requirements and obligations imposed on the ATL or any other State entity by the Open Records Laws or other applicable law, and the provisions of the Open Records Laws or other laws shall control if there is a conflict between the procedures described above and the applicable law.



2.8 Reserved Rights

- (A) In connection with this solicitation, the ATL reserves to themselves all rights (which rights are exercisable by the ATL at their sole discretion) available under Procurement Policy and applicable law, including without limitation, with or without cause, and with or without notice, the right to:
- (1) modify the procurement process or documentation described in this RFP;
 - (2) develop the project in any manner that it, in its sole discretion, deems necessary or desirable, including by modifying the scope of the project;
 - (3) cancel this RFP, or a subsequent RFP, in whole or in part at any time prior to the execution by the ATL of the Contract, without incurring any cost obligations or liabilities except as otherwise expressly stated in this RFP or the subsequent RFP;
 - (4) issue a new request for proposals after cancellation of this RFP or a subsequent RFP;
 - (5) not issue an RFP;
 - (6) reject any and all submittals, responses, and proposals at any time;
 - (7) reject any and all proposals or any portion of a specific proposal for any reason;
 - (8) modify all dates set or projected in this RFP;
 - (9) terminate evaluations of proposals at any time;
 - (10) issue amendments, supplements, and modifications to this RFP;
 - (11) appoint Evaluation Committees to review proposals, and seek the assistance of outside technical experts and consultants in Proposal evaluation;
 - (12) make independent calculations with respect to numbers and calculations submitted in a Proposal for purposes of its evaluation;
 - (13) revise the evaluation criteria or methodology by issuing an amendment prior to the Proposal Submission Deadline;
 - (14) require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its proposal and require additional evidence of qualifications or ability to perform the work described in this RFP;
 - (15) down-select to one or multiple Proposers or add additional down-selection phases;
 - (16) seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFP;
 - (17) add or delete Proposer responsibilities from the information contained in this RFP;
 - (18) negotiate with one or more Proposers without the ATL being bound by any provision of a Proposer's proposal or subsequent Proposal;
 - (19) negotiate contract terms contemporaneously and /or subsequently with any number of proposers as the ATL deem to be in their best interests;
 - (20) waive administrative or minor deficiencies in a Proposal, accept and review a non-conforming



- proposal or permit clarifications or supplements to a Proposal;
- (21) disqualify any Proposer who changes its proposal without approval;
 - (22) disqualify any Proposer from the procurement process for violating any rules or requirements of the procurement specified in this RFP, the RFP, applicable law, or any other communication from the ATL;
 - (23) add to the shortlist of Proposers any Proposer that submitted a Proposal in order to replace a shortlisted Proposer that withdraws or is disqualified from participation in this procurement;
 - (24) (as and solely to the extent applicable) adjust the terms of, or not pursue federal financing programs, or adjust the terms of, or not pursue other financing or public funding for the Project on behalf of the Proposers, or otherwise;
 - (25) develop some or all of the Project itself or through another state or local government entity or entities;
 - (26) disclose information submitted to the ATL as permitted by applicable law or this RFP;
 - (27) exercise any other right reserved or afforded to the ATL under this RFP or a subsequent RFP and applicable law; and
 - (28) exercise its discretion in relation to the matters that are the subject of this RFP as it considers necessary or expedient in light of all circumstances prevailing at the time that the ATL consider to be relevant.
- (B) This RFP does not commit the ATL to enter into the Contract or proceed with the procurement described in this RFP. ATL, SRTA, and the State assume no obligations, responsibilities or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to or responding to this RFP, or any subsequent RFP. All such costs shall be borne solely by each Proposer.
- (C) Except as provided in this RFP, in no event will the ATL be bound by, or liable for, any obligations with respect to the Project until such time (if at all) as the Contract has been authorized by the ATL and executed by the ATL, and then, only to the extent provided in the Contract. No Proposer shall have any cause of action against the ATL arising out of the methods by which proposals are evaluated.
- (D) The ATL has the sole right to select the successful proposal(s) for contract award(s); to split a contract where allowable; to cancel the solicitation and to advertise for new proposals; to award a contract(s) to other than the Proposer submitting the lowest price proposal; to award multiple contracts; or not to award a contract as a result of this RFP.
- (E) The ATL reserves the right to accept any proposal deemed to be in the best interest of the ATL and to waive any irregularity or informality in any proposal that does not prejudice the ATL or other Proposers.
- (F) The ATL reserves the right to negotiate with the Proposer whose proposal is considered by the ATL, and in their sole discretion, to be most advantageous to the ATL.



2.9 Protest Procedures

- (A) ATL's protest policy shall govern this solicitation, and it can be found at: <https://atltransit.ga.gov/doing-business-with-atl/>

2.10 Disadvantaged Business Enterprise (DBE) Participation

- (A) The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this solicitation and resulting Contract. It is ATL's policy to practice nondiscrimination based on age, disability, race, gender, color, sex, religion or national origin in the award or performance of this Contract. All companies qualifying under this solicitation are encouraged to submit proposals. The requirements of this solicitation apply for all Proposers, including those who qualify as a Disadvantaged Business Enterprise (DBE). Proposers with questions regarding DBE certification may contact the Issuing Officer.
- (B) ATL's overall agency goal for participation by DBEs in its federally funded contracts awarded between October 1, 2019 and September 30, 2022 is 9.62%. There is no minimum DBE participation requirement for this contract. Additional Contract requirements related to participation by DBEs are specified in Attachment 4 of this RFP.
- (C) Contractor may assist in meeting the agency DBE goal through prime or subcontract work. The selected Contractor will be expected to assist the ATL in meeting their respective DBE obligations throughout the period of performance under this Contract. The ATL shall require compliance from the selected Contractor. Each Proposer shall disclose its plan for meeting ATL's DBE goal when submitting the proposal and identify the DBE firm or firms in accordance with the Offer Document #9.
- (D) A DBE Directory identifying all firms eligible to participate as DBEs is maintained by the Georgia Department of Transportation (Georgia DOT) in relation to the Uniform Certification Program (UCP). **Proposer or subcontractors seeking to participate as DBEs must be certified at the time of proposal submittal.**
- (E) To access the Georgia DOT DBE Directory, please visit: <http://www.dot.ga.gov/PS/Business/DBE>.
- (F) The status of a company as a Disadvantaged Business Enterprise is subject to change. Proposer shall be solely responsible for reviewing and utilizing the most current version of the DBE Directory to ensure that any company listed in its proposal is a certified Disadvantaged Business Enterprise at the time of proposal submission. Failure to list certified DBE Participants in the proposal may subject the proposal to be disqualification.
- (G) As an incentive to increase utilization of minority-owned businesses as subcontractors on State purchases, the State of Georgia provides for an income tax adjustment on the state tax return of any company that subcontracts with a State certified minority-owned firm to furnish goods, property, or services to the State of Georgia. The Tax Incentive Program is codified at O.C.G.A. §48-7-38 and is managed by the Georgia Department of Revenue.

2.11 Small Business Participation

- (A) The ATL strongly supports the participation of small business owners in their contracts. It is the policy of the ATL to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. It is the intention of the ATL to create a level playing field on which Small Businesses can compete



fairly for contracts and subcontracts relating to its construction, procurement and professional services activities in compliance with the requirement of 49 CFR 26.39.

2.12 Ethical Standards

- (A) It is a breach of ethical standards for any ATL or SRTA employee to participate directly or indirectly in a procurement when the employee knows:
 - (1) The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
 - (2) A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
 - (3) Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
- (B) ATL and SRTA employees are also bound by the Georgia Governor's Executive Order, dated January 14, 2019, for "Establishing a Code of Ethics for Executive Branch Officers and Employees." The Executive Order prohibits ATL/SRTA and ATL/SRTA employees, or any person acting on their behalf, from accepting, directly or indirectly, any gift from any person with whom the employee interacts on official ATL or SRTA business. Therefore, it is unlawful for a potential Proposer, or its subcontractors or suppliers, to make gifts or favors to any ATL or SRTA employee. It is also unlawful for any ATL or SRTA employee to accept any such gift or favor. In addition, any persons acting as members of the Evaluation Committee for this procurement shall, for the purposes of this procurement, be bound by the referenced Executive Order.
- (C) Throughout the proposal evaluation and award process and subsequent contract negotiations, Proposers shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of the Evaluation Committee, the ATL and SRTA Board of Directors, or ATL or SRTA employees other than the Issuing Officer.

2.13 ADA Guidelines

- (A) The ATL adheres to the guidelines set forth in the Americans with Disabilities Act. Proposers should contact the Issuing Officer at least one Day in advance if they require special arrangements when attending the Hosted site visits.

2.14 Contractual Relationships

- (A) The ATL intends to execute a Contract, included as Attachment 4 to this RFP. The selected Contractor's contractual responsibility must solely rest with one firm or legal entity, which shall not be a subsidiary with or affiliate with limited resources. Proposer's Proposal Letter, included as Offer Document #2 of this RFP, must clearly indicate the firm or entity responsible for contract execution.



2.15 Proposal Withdrawal and/or Revision Following Submission

- (A) A submitted proposal may be withdrawn and changes to a submitted proposal can be made prior to the Proposal Submission Deadline. In the event a Proposer notes an error or omission in its response which was overlooked prior to submitting the proposal, the Proposer may contact the Issuing Officer to request the proposal withdrawn. Once the Proposer's response is withdrawn, there is no response from the Proposer. Unless and until the Proposer resubmits the received response, the ATL will have no offer from the Proposer to evaluate for possible Contract award. Any resubmission must be received no later than the Proposal submission deadline.

2.16 Proposer Conflicts of Interest

- (A) Proposer must disclose in detail, with the Proposal, anything that may create a conflict or appearance of a conflict of interest. For purposes of this RFP, "conflict of interest" means any situation or circumstance arising out of existing or past activities, business interests, familial relationships, contractual relationships or organizational structure (i.e., parent entities, subsidiaries, affiliates, subconsultants, etc.) or litigation where: 1.) Proposer, a key team member or Key Personnel could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of ATL or SRTA independent judgment; or 2.) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the resulting Contract.
- (B) Required disclosures include, but are not limited to: 1.) any current contractual relationships with the ATL or SRTA or any of their employees or board members; 2.) any past, present or planned contractual or employment relationships with any officer or employee of ATL or SRTA; and 3.) any other circumstances that might be considered to create a financial interest in the Contract by ATL or SRTA or any of their respective employees or board members if Proposer is awarded the Contract. The foregoing list is a demonstrative list and shall constitute a limitation on the Proposer's disclosure obligations.
- (C) The ATL, in its sole discretion, will make a determination relative to a real or perceived potential conflict for a Proposer and its ability to mitigate such a conflict. A Proposer found to have a Conflict of Interest that cannot be mitigated, as determined in the sole discretion of the ATL, shall not have its proposal submission evaluated for Contract Award.
- (D) Failure to comply with the requirements in this Section 2.16 or to abide by the ATL's determination in this matter may result in disqualification of the Proposer from submitting a proposal, disqualifying the offending team member from participating on a Proposer's team or, following submission of a proposal, discontinuing further consideration of such Proposer and its proposal.
- (E) Conflicts of interest that arise after the Proposal submission deadline, but before the Notice of Award, must be disclosed in detail in writing to the Issuing Officer.

2.17 Contractual Provisions

- (A) The Contract to be executed between the selected Contractor and the ATL has been included in Attachment 4, respectively, to this RFP. Any conflicting language shall be resolved prior to the execution of a final agreement with the selected Contractor. The ATL has no obligation to approve exceptions or changes to the Pro Forma contract.



The ATL reserves the right to modify the Pro-Forma Contract and/or include additional contractual provisions in the Contract at their sole discretion.

2.18 Registered Lobbyists

- (A) By submitting a response to this RFP, the Proposer hereby certifies that the Proposer and its lobbyists are in compliance with the Lobbyist Registration Requirements in accordance with the Georgia Government Transparency and Campaign Finance Commission.

2.19 Responsibility for Compliance with Legal Requirements

- (A) Proposer's products, services, and facilities shall be in full compliance with any and all applicable federal, state, and local laws, regulations, ordinances, and standards regardless of whether or not they are referred to in this RFP.

2.20 Conditional Proposals

- (A) Terms and conditions attached to a proposal by a Proposer and made a condition of Contract execution may render the proposal non-responsive and may be rejected.

2.21 Period that Proposals Remain Valid

- (A) Each Proposer agrees that proposal will remain firm for a period of one hundred and eighty (180) Days beginning with the date that price proposals are opened. Following the deadline for proposal submission, no proposal may be withdrawn for a period of 180 calendar days. For reasons of sustaining validity of potential desirable proposals to the fullest extent, the ATL may extend the Restriction of Communication and delay any post-award debriefings, to the extent allowed, as it deems necessary.
- (B) Requests for withdrawal of proposals after 180 Days following the deadline for proposal submission must be submitted in writing (defined as being sent or received via letter on official firm/agency letterhead or by electronic mail) to the attention of Issuing Officer.
- (C) If a Best and Final Offer (BAFO) is requested, Proposer agrees to hold the BAFO available for acceptance for a minimum of ninety (90) Days after submission of the BAFO Cost Proposal.

2.22 ATL's Right to Request Additional Information-Contractor Responsibility

- (A) Prior to award, the ATL must be assured that the selected Contractor has all of the resources to successfully perform under the Contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of the ATL, financial resources sufficient to complete performance under the Contract, and relevant experience in similar endeavors. If such information is required, the Contractor will be so notified and will submit the information requested within the time requested.

2.23 Sales and Use Taxes

- (A) ATL is exempt from paying sales and use taxes. All pricing provided in response to this RFP shall exclude sales and use taxes.



2.24 Proposal Preparation Costs

- (A) Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete proposal. All costs of proposal preparation, attendance at Hosted site visits and/or pre-award meetings, and any other pre-award costs shall be at Proposer's sole cost and expense. The ATL will not provide reimbursement for any costs associated with proposal preparation.

2.25 Placeholders

- (A) If a Proposer does not include information or materials in its proposal that are described in the relevant submittal requirements in Section 3 because the required information or materials are not applicable to that Proposer, the Proposer must include in the relevant Section in its proposal a statement to the following effect: "Section[s] [] of the ----- do[es] not apply because [Proposer to insert brief explanation]."

2.26 No Geographic Preference

- (A) This procurement will be conducted in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographic preferences in evaluation of proposals or award of contracts, except where Federal statutes expressly mandate or encourage geographic preference. This does not pre-empt State licensing laws.

2.27 Modification of Proposals

- (A) Except at the written request of the ATL, no proposal may be modified after the deadline for proposal submission.

3 Contents of a Complete Proposal

- (A) All Proposals should include a table of contents with page numbers and sufficient detail to facilitate easy reference to all requested information. Proposer shall not utilize a font size smaller than 10pt font or have margins that are less than 1-inch. To be eligible for evaluation as a complete, responsive proposal in response to ATL Solicitation No. 21-096, any and all proposals submitted must contain all of the following documents, properly signed by an authorized representative (as applicable), fully completed by the Proposer, and numbered and arranged in the following order:

3.1 Complete Proposal Checklist

- (A) This document serves as a checklist for Proposers to ensure that their proposal is complete and ready for submission. The document is used by the ATL during the evaluation of responsiveness of proposals.
- (B) This document must be fully completed, signed by an authorized representative, and submitted with the proposal.
- (C) Blank checklist form is attached in Attachment 2 as Offer Document #1 of this RFP.

3.2 Proposal Letter

- (A) This document summarizes the acknowledgements and representations made by and agreed to by the Proposer with regard to its proposal.



- (B) This document must be fully completed, signed by an authorized representative, and submitted with the proposal.
- (C) Blank form is attached in Attachment 2 as Offer Document #2 of this RFP.

3.3 Acknowledgement of Addenda to RFP

- (A) This document must be fully completed, signed by an authorized representative, and submitted with the proposal.
- (B) If no addenda to the RFP were issued, Proposer **must still complete the form** and include it in its proposal.
- (C) Blank form is attached in Attachment 2 as Offer Document #3 of this RFP.

3.4 Proposer Information Form

- (A) This document summarizes key information about the Proposer for the ATL' assistance and reference during evaluation of the proposals including:
 - (1) Contact Information for Proposer
 - (2) Corporate information
 - (3) List of references for whom Proposer has performed similar services in the past five years
- (B) References listed on this document as part of the evaluation of proposals will be contacted.
- (C) If Proposer is a certified DBE, proof of DBE certification must accompany this document.
- (D) This document must be fully completed, signed, and submitted with the proposal.
- (E) Blank form is attached in Attachment 2 as Offer Document #4 of this RFP.

3.5 Proposer Certifications

- (A) This document certifies that the proposal, as provided by the Proposer, will meet or exceed the requirements of the RFP.
- (B) This document must be fully completed, signed, and submitted with the proposal.
- (C) Blank form is attached in Attachment 2 as Offer Document #5 of this RFP.

3.6 Technical Proposal

- (A) This document shall be provided as Offer Document #6 by the Proposer and shall be a narrative description of the Proposer's qualifications and experience. This narrative description shall include the appropriate use of headings and subheadings numbered as follows, and that address, at minimum the following elements:

3.6.1 Statement of Firm's Qualifications and Experience

- (A) Proposer shall detail their ability to perform the scope of services set forth in this RFP, which shall be a narrative description of the Proposer's qualifications and experience. This narrative description shall include the appropriate use of headings and subheadings that address, at minimum, the following elements:
 - (1) Name of lead firm and any sub-consultants
 - (2) Brief description of the Proposer (brief history, number of employees, lines of business, areas of



specialization, office locations, organizations, gross revenue, net income and loss for the current and prior year, parent company (if applicable), recent litigations and outcomes, litigation currently underway, etc.)

- (3) Description of the firm's experience in performing work of a similar nature to that solicited in this RFP; specifically, the provision and implementation for an FTA-funded transit agency, state DOT, or other transportation entity, and the participation in such work by the key personnel proposed for assignment to this project.
 - (4) Comprehensive listing and brief descriptions of relevant engagements started and/or completed during the last five years that are similar in scope and nature to the Scope of Services, attached to this RFP.
- (B) There is no prescribed format for this document. The format of the document shall be at the discretion of the Proposer; however, font size no smaller than 10 pt. with margins no less than 1 inch, on 8.5 x 11 size paper. Proposer should label this document as Offer Document #6 – Firm Qualifications and Experience in its proposal. The page limitation for this response is 25 pages.

3.6.2 Project Team and Project Approach

- (A) This document shall be provided by the Proposer and shall be a narrative description of the Proposer's project team and approach. This narrative description shall include the appropriate use of headings and subheadings that address, at minimum, the following elements:
- (1) Brief description of the team organization and skillsets, including any proposed subconsultants, and an organizational chart
 - (2) Firm's technical approach to the project and interpretation of the Scope of services, including the Tasks identified in the Scope of Services section
 - (3) Identify the adequacy of the firm's resources, including personnel, labor, equipment and supplies, etc.
 - (4) Proposed solution, project approach, project schedule, and plan in response to the Scope of Services
 - (5) Listing of key project personnel and their qualifications
 - (6) Any special or unique benefits that the proposed team and/or its approach brings to the Scope of Services
 - (7) Any portions of the Scope of Services that the Proposer believes cannot be performed; Proposer shall identify such area with specificity and provide the rationale regarding Proposer's inability to perform such services
- (B) There is no prescribed format for this document. The format of the document shall be at the discretion of the Proposer; however, no font size smaller than 10 pt. In addition, the sample project schedule may be submitted in 11x14 or 11x17 page format. Proposer should label all documents submitted in response to this Section as Offer Document #6 – Project Team and Project Approach. The page limitation for this response is 25 pages for proposals with up to 15 additional pages for resumes, a total of 40 pages total per response.



3.7 Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

- (A) This document must be fully completed, signed by an authorized representative, notarized, and submitted with the proposal.
- (B) Blank form is attached in Attachment 2 as Offer Document #7 of this RFP.

3.8 Sub-Contractor Affidavit

- (A) This document must be fully completed, signed by an authorized representative, and submitted with the proposal.
- (B) Blank form is attached in Attachment 2 as Offer Document #8 of this RFP.

3.9 Subcontractor and DBE Listing Form

- (A) This document must be fully completed, signed by an authorized representative, and submitted with the proposal.
- (B) If any identified subcontractor is a certified DBE, proof of DBE certification must accompany this document.
- (C) Blank form is attached in Attachment 2 as Offer Document #9 of this RFP.

3.10 Certification Regarding Debarment and Suspension

- (A) This document must be fully completed, signed by an authorized representative, and submitted with the proposal.
- (B) Blank form is attached in Attachment 2 as Offer Document #10 of this RFP.

3.11 Certification Regarding Lobbying

- (A) This document must be fully completed, signed by an authorized representative, and submitted with the proposal.
- (B) Blank form is attached in Attachment 2 as Offer Document #11 of this RFP.

3.12 Non-Collusion Affidavit

- (A) This document must be fully completed, signed by an authorized representative, and submitted with the proposal.
- (B) Blank form is attached in Attachment 2 as Offer Document #12 of this RFP.

3.13 Anti-Boycott, Divestment and Sanctions Against Israel Certification

- (A) This document must be fully completed, signed by an authorized representative, and submitted with the proposal.
- (B) Blank form is attached in Attachment 2 as Offer Document #13 of this RFP.

3.14 Statement of Responsibility Certification

- (A) This document must be fully completed, signed by an authorized representative, and submitted with the proposal.
- (B) Blank form is attached in Attachment 2 as Offer Document #14 of this RFP.

3.15 Sales and Use Tax Compliance Form

- (A) This document must be fully completed, signed by an authorized representative, and submitted with RFP 21-096: Regional Transit Planning Consulting Services



the proposal.

- (B) Blank form is attached in Attachment 2 as Offer Document #15 of this RFP.

3.16 Litigation History

- (A) This document shall be provided by the Proposer and shall be a narrative description of the Proposer's litigation history. Proposer shall identify and describe material local, state and federal proceedings (legal, administrative, regulatory and otherwise, currently pending against the Proposer or its Principals (to include officers, members, directors and partners) or concluded adversely to the Proposer, or its Principals, within the past ten (10) years.
- (B) If Proposer has not been involved in any material litigation within the past ten (10) years, Proposer shall provide a written statement indicating such.
- (C) Proposer's response to this Section 3.16 shall be clearly marked in Attachment 2 as Offer Document #16.

3.17 Termination or Failure to Complete

- (A) This document shall be provided by the Proposer and shall be a list of each project on which the Proposer was terminated or failed to complete the delivery of services within the last seven (7) years. For each project, Proposer shall provide: 1.) project name, 2.) project start and end dates, 3.) estimated total contract value (i.e. all work which the Proposer was responsible for), 4.) reason(s) for the contract termination or failure to complete.
- (B) Proposer's response to this Section 3.17 shall be clearly marked in Attachment 2 as Offer Document #17.

3.18 Financial History

- (A) This document shall be provided by the Proposer and shall demonstrate sufficient financial strength, resources and capability to finance the work to be performed and complete the Contract in a satisfactory manner as measured by:
- (B) Financial references, including name of proposer's primary financial institutions and address, name of contact person and telephone number for each financial institution identified.
- (C) Proposer's response to this Section 3.18 shall be clearly marked in Attachment 2 as Offer Document #18.

3.19 Price Proposal

- (A) This document must be fully completed, signed by an authorized representative, and submitted with the proposal in a **separately sealed envelope or package**, marked "Price Proposal" on the front of the envelope.
- (B) The submitted Price Proposal must include all costs of performing pursuant to the final posted Contract.
- (C) The envelope shall contain one (1) **signed original** and one (1) electronic version on secure USB flash drives (Kingston Data Traveler Vault Privacy 3.0 or latest revision secure flash drives). The format must be Microsoft Excel.
- (D) The Price Proposal shall be submitted as Offer Document #19. The blank Price Proposal is provided as Attachment 3 to this RFP.



4 Proposal Evaluation Process and Contract Award

- (A) The following section describes the process by which proposals will be evaluated and a selection made for a potential award. A Selection Committee will be established to review and evaluate proposals submitted in response to this RFP and make a recommendation for award to the Executive Director.
- (B) The selection process will be based on a combination of both qualitative technical factors and cost. The award selection will be on a “best value” basis to the responsive and responsible proposer whose proposal is most advantageous and of the greatest value to the ATL. Accordingly, the ATL may not necessarily make an award to the proposer with the highest technical evaluation criteria ranking nor award to the proposer with the lowest price proposal, if doing so would not be in the overall best interest of the ATL.

4.1 Determination of Responsiveness

- (A) Proposals will be analyzed for conformance with the instructions and requirements of the RFP as identified in Section 3 and Section 4. Any proposal found to be non-responsive may be withdrawn from further consideration. Only those proposals found to be responsive will be evaluated as described below.

4.2 Evaluation of Proposals

- (A) The Selection Committee will evaluate all responsive proposals as described below:
 - (1) **Phase 1 - Technical Evaluation.** During the first phase of the evaluation, the Selection Committee will have access to all proposal materials except the sealed price proposals. Using the evaluation criteria that follow, the Selection Committee will evaluate all responsive technical proposals based on the Phase 1 evaluation criteria as outlined below and rank the proposals.
 - (a) **The Completeness of Bid shall be a Pass or Fail.** Only those Proposers that have been determined by the Evaluation Committee to have submitted all required documentation shall receive a ‘PASS’. Any Proposer providing an incomplete submittal package will receive a ‘FAIL’ and will not be evaluated further.
 - (b) Up to three (3) of the highest-ranking proposers shall advance to the next phase in the evaluation process.
 - (2) **Phase 2 – Oral Presentations/Interviews.** The ATL, at their sole discretion, may conduct interviews with the Proposers which advanced from Phase 1.
 - (a) The dates and nature of the interview requirements will be communicated to the invited proposers.
 - (b) The Selection Committee will tabulate the results of the interviews with the results from the previous phases to determine the list of Proposers in the competitive range and their rankings.
 - (c) Should the ATL elect not to conduct oral presentations/interviews, the evaluation process shall proceed from Phase 1 immediately to Phase 3 with no points being awarded to any Proposer for Phase 2.
 - (3) **Phase 3 - Price Evaluation.** During the third phase, the Selection Committee will open the price



proposals of those Proposers which have advanced to Phase 3 of the evaluation process, perform a cost evaluation and cost realism analysis of each price proposal, and rank the price proposals.

- (a) In evaluating the price proposal schedules and breakdowns, the various cost elements and profit will be reviewed, and judgment applied to determine how well the proposed costs match their respective technical proposals. The analysis will evaluate whether the proposed price elements are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the methods or performance and materials described in the proposer's technical proposal.
 - (b) Using the Price Evaluation Criteria that follow, the Selection Committee will then rank the price proposals based on the overall cost utilizing the evaluation criteria. In addition to overall cost, consideration will be given to how accurately the price proposal reflects the anticipated cost for consulting services.
 - (c) The Selection Committee will tabulate the results of the Phase 1 Technical Evaluation ranking, optional Phase 2 Oral Presentations/Interviews, and Price Evaluation.
 - (d) At the end of Phase 3, the Procurement Manager may decide to advance to Phase 4 for qualified Proposers to present their Best and Final Offer or proceed directly to the recommendation of award phase. Such decision shall be at the sole discretion of the ATL.
 - (e) In the event the Procurement Manager decides to advance to Phase 4, the highest-ranking qualified proposers shall advance with the number of proposers advanced at the discretion of the Evaluation Committee.
- (4) **Phase 4 – Best and Final Offer.** The ATL, at their sole discretion, may request one Best and Final Offer (BAFO) from Proposers in the competitive range. At this point, the Procurement Manager shall provide BAFO submission requirements and schedule to all Proposers in the competitive range. Qualified Proposers in this phase shall provide an outline of their revisions to Technical and Price Proposals for easier review along with their fully updated Technical and Price Proposals. The revised offer shall supersede the original proposal.
- (a) The Evaluation Committee will tabulate the results of the interviews with the results from the previous phases to determine the final rankings. Following either Phase 3 Presentations/ Interviews or Phase 4 Best and Final Offer, the Evaluation Committee will select the proposal which it finds to be most advantageous and of the best value to the ATL for contract award recommendation.
 - (b) ***The ATL reserves the right to make an award to a Proposer whose proposal it judges to be most advantageous and the best value based upon the evaluation criteria, without conducting any written or oral discussions with any Proposers or solicitation of any BAFOs.***

4.2.1 Proposal Evaluation Criteria

- (A) Technical Proposals will be evaluated based on the criteria listed below. The technical criteria are listed in the order of importance to the ATL by way of the distribution of points categories.
 - 1) **Firm Experience** (Maximum 30 points) – Effective and substantive (relative to key objectives) experience of the firm in the provision of similar services within the categories under



considerations, with emphasis on local and regional experience.

- 2) **Qualifications of Key Personnel** (Maximum 35 points) – Qualifications, relevant experience and availability of proposed key personnel. Proposers must present sufficient and competent staff, the capacity to complete the work in a timely manner and appropriate personnel assignments to administer projects.
 - 3) **Project Understanding and Unique Concepts/Innovative Ideas** (Maximum 35 points) – Understanding of the proposed scope of work, demonstration of unique concepts or innovative ideas to further the 2022 ARTP, demonstration of understanding the regional transit landscape and the statutory requirements of the ATL.
 - 4) **Project Management** (Maximum 30 points) – Proven ability of the proposed staffing team to effectively manage multi-faceted studies and a variety of subconsultants. Proven ability to manage and supervise large complex studies, projects and analyses.
 - 5) **Oral Presentation (Optional)** (Maximum 30 points) – Should the ATL elect to conduct oral presentations/interviews, the basis for selecting proposers to be invited for oral presentations are the scores assigned during the Technical Evaluation for each Proposer. Proposers will be evaluated on the overall quality of their oral presentations.
- (B) The Price Proposal evaluation is worth 30 maximum points. Each Price Proposal will be evaluated by calculating the total price for all deliverables (including any optional deliverables) over the life of the contract. The lowest cost for all deliverables combined will be awarded the maximum amount of allowable Price Proposal evaluation points, with the evaluated competitor Price Proposals each receiving points correlating to their evaluated differences from the best Price Proposal.

4.2.2 Contract Negotiations and Award

- (A) Award of any contract as result of this RFP is contingent upon the availability of grant and appropriated funds. Obligation under any contract resulting from this RFP or the exercise of any renewal option thereunder is contingent upon the availability of such funds. No legal liability on the part of the ATL may arise until such funds are made available for such contract and the Contractor receives notice of such availability to be confirmed in writing by the issuance of a Purchase Order.
- (B) An award by the ATL, if made, will be to the highest ranking responsive and responsible proposer; possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of this Contract; that will provide the best value according to the selection process stated above. The ATL reserves the right to make an award as deemed in its best interest, which may include awarding the whole proposal, only part of the proposal, or none of the proposal, based on the sole discretion of its best interest.
- (C) The ATL may make such investigations as it deems necessary to determine the ability of the proposer to perform, and the proposer shall furnish to the ATL all such information and data for this purpose as the ATL may request. The ATL reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy that such proposer is qualified to carry out the obligations of the Contract.
- (D) The ATL reserves the right to reject or accept any or all proposals and to waive technicalities, informalities and minor irregularities in the proposals received.



- (E) The preliminary results of the evaluation may be announced through the public posting of a Notice of Intent to Award to the ATL website and the Georgia Procurement Registry. The Notice of Intent to Award (“NOIA”) is not notice of an actual contract award; instead, it is notice of the expected contract award(s) pending resolution of the protest process. The NOIA will identify any apparent successful Proposer.
- (F) ATL shall contact the apparent successful Proposer. The apparent successful Proposer must return a signed copy of the Contract to the Issuing Officer within 7 calendar days of notification. Failure to do so may lead to rejection of the Proposer. The ATL reserves the right to proceed to discussions with the next highest ranked Proposer.
- (G) The Notice of Award is the public notice of actual Contract award and will be publicly posted to the ATL website and the Georgia Procurement Registry.
- (H) Following execution of the Contract, a Notice to Proceed will be issued to the Contractor, which will specify the date Contractor will assume project work.
- (I) Any Contract resulting from this RFP will be financed in part with funds available to the ATL through grants or appropriations from the State of Georgia, Federal Transit Administration, and any other fund source. In the event funding from these sources is eliminated or decreased, the ATL reserves the right to terminate this Contract or modify it accordingly.
- (J) It shall be understood that the Contractor shall invoice ATL directly for all services within 30 days of Deliverable Acceptance.



PART 2 – SCOPE OF SERVICES

5 Scope of Services

ATL considers the goods, equipment, and services which are envisioned and generally described below to be necessary, and currently intends these items and services, at a minimum, to reflect the Scope for a prospective Contract. The actual, final scope of services, however, may differ, may be greater or lesser, and shall be determined in subsequent processes, including negotiation prior to execution of a prospective Contract with a successful firm.

5.1 Overview

(A) About the ATL

The Atlanta-Region Transit Link Authority or “The ATL” was officially created by the Georgia Legislature in 2018 under O.C.G.A § 50-39-3 to serve as a regional transit planning, funding, and policy oversight authority. Its primary purpose is to provide a more seamless customer experience, better connecting multiple transit systems operating in the 13-county ATL region. The ATL is comprised of 10 Districts that were intentionally drawn to extend across county jurisdictional boundaries in order to support proactive transit planning and coordination activities that advance a more seamless, regional transit system.

(B) Study Area

The Consultant shall perform all necessary services provided under this contract within the Atlanta-Region Transit Link Authority 13-county area. This includes all of the following: Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Rockdale, and Paulding counties.

(C) Project Background

The ATL is required by statute to develop, annually review, and amend, as necessary, a regional transit plan, known as the ATL Regional Transit Plan or ARTP. Since 2018, the ATL, with the support of its many transportation partners, has adopted two ARTPs. As a part of the ARTP planning process, the ATL established and refined objective, data-driven project evaluation and plan evaluation frameworks to assess individual and collective project benefits and to identify strategic funding priorities. The ARTP comprises the set of transit projects to be considered for ARC’s long-range Regional Transportation Plan (RTP) and short-range Transportation Improvement Program (TIP); recommended investments for potential transit/transportation special purpose local option sales tax (TSPLOST) referenda; and recommended investments for state bond funding.

Recommending projects from an adopted ARTP to the Governor, Lieutenant Governor, Speaker of the House, and Governor’s Office of Planning and Budget for State General Obligation bond funding is another statutory requirement of the ATL. This is a significant new opportunity for the Atlanta region to receive regular state funding to move forward strategic investments in transit and increases the consideration of available funds for transit projects in the region.

Additionally, the ATL is statutorily required to develop an Annual Report and Audit (ARA) which details how well the region’s transit service performs, evaluates that performance over time, and identifies potential areas for improvement to better direct investments. The ATL, with tremendous assistance from operators, has developed two such reports since 2018.



These two documents – the ARTP and the ARA – are the primary work products for the ATL and jointly inform policy and funding decisions. As two new, iterative processes for regional transit, they have also brought key goals to light for the 2022 ARTP planning effort, including:

- Improve integration with regional transportation partners’ planning cycles, principally ARC’s RTP and TIP as well as local government and operator plans
- Minimize the burden placed on transit operators to simultaneously respond to a Call for Projects for the ARTP and system performance data collection efforts for the ARA
- Leverage data and findings in the ARA to inform ARTP goals, project development, investment strategies, and implementation priorities

(D) Project Purpose

The purpose of the 2022 ARTP is to establish a vision and set of goals to inform the development of the plan; identify transit projects based on stakeholder input and analyses; develop an implementation framework that focuses limited resources on priority projects in order to meet current and future system needs; identify sustainable funding strategies to deliver cost-effective programs and projects; and develop a performance monitoring program to track progress in meeting the plan vision and goals.

The 2022 ARTP will serve as the near and long-term transit vision for the 13-county ATL region for the next four years with annual reviews and amendments as necessary thereafter.

5.2 Requirements (Scope)

(A) **TASK 1: Project Management**

Consultant shall provide project management and coordination with ATL staff, ATL Board, and all project stakeholders. Consultant will hold a project kickoff meeting with ATL staff following receipt of the notice to proceed. Within 15 days following the project kickoff meeting, the Consultant will prepare a Project Management Plan which shall include a project schedule, organization of team members, responsibilities of work assignments, QA/QC protocols, communication protocols, contact information for project team members, and invoice protocols.

Project invoices shall include monthly progress reports that document activities and deliverables completed, key accomplishments and meetings, and current or anticipated issues related to scope, schedule, and budget.

The project schedule will include all major activities, critical path items, estimated duration for each task and activity, sufficient review time for the ATL, draft and final deliverable submittal dates, and relationships among tasks. This task will also establish regularly recurring internal and external project management team meetings. In addition, certain tasks may require individual task-specific meetings.

This task is continuous throughout the length of the project, until completion of all elements required by this scope of services.

Deliverables:

- 1) PREPARE FOR AND CONDUCT PROJECT KICK-OFF MEETING
- 2) DRAFT AND FINAL PROJECT MANAGEMENT PLAN
- 3) PREPARE FOR AND CONDUCT PROJECT MANAGEMENT MEETINGS
- 4) PREPARE FOR AND CONDUCT PRESENTATIONS TO ATL BOARD AND OTHER REQUIRED MEETINGS



5) MONTHLY PROGRESS REPORTS

(B) **TASK 2: Stakeholder Coordination and Engagement**

The goal of this task is to identify stakeholder groups representing a variety of interests; to build consensus around a regional transit vision and goals; to build consensus around transit priorities across the region; to create engagement opportunities that are informative and interactive; and to strengthen partnerships and coordination.

The consultant, in coordination with ATL staff, ATL Board, and Executive Director, will develop a Stakeholder Coordination and Engagement Plan (SCEP) that establishes outreach goals for the 2022 ARTP. The SCEP will define the stakeholder groups, such as those from partner state and regional agencies, transit operators, local governments, community improvement districts, community or advocacy groups, and general citizens to engage. It will also define the role each group plays and outline strategies to communicate with, engage with, and coordinate each audience throughout the entire project.

Central to the SCEP is a robust vision and goal setting process that is stakeholder-driven, rooted in the findings of the existing conditions and future trends assessment, and centers the ATL's governing principles. This creates a blueprint for how the plan will unfold, forging a connection between the work of each subsequent task and specific plan objectives.

The SCEP will comply with all applicable federal and state requirements for public involvement and support authentic and meaningful public engagement with an emphasis on broad and diverse input, especially from communities traditionally underrepresented in transportation planning. The SCEP will be a living document, revised accordingly to reflect project updates, conditions, and needs.

Consultant will track comments received from stakeholders at all engagement opportunities and summarize comments in interim reports shared with ATL staff. Consultant will be responsible for the creation of any supportive materials for engagement such as presentations, surveys, display boards, printed materials, press releases, and social media campaigns.

Deliverables:

- 1) DRAFT AND FINAL STAKEHOLDER COORDINATION AND ENGAGEMENT PLAN
- 2) PREPARE FOR AND CONDUCT UP TO 10 DISTRICT DOWNLOAD MEETINGS
- 3) PREPARE FOR AND CONDUCT UP TO 20 STAKEHOLDER ENGAGEMENT MEETINGS
- 4) SUMMARY INTERIM REPORTS OF EACH ENGAGEMENT EFFORT
- 5) DRAFT AND FINAL SUMMARY OF STAKEHOLDER ENGAGEMENT STYLIZED PRESENTATION

(C) **Task 3: Existing Conditions and Future Trends Assessment**

The Consultant will conduct current conditions and needs assessments as well as future trends analyses including but not limited to travel patterns, ridership, land use, funding sources, employment, population, and demographic conditions to understand existing challenges and opportunities as well as expected growth and change for transit in the ATL region over the next twenty years.

The Consultant will conduct a national best practice assessment to understand what has contributed to transit's success, including but not limited to ridership, technology, funding and implementation strategies, in other regions and places. Consultant will summarize relevant local, regional, state, and federal policies, programs, plans, studies, regulatory documents, technology investments, and goals



that influence or impact transit.

The Consultant will create and discuss with ATL staff, Board, and stakeholders a clear and concise stylized report that synthesizes pertinent findings and lays the groundwork for new policies and strategies to support regional transit. The Consultant will also create a presentation of the assessment process and findings. The report will serve as the foundation for an Existing Conditions & Future Trends chapter in the final ARTP document.

Deliverables:

- 1) DRAFT AND FINAL EXISTING CONDITIONS AND FUTURE TRENDS REPORT
- 2) DRAFT AND FINAL EXISTING CONDITIONS AND FUTURE TRENDS STYLIZED PRESENTATION
- 3) PACKAGED DATA INPUTS AND ANALYSIS RESULTS

(D) Task 4: Transit Network Analyses

Building on the findings in Task 3, the Consultant will outline and discuss a proposed approach for conducting best practice transit network analyses in an internal memorandum for ATL to review and provide feedback on. The goal of this network analysis will be to identify, at a minimum, the regional and local travel sheds, network gaps, and service deficiencies. The consultant is encouraged to propose state of the practice approaches to network analyses. Once ATL approves the proposed approach, the Consultant will conduct transit network analyses to understand current transit accessibility and propensity.

The analyses will go beyond a spatial or geographic assessment of accessibility and propensity to understand additional elements like quality of service, frequency of service, coverage, ridership, temporal needs, and connectivity to other modes. Consultants will place special emphasis on incorporating the needs of high-reliance or transport-disadvantage people.

The Consultant will create a clear and concise stylized report, including supporting graphics and maps. The report and the results contained therein will be used to identify where mismatches in transit service and demand exist across the region, providing a technical baseline to inform project development and prioritization. The Consultant will also prepare a presentation of the analyses process and results.

Deliverables:

- 1) DRAFT AND FINAL TRANSIT NETWORK ANALYSES APPROACH MEMORANDUM
- 2) DRAFT AND FINAL TRANSIT NETWORK ANALYSES REPORT
- 3) DRAFT AND FINAL TRANSIT NETWORK ANALYSES STYLIZED PRESENTATION

(E) Task 5: Project Development

5.1 - Infill Network: The Consultant and ATL staff will coordinate with stakeholders to identify potential transit infrastructure, service, technology, and state of good repair projects to meet unmet demand and close service or performance gaps across the region. The identification of these infill transit projects will leverage rigorous technical network evaluation (Task 4), ongoing and future planning efforts (Task 3), and stakeholder input (Task 2). The set of projects and/or programs created will reflect a combination of analytical and stakeholder support and advance the plan's regional transit vision and goals.

5.2 - Priority Regional Transit Network: The Consultant, in coordination with ATL staff and stakeholders, will develop draft and final criteria and conditions to identify priority corridors across the region to



prioritize for transit infrastructure development, service level specifications, technology applications, and other investments. The priority network will align with existing plans; leverage existing and planned service and infrastructure; be inclusive of and address previous analysis findings such as network connection and services gaps; reflect stakeholder input; advance the plan's regional transit vision and goals. The priority regional transit network will serve as a policy framework, guiding a phased investment and implementation strategy.

Upon approval of the final priority network criteria, the Consultant will develop a draft priority regional transit network for ATL staff and stakeholder review. Consultant will revise and refine the draft priority regional transit network according to feedback received. The Consultant will develop a final regional priority transit network, documenting the development process in a report, creating stylized maps of the final alignment, and creating a stylized presentation.

5.3 - Call for Projects: The ATL will hold a 2022 Call for Projects in which project sponsors will have the ability to submit new projects, update existing projects, and remove existing projects at their discretion. The ATL and Consultant will coordinate with stakeholders and project sponsors to submit infill network projects. Also, in coordination with ATL staff, the Consultant will revise the previous Call for Projects application to reflect requirements for project- and plan-level framework changes and as directed by ATL staff.

The Consultant will outline and discuss the 2022 Call for Projects process, including all of the required information needed to initiate the Call for Projects within the ATL's project database, the announcement plan for publicizing the 2022 Call for Projects across all 10 Districts, and the process for evaluating all projects for completeness in an internal memorandum for ATL to review and provide feedback on.

The Consultant will summarize and discuss the Call for Projects outcomes in a stylized presentation that includes figures such as number of projects submitted, project costs, changes from previous Calls for Projects, and other relevant information.

Deliverables:

- 1) DRAFT AND FINAL INFILL NETWORK
- 2) DRAFT AND FINAL PRIORITY REGIONAL TRANSIT NETWORK CRITERIA
- 3) DRAFT AND FINAL PRIORITY REGIONAL TRANSIT NETWORK MAPS
- 4) DRAFT AND FINAL PRIORITY REGIONAL TRANSIT NETWORK DEVELOPMENT REPORT
- 5) PRIORITY REGIONAL TRANSIT NETWORK STYLIZED PRESENTATION
- 6) DRAFT AND FINAL CALL FOR PROJECTS APPROACH MEMORANDUM
- 7) DRAFT AND FINAL SUMMARY OF CALL FOR PROJECTS STYLIZED PRESENTATION

(F) Task 6: Project Performance Framework: Evaluation and Prioritization

6.1 - Project Evaluation: The Consultant shall receive from the ATL all data inputs and outputs, files, model runs, reports, and relevant information that contributed to the development of previous project evaluations.

The Consultant will review all information received within 30 days of receipt and will prepare and discuss a memorandum outlining the Consultant's understanding of the information received, recommendations for changes to project evaluation methodologies, implications for the project performance framework, and an approach to project evaluation for the 2022 ARTP for ATL to review



and provide feedback on. Proposed project evaluation changes shall occur in coordination with ATL staff and stakeholders; be inclusive of the technical transit network analyses findings; reflect the plan's regional transit vision and goals.

Upon approval of the project evaluation approach memorandum, the Consultant will assess all projects submitted in the 2022 Call for Projects. The Consultant will summarize and discuss project evaluation changes in a report, as well as summarize results in tabular and stylized presentation formats. Project evaluation results will be made available to ATL staff and project sponsors in the ATL project database and summarized in useful means such as by ATL district, county, sponsor, and others. The report and stylized presentation will serve as the foundation for a Project Evaluation & Prioritization chapter in the final ARTP document.

6.2 - Project Prioritization: At present, ARTP projects are grouped into short-range (6-year) and long-range (20-year) planning horizons, as well as an undetermined category, at the discretion of the project sponsor as a part of the Call for Projects application. Consultant will develop draft and final prioritization criteria to better define what constitutes a short- or long-range project and to support informed implementation. Prioritization criteria and the prioritization schema will exist within the project performance framework; be data- and stakeholder-driven; reflect the plan's regional transit vision and goals. The Consultant will create prioritization scenarios to help ATL staff and stakeholders understand alternatives and trade-offs.

Upon approval of the final project prioritization schema, the Consultant will prioritize all projects submitted or updated in the 2022 Call for Projects. The Consultant will summarize and discuss project prioritization results in a report, as well as summarize results in tabular and stylized presentation formats. Project prioritization results will be made available to ATL staff and project sponsors in the ATL project database and summarized in useful means such as by ATL district, county, sponsor, and others. The report will serve as the foundation for a Project Evaluation & Prioritization chapter in the final ARTP document.

Deliverables:

- 1) DRAFT AND FINAL PROJECT EVALUATION APPROACH MEMORANDUM
- 2) PROJECT EVALUATION RESULTS REPORT
- 3) PROJECT EVALUATION RESULTS SPREADSHEET AND STYLIZED PRESENTATION
- 4) DRAFT AND FINAL PROJECT PRIORITIZATION CRITERIA
- 5) PROJECT PRIORITIZATION RESULTS REPORT
- 6) PROJECT PRIORITIZATION SPREADSHEET AND STYLIZED PRESENTATION

(G) Task 7: Financial Analysis + Regional Funding Strategy

The Consultant will work with ATL staff to review and evaluate the financial assumptions and plans for priority projects. Utilizing this financial analysis, the Consultant will develop a financial model that is able to test multiple funding strategies that can build consensus among local governments, transit operators, ARC, CID's, GDOT, state elected officials, and ATL Board members in order to achieve full funding for all priority projects in the 2022 ARTP.

Task 7.1 - Evaluate and Validate Project Cost Assumptions: The Consultant will validate the cost information and funding assumptions provided by project sponsors for priority projects. Consultant will evaluate whether Year-of-Expenditure inflation assumptions, federal share assumptions, and cost assumptions are sound based on industry averages and the proposed scope of work for each proposed



project. Consultant will coordinate with ATL staff to follow up as needed with regional project sponsors to further refine cost and funding assumptions. Consultant will provide a technical memo detailing the cost information and funding assumptions submitted for each project sponsor, as well as any cost refinement or funding assumption adjustments made during Task 7.1. Task 7.1 may require the Consultant to work concurrently with other project tasks including, but not limited to, 6.1 Project Evaluation, 6.2 Project Evaluation, and 5.2 Priority Regional Transit Network.

Task 7.2 - Develop Financial Model for Portfolio of Transit Projects: Consultant will create a dynamic financial model that is inclusive of all priority projects. Financial model shall be created in a format that is usable and accessible by ATL staff and will include the capability to be adjusted or modified by ATL staff in the future as funding assumptions or inputs change over time. Consultant shall provide training documentation that details the financial model and its capabilities.

Completed financial model will include planned and proposed funding of all priority projects. Completed financial model will include details broken out by year, and by project, of all funding gaps, as well as funding that is committed, budgeted, or planned, based on the definitions outlined in FTA's CIG Program guidance. The funding detail of gap, committed, budgeted, or planned costs should also be aggregated to provide a total cost for all projects by year as well, to allow for ATL staff to better determine overall funding needs on an annual basis. Final deliverable for Task 7.2 will include completed financial model in agreed upon electronic format which will be determined by the Consultant and ATL staff, along with a technical memo detailing how to use and update model over time and all training and training documentation. Task 7.2 may require the Consultant to work concurrently with other project tasks including, but not limited to, 6.1 Project Evaluation, 6.2 Project Evaluation, and 5.2 Priority Regional Transit Network.

Task 7.3 - Develop Regional Funding Strategy for Priority Projects: Utilizing the completed financial model, Consultant will work with ATL staff to lead the development of funding strategies with state and regional stakeholders for priority projects. Funding strategies should be inclusive of all planned and potentially available funding sources for identified capital projects including, but not limited to:

- 1) FTA formula funding
- 2) FHWA flex funding
- 3) Planned or proposed federal discretionary or FTA CIG funding
- 4) Local sales tax funding
- 5) Local property tax funding
- 6) Local bond funding
- 7) Other local funding sources
- 8) State appropriations
- 9) State bond funding
- 10) Other state funding sources
- 11) Transit operator fare revenues
- 12) Other transit operator revenues (e.g. advertising or ground lease revenue)
- 13) Existing, planned, or potential value capture funding sources
- 14) Other innovative funding or financing sources (e.g. TIFIA, GANS, PABS, etc.)



Funding strategies should evaluate opportunities at the individual project level and from an overall portfolio/regional funding perspective. Funding strategies should also evaluate specific strategies that could potentially be leveraged on a funding source or financing mechanism basis. Additionally, the Consultant and ATL staff will identify projects or suites of projects best suited for specific fund sources or financing mechanisms, including a regional schedule of projects associated with particular funding sources. The project schedule and recommended funding sources shall be included as a subcomponent of the finalized regional funding strategy for prioritized projects.

Consultant will be required to provide graphics and visual renderings of proposed funding strategies that visually communicate the benefits of the proposed strategies. Consultant will be required to work with ATL staff on stakeholder education and engagement of final proposed strategies approved by ATL staff. Task 7.3 may require the Consultant to work concurrently with other project tasks including, but not limited to, 6.1 Project Evaluation, 6.2 Project Evaluation, and 5.2 Priority Regional Transit Network.

Deliverables:

- 1) PROJECT COST ASSUMPTIONS TECHNICAL MEMORANDUM
- 2) FINANCIAL MODEL WITH TRAINING GUIDE FOR ATL STAFF
- 3) TECHNICAL DOCUMENT DETAILING PROPOSED STRATEGIES, BENEFITS, AND OPPORTUNITY COSTS OF IMPLEMENTING EACH STRATEGY
- 4) TECHNICAL MEMORANDUM OF STAKEHOLDER FEEDBACK ON EACH FUNDING STRATEGY
- 5) FINALIZED REGIONAL FUNDING STRATEGY FOR PRIORITY PROJECTS
- 6) REGIONAL FUNDING STRATEGY RESULTS STYLIZED PRESENTATION

(H) Task 8: Plan Evaluation

The Consultant shall receive from the ATL all data inputs and outputs, files, model runs, reports, and relevant information that contributed to the development of previous plan- or systems-level evaluation.

The Consultant will review all information received within 30 days of receipt and will prepare and discuss a memorandum outlining the Consultant's understanding of the information received, recommendations for changes to plan evaluation methodologies, and an approach to plan evaluation for the 2022 ARTP for ATL to review and provide feedback on. Proposed plan evaluation changes shall occur in coordination with ATL staff and stakeholders; be inclusive of the technical transit network analyses findings; reflect the plan's regional transit vision and goals.

Upon approval of the plan evaluation approach memorandum, the Consultant will model plan-level benefits for the system of projects submitted in the 2022 Call for Projects. The Consultant will summarize and discuss plan evaluation changes in a report, as well as summarize results in a stylized presentation. The report and stylized presentation will serve as the foundation for a Plan Evaluation chapter in the final ARTP document.

Deliverables:

- 1) DRAFT AND FINAL PLAN EVALUATION APPROACH MEMORANDUM
- 2) PLAN EVALUATION RESULTS REPORT
- 3) PLAN EVALUATION RESULTS STYLIZED PRESENTATION

(I) Task 9: Performance Monitoring Program



This task sets out a process for measuring and monitoring progress towards implementation of the ARTP, connecting long-range planning to daily activities. The intent of this task is not to evaluate transit service operations or finances for providers in the ATL region, as this is reported in the ATL's Annual Report and Audit (ARA). Instead, the Consultant will carefully establish a performance monitoring program tied to the plan's vision, funding strategies, and priority implementation strategies, to help the ATL and its stakeholders understand how the plan performs over time and to elevate their decision-making.

As the development of performance measures is an iterative process, this initial performance monitoring program will not be exhaustive or comprehensive, but a starting point in which ATL will begin to monitor change in the context of the plan's goals and policies. New data and measurements can easily be incorporated, resulting in a plan that remains current and relevant to all stakeholders.

The Consultant will create an internal memorandum for ATL and stakeholders to review and provide feedback on that outlines the proposed performance monitoring program. The memorandum will be the basis for a stylized presentation and the Performance Program chapter in the final ARTP document.

Deliverables:

- 1) DRAFT AND FINAL PERFORMANCE MONITORING PROGRAM MEMORANDUM
- 2) DRAFT AND FINAL PERFORMANCE MONITORING STYLIZED PRESENTATION

(J) **Task 10: ARTP Document**

This task harmonizes all of the previous tasks to create one comprehensive yet succinct and approachable document – the ATL Regional Transit Plan (2022). The Plan will be inclusive of all projects submitted and articulate steps for achieving the regional transit vision and goals that were established through robust stakeholder engagement.

The Consultant will prepare and discuss a memorandum containing all relevant draft ARTP document text for ATL to review and provide feedback on. Upon approval of document text, the Consultant will create a graphically rich and stylized draft ARTP document, inclusive of appendices, technical memoranda, and an executive summary, for ATL staff to review and provide feedback on. In addition to the traditional executive summary report, the Consultant will also create an interactive webpage in coordination with ATL IT and staff that summarizes the plan's content in a dynamic, stylized, and ease to use manner.

A revised draft ARTP document will be presented to the ATL Board shortly thereafter in mid-2022. Following Board adoption, the draft ARTP will be released as the final ARTP.

Deliverables:

- 1) DRAFT AND FINAL DOCUMENT TEXT MEMORANDUM
- 2) DRAFT AND FINAL STYLIZED ARTP DOCUMENT
- 3) DRAFT STYLIZED ARTP DOCUMENT PRESENTATION
- 4) DRAFT AND FINAL INTERACTIVE EXECUTIVE SUMMARY WEBPAGE

6 Attachments

The following are provided as separate attachments:

- (A) Attachment 1 - Question and Answer Template



- (B) Attachment 2 - Offer Documents
- (C) Attachment 3 - Price Proposal Forms (Excel Workbook)
- (D) Attachment 4 – ATL Service Provider Agreement (Contract Sample)