

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
RFP 26-004
CONSULTANT ASSISTANCE WITH TRAVEL DEMAND TRAVEL FORECASTING METHODS USED BY
THE COG/TPB STAFF



**REQUEST FOR PROPOSALS (RFP) NO. 26-004
CONSULTANT ASSISTANCE WITH TRAVEL DEMAND
FORECASTING METHODS USED BY THE COG/TPB STAFF**

Proposers shall submit an **ELECTRONIC COPY** of their proposal to the COG LOCKBOX system, as per the submission instructions in Section X of this RFP.

RELEASED DATE: 9/29/2025

Submission Due Date: October 30, 2025 **2:00 PM ET**

Questions regarding the RFP shall be submitted as directed in the RFP.

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I. SUMMARY

Service(s) requested	<p>The selected consultant would provide on-call assistance to the COG/TPB staff regarding the COG/TPB Travel Demand Forecasting Model (TDFM) and other related modeling topics. The contract would last about one fiscal year and would be renewable for up to two additional years. Below is a list of likely tasks. Although some tasks would be planned for year 1 of the contract, other tasks would occur in later years of the contract or would span multiple years. Because of the dynamic nature of the on-call assistance, it is not possible to delineate all tasks over the three-year period, so the list below is representative, not exhaustive:</p> <ol style="list-style-type: none"> 1. Task 1. Attend relevant meetings and provide ad-hoc assistance to TPB staff on matters not covered by other task orders. (Yearly task) 2. Task 2. Develop a strategic plan for the improvement of travel demand forecasting methods used by the COG/TPB staff. 3. Task 3. Review of travel demand forecasting model (TDFM) software. 4. Task 4. Gen2 Travel Model (trip-based model): Assistance with re-calibration and/or re-validation. 5. Task 5. Gen3 Travel Model (activity-based model): Assistance with the continual development and application of the new model.
Contract type	<p>Work to be performed under task orders, which may be either deliverables-based (fixed-price) or time-and-materials-based. Task orders will be mutually agreed upon in writing and approved by and between COG and the Contractor. The type of reimbursement (e.g., time & materials versus firm fixed price) may vary by task order. Task orders are initiated by the COG Project Manager, who will coordinate with the contactor's project manager. Once there is mutual agreement on the task order, task orders are authorized in writing.</p>
Number of contracts	Single award (COG reserves the right to make multiple awards)
Duration of contract	<p>One (1) year, or less, aligning with the end of FY 26 (6/30/26), with two (2) optional one-year periods, as needed, so one vendor could hold this contract for up to three years before needing to be re-bid.</p>
Payment method	Net 30
Project budget	Approximately \$450,000 per year
Planned duration of RFP advertisement	Approximately 5 weeks
Start of advertisement period for RFP	9/29/2025

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Deadline for questions about RFP	10 business days before deadline
Deadline for COG responses to questions	5 business days before deadline
Deadline for proposals	October 30, 2025 by 2 PM ET

II. OVERVIEW

From 2006 to 2017, the Metropolitan Washington Council of Governments/National Capital Region Transportation Planning Board (COG/TPB) staff hired a series of consultants to assist with both development of the TPB Travel Demand Forecasting Model (TDFM) and research about travel demand forecasting. The consultant assistance work was carried out using one-year contracts, which were renewable up to two times, allowing any one consultant to hold the contract for up to three years before rebidding the contract. Based on a strategic plan for model development developed in 2015, TPB staff decided to use a new, multi-year contract to develop the TPB’s next-generation TDFM, a disaggregate, activity-based travel model (ABM), known as the TPB’s Gen3 Travel Model. The Gen3 Model is now in its third and final phase of development and the associated contract, which lasted about six years, will be ending in December 2025. Consequently, the COG/TPB staff have now decided to return to the previous contractual pattern, i.e., hiring an on-call modeling consultant for a period of 1-3 years before re-bidding. COG/TPB staff is open to any qualified consultant, not simply those who have worked for COG in the past.

TPB staff expect to release a beta version of the Gen3 Model in fall of 2025. After beta testing, and some potential updates, the TPB staff hopes to declare the Gen3 Model to be production-ready by the spring of 2026, meaning that it would be ready for production-use modeling work in support of TPB’s regional planning processes, such as the update of the next Long-Range Transportation Plan (LRTP)/Metropolitan Transportation Plan (MTP), the air quality conformity analysis of that plan, and the performance analysis of the plan.

COG/TPB staff is now seeking an **on-call travel modeling consultant**, which would provide assistance with travel demand forecasting methods that are, and will be, used by the COG/TPB staff. COG has developed a statement of work (SOW) in this RFP that gives examples of the types of task orders that would be issued under this contract. Note that each task order would have its own specific SOW, so the SOW in this RFP merely shows the types of projects that COG/TPB staff will likely undertake with the selected consultant. Furthermore, Task #1 (“Attend relevant meetings and provide ad-hoc assistance to TPB staff on matters not covered by other task orders”) would be an annual task order, whereas the other tasks described in this RFP would typically be conducted once during a three-year period.

III. PROJECT BACKGROUND

A. Metropolitan Washington Council of Governments and National Capital Region Transportation Planning Board

The Metropolitan Washington Council of Governments (MwCOG or COG) is the regional organization of the Washington area's 24 major local governments and their governing officials, plus area

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members of the Maryland and Virginia legislatures and the U.S. Senate and House of Representatives. COG provides a focus for action on issues of regional interest, such as transportation planning, air and water quality management, environmental monitoring, tracking economic development and population growth, coordinating public safety programs, and promoting childcare and housing for the region. COG is supported by financial contributions from its participating local governments, federal and state government grants and contracts, and through grants and contracts from foundations and the private sector.

The National Capital Region Transportation Planning Board (NCRTPB or TPB) is the federally designated Metropolitan Planning Organization (MPO) for the Washington, D.C. metropolitan area and is also one of several policy boards that operate at COG. The TPB is responsible for coordinating transportation planning at the regional level in Northern Virginia, Suburban Maryland and the District of Columbia. The TPB plays an important role as the regional forum for transportation planning and, as the MPO, is responsible for conducting the “continuing, comprehensive and cooperative” planning process, known as the “3C” planning process. The TPB prepares plans and programs that the federal government must approve for federal-aid transportation funds to flow to the Washington region. Two of the most important documents developed by an MPO are 1) the Long-Range Transportation Plan (LRTP); and 2) the Transportation Improvement Plan (TIP). The planning horizon for the LRTP is 20+ years. The planning horizon for the TIP is typically four years. Members of the TPB include representatives of the transportation agencies of the states of Maryland and Virginia and the District of Columbia, local governments, the Washington Metropolitan Area Transit Authority (WMATA), the Maryland and Virginia General Assemblies, and non-voting members from the Metropolitan Washington Airports Authority (MWAA) and federal agencies.

The TPB was created in 1965 by local and state governments in the Washington region to respond to a requirement of 1962 highway legislation for establishment of official MPOs. The TPB became associated with COG in 1966, serving as COG’s transportation policy committee. The TPB is staffed by COG’s Department of Transportation Planning (DTP). COG acts as the administrative agent for the TPB, so contracts are issued from COG, not the TPB.

Travel demand modeling conducted by COG/TPB staff

The COG/TPB staff develops and maintains, with consultant assistance, a series of regional travel demand forecasting models that are used for the regional transportation planning process in the Washington, D.C. area. These regional travel demand models are developed under the guidance of the Travel Forecasting Subcommittee (TFS), a subcommittee of TPB’s Technical Committee. At any given time, the COG/TPB staff maintains at least two regional travel demand models: an adopted, production-use model and a developmental model. The production-use model is the one that is used in planning studies conducted by COG/TPB and is made available to outside parties. Typically, a production-use model becomes officially “adopted” when the TPB approves the Air Quality Conformity (AQC) analysis of a LRTP that is conducted using this model. At any given time, there may be more than one production-use model: An adopted model that was used in the latest AQC analysis and a model that is deemed production ready but has not been used in any AQC analysis. The developmental model is the one that is currently under development by COG/TPB staff, and is generally not made available to outside parties, since it is not yet considered a finished product. Similarly, COG/TPB staff may maintain more than one developmental model at the same time.

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The modeled area for the COG/TPB's regional travel demand forecasting models is shown in Figure 1. The modeled area covers 6,800 square miles, and includes the District of Columbia, suburban Maryland, Northern Virginia, and one county in West Virginia.

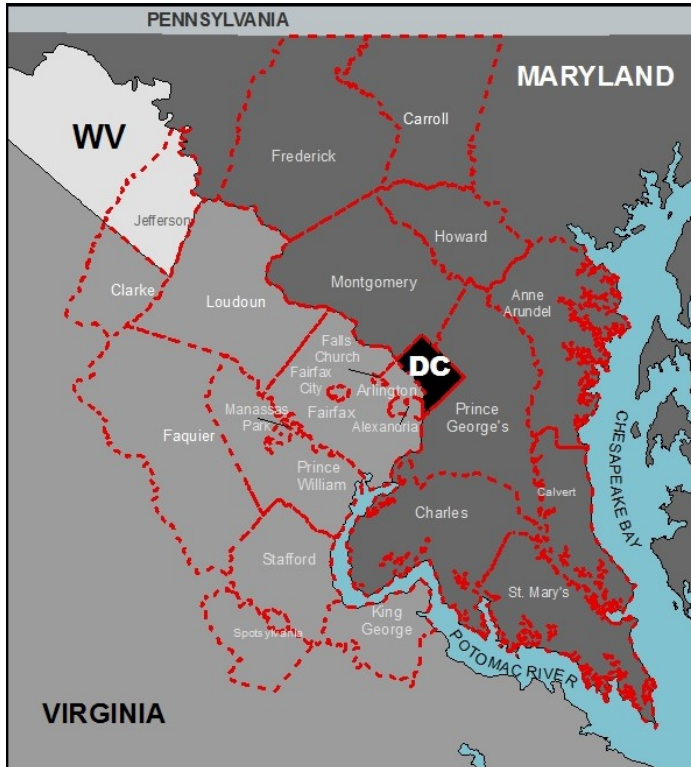


Figure 1 Modeled area for the TPB Gen2 and Gen3 models

Image credit: Jessica Mirr

1. Current, adopted, production-use travel demand model

The current production-use regional travel demand forecasting model (TDFM) for the TPB is the Generation 2/Version 2.4.6 Travel Model, which is an aggregate, trip-based model, with an aggregate assignment of both transit person trips (transit assignment) and private motor vehicle trips (highway assignment). The transit assignment includes two time-of-day periods (peak and off-peak) represented in production-attraction (P-A) format. The highway assignment includes four time-of-day periods (AM, midday, PM, and night-time) represented in origin-destination (O-D) format. The Gen2 Travel Model was estimated and calibrated to year-2007/2008 conditions, using the 2007/2008 COG/TPB Household Travel Survey and various transit on-board surveys (TOBS) conducted in 2007 and 2008.^a The Gen2 Model has been validated to the following years: 2010,^b 2014,^c and 2018.^d The model is documented in a travel model user's guide.^e

2. Developmental travel demand model

The COG/TPB Gen3 Travel Model is the TPB's primary developmental travel demand forecasting model. It is being developed jointly by COG/TPB staff and a consultant team. It is a disaggregate, tour-based/activity-based model (ABM), with an aggregate assignment of both transit person trips

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(transit assignment) and private motor vehicle trips (highway assignment). Both transit assignment and highway assignment include four time-of-day periods (AM, midday, PM, and night-time) represented in origin-destination (O-D) format. The Gen3 Travel Model was estimated and calibrated to year-2017/2018 conditions,^f using the 2017/2018 Regional Travel Survey and various transit on-board surveys (TOBS) occurring in 2017 and 2018. The Gen3 Model has been validated to only year-2018 conditions.

The Gen3 Model is being developed in three phases. The goal of each phase is described below:

- The goal of Phase 1, led by a consultant team and completed in February 2022 (FY 22), was to develop a prototype travel model that was lightly calibrated and could be used for testing by COG/TPB staff.
- The goal of Phase 2, led by the consultant team and completed in March 2024 (FY 24), was to develop a travel model for production use.
- The goal of Phase 3, which is led by COG/TPB staff and is to conclude by Dec. 2025 (FY 26), is to conduct usability testing of the Gen3 Model to ensure that the model is ready for production use. Phase 3 will involve running the Gen2 and Gen3 models for the same set of scenarios to compare the two models in a production environment (such as an air quality conformity analysis and a LRTP performance analysis). Phase 3 also includes conducting additional sensitivity tests (besides those conducted in the first two phases) in both Gen2 and Gen3 models and compares the model responses.

The Gen3 Model, which is currently in Phase 3 of its development cycle, is undergoing final calibration and validation.^g Near the completion of Phase 3, the model documentation will be updated to reflect the final model.

IV. DEFINITIONS

Throughout this RFP, the following definitions shall apply:

1. COG/MWCOG: Metropolitan Washington Council of Governments
2. COG Contracting Officer: The Executive Director of the Metropolitan Washington Council of Governments or their designee.
3. COG Project Manager: The COG employee responsible for managing this project.
4. Contractor: An individual or organization awarded a prime contract based on this solicitation.
5. Electronic Payment: The payment of money to a vendor by electronic means, including by means of a purchase card (P-card) or Automated Clearing House (ACH) funds transfer method.
6. Participating Agency: Public entities participating in this procurement and receiving services under these contracts.
7. Proposer: The party of interest submitting a proposal in response to this RFP.
8. Subcontractor: An individual or business firm contracted to perform part or all of a Contractor's contract.
9. Technical Selection Committee: The Committee established to review proposals received in response to this solicitation and which recommends selection of contractors to the COG Contracting Officer.
10. TPB: COG's National Capital Region Transportation Planning Board
11. MPO: Metropolitan Planning Organization

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V. TYPE OF CONTRACT, BUDGET, PERIOD OF PERFORMANCE, AND DEVELOPMENT OF TASK ORDERS

COG shall award a task-order contract to the selected contractor. COG intends to award a single-award contract to the winning contractor, but COG reserves the right to make multiple awards if needed to ensure that the full breadth of the statement of work will be adequately covered by qualified firms. The contractor will provide technical assistance, on a task-order basis, to the COG/TPB staff. A task order may contain one or more tasks. Once a contract is signed, task orders will be negotiated in advance and mutually agreed to by the COG Project Manager and the contractor. The duration of the initial contract is expected to be about 9 months, finishing at the end of the fiscal year (June 30, 2026). At the discretion of the COG/TPB staff, the contract can be extended for up to two additional years, meaning that one contractor could hold the contract for up to three years before the contract would need to be rebid. The COG fiscal year runs from July 1 through June 30. The goal is to align the contract period of performance with the COG fiscal year as much as possible. The expected maximum annual budget would be \$450,000, but this amount could vary, based on available funding. Even though the initial period of performance for the contract will be less than one year, the expected maximum annual budget would remain the same (i.e., \$450k).

Task orders will be mutually agreed upon in writing and approved by and between COG and the Contractor. The type of reimbursement (e.g., time & materials versus firm fixed price) may vary by task order. Task orders are initiated by the COG Project Manager, who will coordinate with the contractor's project manager. Once there is mutual agreement on a task order, the task order will be authorized in writing by the COG Contracting Officer, or their designee, working in concert with the COG Project Manager.

VI. EXPECTED QUALIFICATIONS OF PROPOSERS/OFFERORS

Minimum qualifications

Proposals must demonstrate that the firm or team submitting the proposal ("Proposer") meets the following minimum qualifications to be eligible for consideration for this project.

- Project manager must have experience with a minimum of two projects comparable to what is requested in this RFP, ideally, within the last five years.
- Each project team member, other than support staff, must have a minimum of one year of work or academic experience in the tasks on which they are proposed to work.
- In cases where a proposal names a specific person from a firm/contractor, the proposal should specify that the firm/contractor has agreed to allocate the necessary time for that individual to complete the allocated tasks/work. If the selected firm/contractor chooses to change a named person during the contract period, this change should be indicated to the client and the client should sign off on the change.

Desired qualifications

A firm or team with experience in the technical procedures and software used in COG's current and potential analytical tools, including the following:

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- Travel demand forecasting models, such as trip-based/four-step travel models (FSMs), tour-based models (TBMs), and activity-based models (ABMs)
- Citilabs Cube Base, Voyager, and Cluster (current tool)
- Other travel demand forecasting software packages (potential tool)
- Python, R, Cube Voyager, and Visual Basic .NET (VB.NET) programming languages (current tool)
- Other programming/scripting languages, such as C# (potential tool)
- Big Data (current and potential data/tool)
- Geographic information systems (GIS), such as ArcGIS or QGIS (current tool).

VII. STATEMENT OF WORK

This RFP describes only a subset of likely future tasks to be anticipated over a period that could last up to three years. Task orders will be mutually agreed upon in writing and approved by and between COG and the Contractor. Likely tasks are listed below. Tasks are divided into two groups:

1. A recurring annual task (Task 1) of attending relevant meetings and providing ad-hoc assistance to TPB staff on matters not covered by other tasks/task orders.
2. Examples of other likely project-specific tasks over the next three years, though this list is not necessarily exhaustive.

Some of the likely work tasks under this contract would occur in a specific year (i.e., 1, 2, or 3), but others may occur over multiple years. A tentative timeline/Gantt chart can be found in Figure 2, which is followed by a more detailed description of each task. With proper notice, COG/TPB staff may carry over unused contract funds from one fiscal year to the next. COG/TPB staff will determine the priority of tasks and which order will be used for completing tasks.

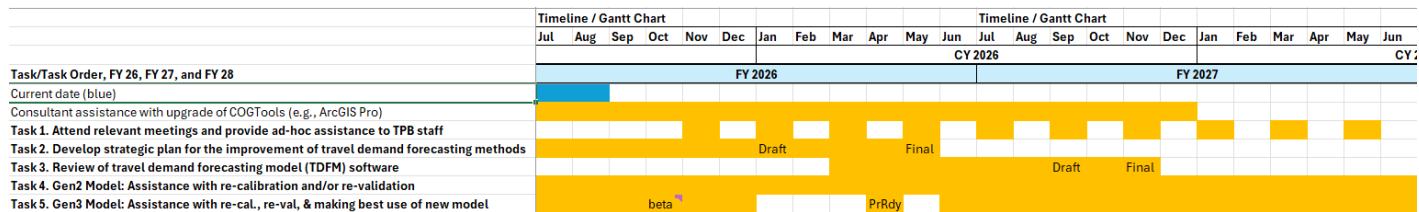


Figure 2 Draft timeline for possible tasks/task orders for FY 26 on-call modeling consultant to COG/TPB staff (FY 28 is not shown)

Ref: cog_tpb_on-call_modeling_consultant_fy26_timeline_gantt.xlsx

The recurring annual task (Task 1, in Years 1, 2, and 3)

Task 1. Attend relevant meetings and provide ad-hoc assistance to TPB staff on matters not covered by other task orders.

Relevant meetings include those of the COG/TPB Travel Forecasting Subcommittee (TFS), which meets about six times a year (typically in January, March, May, July, September, and November), and

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any internal meetings needed to develop or discuss task orders (usually about four to six meetings a year).

- a. Assist with the development or application of the regional travel demand forecasting model by carrying out specific tasks identified by TPB staff, which are not delineated in another task order.
- b. Provide written guidance to TPB staff on specific topics related to development of regional travel demand forecasting models, raised at either the TFS meetings or other forums, drawing upon knowledge of travel demand modeling practice in other similar agencies (e.g., peer MPOs).
- c. Conduct research focused on specific modeling issues raised by TPB staff.

Meeting attendance and ad-hoc modeling support would be billed on a time-and-materials basis. The total amount spent on Task 1 should not exceed \$100k per contract year. The remainder of funds (e.g., \$350k) would be left available for the other project-specific tasks each year.

Examples of other likely project-specific tasks over the next three years (list is not necessarily exhaustive)

3. Task 2. Develop a strategic plan for the improvement of travel demand forecasting methods used by the Metropolitan Washington Council of Governments/National Capital Region Transportation Planning Board staff.

This task is to be completed in year 1.

Background

In 1993, COG/TPB staff, working with a consultant, developed a strategic plan for the improvement of travel demand modeling procedures.^h This plan had a six-year horizon (FY 1994 through FY 1999) and was contained in one report. The strategic plan was divided into five tracks:

- Track 1 - Application Improvements: The improvement of the present models in order to produce adequate forecasts while the new models are being developed.
- Track 2 - Methods Development: The development of a new set of four step travel demand models using the current state of the art in modeling
- Track 3 - Research: The monitoring of research in the areas of travel demand modeling, assignment, Geographic Information System (GIS) use, and surveying.
- Track 4 - Data Collection: Data required to meet the needs of the first three tracks.
- Track 5 - Maintenance: The documentation of the travel demand models, procedures, and programs and the training of the staff.

In 2015, COG/TPB staff, working with another consultant, developed a strategic plan for the development of the TPB's travel demand forecasting methods. The strategic plan was contained in three reports, dated October 15, 2015.ⁱ The 2015 plan had a seven-year horizon (FY 2016 through FY 2022). The 2015 strategic plan had two main goals. First, to ensure that the TPB model was at least state of the practice, when compared to our peer MPOs. Second, to ensure that the TPB model was able to adequately address the policy questions being asked by the TPB and the local area modeling stakeholders. The strategic plan was developed using information obtained from two separate groups:

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- Local stakeholders, i.e., users of the TPB TDFM
- Peer MPOs

Input from local stakeholders came from a web-based stakeholder survey, a stakeholder meeting (Feb. 2015), and from the region's main transit agency, the Washington Metropolitan Area Transit Authority (WMATA or Metro). Input from peer MPOs came from a survey of peer MPOs.^j

Task description/Statement of work (SOW)

Below is an outline of some of the components and topics that COG/TPB staff would expect to be found in the strategic plan for the improvement of travel demand forecasting methods used by the COG/TPB staff.

1. Input regarding travel demand forecasting methods
 - a. Input groups
 - i. Local stakeholders
 1. COG/TPB staff (both modeling staff within DTP and other DTP staff)
 2. Greater Washington, D.C. Area
 - ii. Peer MPOs
 - b. A plan for, and the conduct of, surveys of these three stakeholder groups
 - c. Findings from surveys
2. Strengths, Weaknesses, Opportunities, and Threats (SWOT) assessment of the current COG/TPB travel demand forecasting methods. COG/TPB currently has two main types of TDFM: 1) Aggregate, trip-based travel model (Gen2); 2) Disaggregate, activity-based model (Gen3). The SWOT analysis should pertain to both the Gen2 and Gen3 models, but the emphasis should be on the Gen3 Model.
3. Strategic plan
 - a. General travel demand forecasting methods: The strategic plan should include a discussion of and recommendations regarding the types of travel demand forecasting models that should be pursued in the future, both on the demand side (e.g., trip-based, activity-based) and on the supply side (e.g., static traffic assignment, dynamic traffic assignment), the data needed to estimate, calibrate, and validate these travel models, the role of network-based models versus sketch models (e.g., VisionEval) versus simplified tools, such as the RMI Shift Calculator).^k
 - b. Specific travel demand forecasting components: The plan should identify the pain points of the current models and discuss potential model enhancements to address them. Examples include lack of a land use model, lack of a realistic representation of tolls in the model, lack of transit crowding, etc. The plan should lay out the steps to improve those model components and the associated data needs. Based on their expertise and experience with other MPOs, the consultant could rank the proposed enhancements, based on factors such as level of effort, data requirements, and expected improvement in model performance.

More details will be provided regarding the strategic plan for travel demand forecasting methods after the award of the contract.

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Deliverables for the task

1. Draft strategic plan, for review by COG/TPB staff and relevant committees (e.g., TPB Travel Forecasting Subcommittee, TPB Technical Committee). For comparison purposes, the 1993 strategic plan was 80 pages long in one report, and the 2015 strategic plan was 123 pages long (across three reports).¹
2. Up to six presentations to relevant committees, including presentations prior to the draft plan, after input has been received on the draft plan, and for the presentation of the final plan.
3. Final strategic plan.

Budget, schedule, and contract type

Task 2 should be completed in year 1. If the contractor spends the full allotment for Task 1 (\$100k), this would mean that \$350k remains. The budget for the 2015 strategic plan, which resulted in three reports, was \$88k, which would be equivalent to about \$119k in today's dollars, thus it is expected that a similar strategic plan could be developed for a budget of around \$120k to \$150k, which would leave about \$200k for another task in FY 26, such as Task 3 (below). The contract type for Task 2 would be firm fixed price.

As noted earlier in this document, the development of any project-specific task order would follow a collaborative dialog, using written documents, between COG and the chosen contractor.

4. Task 3. Review of travel demand forecasting model software.

If possible, this task should be completed in year 1 of the contract. If not, then it should occur in year 2.

There are currently three main commercial vendors of travel demand forecasting model (TDFM) software used for regional transportation planning in the U.S.:

1. Bentley Systems, Inc., which develops, sells, and supports both OpenPaths Cube and OpenPaths EMME. Cube used to be produced and marketed by Citilabs, and EMME used to be produced and marketed by INRO Consultants.
2. Caliper Corporation, which develops, sells, and supports TransCAD.
3. PTV, which develops, sells, and supports VISUM.

Additionally, there is a consortium, known more formally as the ActivitySim Project Management Committee, that develops and supports ActivitySim, which is open source and used by many agencies, including COG/TPB, to implement region-specific activity-based travel models, like COG's Gen3 Travel Model.

The TPB Gen2 Travel Model makes use of Bentley Systems Cube CE ver. 6.5.1 (using Cube TRNBUILD for transit path-building and assignment), for both the demand-side and supply-side models. By contrast, the TPB Gen3 Travel Model makes use of Bentley Systems Cube ver. 6.5.1, for the supply side model (using Cube Public Transport, or PT, for transit path-building and assignment), but, in the demand-side model, it uses both Cube and ActivitySim, with ActivitySim being used for resident person trips. Best practices for procurement generally dictate that, every few years, one

¹ Report 1 was 45 pages. Report 2 was 57 pages. Report 3 was 21 pages.

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assesses a product or service to make sure that it is still 1) the best product or service for the associated task/need, and/or 2) the best value proposition. The last time that COG/TPB staff conducted a formal review of travel demand forecasting software was in 2000, when staff chose to migrate from MINUTP to TP+.¹ In the intervening years, there have been some reviews of travel demand forecasting software, but never a study of sufficient depth to allow COG/TPB staff to decide if there were any superior software packages compared to what was in use (Citilabs Cube and then Bentley Systems Cube). After the release of the COG/TPB Gen3 Travel Model (beta release expected in fall 2025; production-use release planned for spring 2026), COG/TPB staff think that this would be a good time to review all the competing software packages to make sure that staff is using the package that best meets our current and planned needs, and does so at a reasonable price.

As part of the evaluation, the consultant should create test platforms to run all or subsets of the COG/TPB travel model in different modeling platforms (e.g., Cube, TransCAD, and VISUM) to verify various capabilities and compare capabilities across platforms. For example, if platform X has traffic assignment results that vary based on the number of computer chip cores used in the analysis, is this shortcoming also present in the competing packages?

Based on the evaluation results, and taking into account other factors (cost, user ecosystem, etc.) the consultant should produce a draft and final report that will provide COG/TPB staff the information needed to decide whether Bentley System's Cube is still the best software platform (in terms of capabilities and costs), and, if not, which platforms might provide better support for the COG/TPB travel demand forecasting needs. The report should also discuss the cost of migrating from Cube to a different platform. COG/TPB staff can provide the consultant with the baseline information about what is offered in the current modeling software (Bentley System's OpenPaths Cube), both in terms of modeling algorithms and licensing costs. Ideally, the consultant will make a procurement recommendation, which could include staying with the existing software, migrating to a new software, or having TDFM software from multiple vendors to satisfy different modeling requirements, e.g., highway assignment, transit assignment, coding of the transportation networks used by the travel model, and maintenance of the database and associated database management system (DBMS, currently COGTools) used to edit and maintain the transportation networks.

5. Task 4. Gen2 Travel Model (trip-based model): Assistance with re-estimation, re-calibration and/or re-validation.

As noted earlier, the TPB's production-use, regional travel demand forecasting model (TDFM) – known as the Gen2/Ver. 2.4.6 Travel Model – is a state-of-the-practice, aggregate, trip-based travel model. The Gen2 Travel Model uses an aggregate assignment of both transit person trips (transit assignment, in production-attraction format) and private motor vehicle trips (highway assignment, in origin-destination format). As noted earlier, the Gen2 Travel Model was estimated and calibrated to year-2007/2008 conditions, using the 2007/2008 COG/TPB Household Travel Survey and various transit on-board surveys conducted in 2007 and 2008. The Gen2 Model has been validated to observed traffic counts and/or transit boardings for the following years: 2010, 2014, and 2018. While COG/TPB is currently developing the disaggregate, activity-based Gen3 Model, COG/TPB staff decided that it would be important to maintain the trip-based Gen2 Model for the foreseeable future, due to its popularity among stakeholders and its widespread adoption in this region. Because of the steep learning curve for the Gen3 Model, COG/TPB staff anticipate a gradual adoption of the new

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model by the stakeholders.

The Gen2 Travel Model is currently implemented in Bentley Systems, Inc. Cube 6.5.1, using Cube TRNBUILD for transit path building and assignment. As a proof-of-concept, COG/TPB staff migrated the transit path building and assignment to Cube Public Transport (PT). However, due to the differences between TRNBUILD and PT, the Gen2 Model using PT should be revalidated. Although the Gen2 Model was calibrated to 2007/2008 conditions, now that we have an updated household travel survey (2017/2018 Regional Travel Survey) and transit on-board survey data, the new survey data should be used for re-estimation/re-calibration. Once the model is re-estimated/re-calibrated to 2018 conditions, it could be re-validated to either 2018 or post-Covid conditions. Note that COG/TPB staff plans to conduct a new household travel survey, called the Regional Travel Survey, in 2025 and 2026. Also, instead of conducting household travel surveys every ten years, it is likely that the cadence will be accelerated to every 4-5 years. However, the accelerated cadence will necessitate smaller sample sizes. For example, whereas the 2017/2018 RTS had about 16,000 households. The 2025/2026 RTS will likely have 6,000 to 8,000 households in the sample. It is worth noting, though, that the 2025/2026 RTS data, which may be processed in the 2027-2028 timeframe, may not become available in time for this Gen2 Model re-estimation/recalibration/revalidation effort.

6. Task 5. Gen3 Travel Model (activity-based model): Assistance with the continual development and application of the new model.

Between the beta release of the Gen3 Model in the fall of 2025 and the release of the model for production use in the spring of 2026, the consultant will provide on-call support on the Gen3 Model development led by COG/TPB staff. Per requests from COG/TPB staff, the consultant will be tasked with conducting or providing advice on model enhancements, troubleshooting, bug fixes, and/or new feature development. In this interim period, the consultant may also be asked to help design and conduct training for regional stakeholders on the use of the Gen3 Model.

After the release of the Gen3 Travel Model for production use, COG/TPB staff will continue model development and support model application. Subtasks may include, but are not limited to, testing and incorporating new ActivitySim/PopulationSim/Cube software, making additional feature enhancements and bug fixes, improving model performance such as runtime and stability, maintaining and developing model documentation, re-estimating/re-calibrating/re-validating the model when the 2025/2026 RTS data becomes available, and supporting model applications such as policy analyses, exploratory scenario analyses, sensitivity tests, regional studies, and project-level planning studies. The consultant will provide on-call support on these subtasks. The consultant will either be tasked with conducting assigned subtasks or providing advice/assistance on subtasks led by COG/TPB staff. For instance, one task could be providing advice about which new features are offered by an ABM for conducting the standard performance analysis of the LRTP,^m since an ABM will provide metrics and capabilities that are not available in the aggregate, trip-based model (Gen2 Model). A separate task order could be issued when a subtask involves a significant amount of consultant work.

VIII. PERIOD OF PERFORMANCE

The Period of Performance for this work shall be from the date of contract execution to June 30, 2026, followed by 2 optional 1-year periods at COG discretion contingent on contractor performance and availability of funding.

IX. PRICES/BILLING

- A. COG shall award a task-order contract to the selected contractor for each mutually accepted scope of work and budget. The contractor will provide technical assistance, on a task-order basis, to the COG/TPB staff. A task order may contain one or more tasks. Once a contract is signed, task orders will be negotiated in advance and mutually agreed to by the COG Project Manager and the contractor. Task orders can be priced on a time and materials basis or as a firm fixed price. For example, Task 1 would be billed on a time-and-materials basis, not to exceed \$100k per contract year. By contrast, Task 2 would be billed as a firm fixed price contract, after the details of the task order have been mutually agreed to by COG and the contractor. Although Task 1 will repeat on an annual basis, Task 2-5 would be conducted, presumably, only once during the three-year period of performance of the contract.
- B. Unless stated otherwise below, all prices offered by Proposers shall be firm against any increase for the duration of the initial contract period. Proposers shall include proposed price increases for the optional renewal periods given above as part of their Proposal.
- C. Delivery charges, fees, insurance, expenses, and/or overhead shall be included in the total price. Legal fees, of any type, are not allowable without prior written approval of COG.
- D. Travel costs will not be reimbursed at a rate above the then-current federal General Services Administration (GSA) Privately Owned Vehicle mileage reimbursement rate (see Privately owned vehicle (POV) mileage reimbursement rates | GSA)
- E. Contractor's billing system shall ensure that invoices do not include sales tax. COG, and any Participating Agencies, will provide certificates of exemption for sales tax upon request, as needed.
- F. For all transactions, a Contractor shall have a current valid COG requested forms on file and required certifications on file with the Participating Agency prior to beginning work.
- G. **CONTRACTOR will provide a total cost estimate for Tasks 1 - 4 in this RFP.** Additionally, CONTRACTOR shall provide cost estimate details, providing the Technical Selection Committee with information about how the total cost was developed. Cost details should include:
 1. Number of people/staff expected to work on the task, broken down by job role/title/labor category.
 2. Hourly labor rate (both unburdened and burdened) for each proposed staff member.
 3. Approximate number of hours, by task, for each proposed staff person.

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4. Any other direct costs, such as software or travel
5. Subcontractor costs, subset, if any.

Provide the rates (as described above) and the escalation rate/inflation rate that the CONTRACTOR would expect for salaries and other expenses (e.g., x% escalation per year for years 2, and 3).

X. QUESTIONS CONCERNING THIS RFP

- B. All questions concerning this RFP must be submitted by posting to the Bonfire/EUNA portal no later than 2:00 pm Eastern Time, ten (10) business days before the due date of the proposals.
- C. Answers shall be provided no later than five (5) business days before the due date of the proposals via Addendum posted to the portal.

XI. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Disadvantaged Business Enterprise (“DBE”) participation shall be an integral component of the Contractor selection process for this RFP. COG's DBE Policy may be viewed on its website www.mwcog.org. Responding firms shall submit with their proposals a DBE Participation Plan to meet this goal. The plan shall identify any DBE (defined in 49 CFR Part 26) that shall be participating in the Contract, including the Proposer.

The plan shall include the name and address of the participating firm, a copy of the firm's current DBE Certification from any federal, state, or local government agency that certifies DBE ownership (please note only DBE certifications will be accepted by COG for this purpose). Failure to provide DBE certification proof with the submission will result in no points being awarded for DBE. No exceptions.

COG, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000 d – 42 and Title 49, Code of Federal Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex, or national origin in consideration for an award.

DBE Assurance – The Contractor 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 USDOT assisted contracts. 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 the recipient deems appropriate.

A total of 15 possible points (out of a maximum of 100 points) may be awarded for DBE participation, as measured in dollars, either as the Contractor or "Subcontractor". DBE points will be factored into each Task Order proposal. DBE points are to be awarded as follows:

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PARTICIPATION POINTS

10% to 14%	3
15% to 19%	6
20% to 24%	9
25% to 34%	12
35% or more	15

Failure to have DBE participation does NOT disqualify a Proposer from being awarded a contract.

This DBE section will be updated as legally required.

XII. EVALUATION AND SCORING CRITERIA

The proposals will be evaluated by a Technical Selection Committee made up of subject matter experts.

In evaluating the proposals, the following factors will be considered, with points awarded up to the maximum shown:

Scoring Factor Chart	
Factor	%
<i>File A: Technical Proposal</i>	
Understanding of the requirements of the RFP and technical quality of the proposal	20
Project approach	20
Demonstrated knowledge and experience of key personnel and availability of key personnel	20
Experience in the technical procedures and software used in COG's current and potential analytical tools, including the following: <ul style="list-style-type: none"> • Travel demand forecasting models, such as trip-based/four-step travel models (FSMs), tour-based models (TBMs), and activity-based models (ABMs) • Citilabs Cube Base, Voyager, and Cluster (current tool) • Other travel demand forecasting software packages (potential tool) • Python, R, Cube Voyager, and Visual Basic .NET (VB.NET) programming languages (current tool) • Other programming/scripting languages, such as C# (potential tool) • Big Data (current and potential data/tool) 	15

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<ul style="list-style-type: none"> Geographic information systems (GIS), such as ArcGIS or QGIS (current tool). 	
<i>File B: DBE, Pricing Proposal, and Forms</i>	
DBE Participation	15
Cost Proposal (Tasks 1 - 4)	10
TOTAL	100

XIII. USE OF ARTIFICIAL INTELLIGENCE

Artificial intelligence (AI) is becoming more prevalent and more powerful. COG is developing a policy on the use of AI, but that policy has not yet been finalized. However, the COG/TPB staff expect the following regarding use of AI for vendor proposals:

- Use of AI should be disclosed, noting the extent of usage and how it was used.
- Any references/citations, statistics, or data generated by AI should be identified and cross-checked by the consultants.
- Scoring will not be affected by use of AI, but such use must be cited. COG staff reserve the right to use industry-standard practices to check for AI-generated content.

XIV. PROPOSAL INSTRUCTIONS

All Offerors must submit their proposals following the prescribed format. Adherence to the proposal format by all Offerors will ensure a fair evaluation regarding the needs of COG. Offerors not following the prescribed format will be deemed non-responsive. The letter transmitting the proposal must be signed by an officer authorized to bind the Offeror. All required pages are included in the page count. The proposal must include the following:

Volume 1 Technical Response (Max. length 50 pages; Min. font size 11 pt.(for graphics, 10 pt)

Letter of Interest - The requested Letter of Interest must be signed by an authorized principal or agent of the Proposer, and provide an overview of Proposer's offer, as well as a name, title, phone number, and email address of the persons to whom questions and/or notifications may be directed concerning the proposal.

- **Do NOT include any cost or pricing in the Technical Volume.**

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Executive Summary

A. Section 1 - Qualifications of the firm and key personnel

1. This section shall provide the professional credentials and expertise of the Offeror and key personnel assigned to this project.
2. Do not include any cost or pricing information in the technical section
3. Although standard personnel resumes may be included as attachments to the proposal in Volume II, amplification specific to this solicitation is required in this section. The absence of such project specific information shall cause the proposal to be deemed non-responsive.

B. Section 2 - Proposed method to accomplish the work

1. In this section of the proposal, Offerors must provide a detailed description of their approach for accomplishing the tasks specified herein. This section shall include a work plan, schedule, and a project management plan that will detail all lines of authority and communication which will support all the project requirements and logically lead to the deliverables required in this RFP. A matrix shall be provided which will identify, by task, key personnel assignments.
2. Offerors should explain any deviation from the stated Scope of Work.
3. Do not include any cost or pricing information in this section
4. Timely completion of the task orders outlined and issued for this project is of critical importance. Offerors are to provide a brief description of their current projects and the availability of key personnel proposed in this project.
5. Offerors must provide an example scope of work, technical approach, work plan, and proposed staffing for one of the optional tasks that may be issued under this contract. Please refer to the Summary Page and Statement of Work sections of this document to ensure that proposals include all the requested information.
6. Offerors may propose multiple options/approaches based on needs and budget. Offerors are encouraged to think creatively. However, all options must demonstrate that they can fulfill the project requirements as outlined in the RFP.

C. Section 3 - References AND Resumes of the CONTRACTOR and any proposed subcontractor(s)

1. The proposed CONTRACTOR and any Subcontractor(s) shall provide at least three (3) references who COG may contact regarding similar work performed. See Attachment C for form to be used.

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2. Offerors may provide letters of reference from previous relevant clients. Names, titles, addresses and telephone numbers shall be included for each reference.
3. All three of these references shall include work in which the key personnel proposed to COG have been assigned.
4. Resumes of Key Personnel (prime and subcontractors) (Max page length 20 pages; Min font size is 11 pt (Graphics 10 pt)

D. Section 3 Marketing Materials (optional)

- Offeror may include project-specific marketing materials only. Do not include general corporate marketing materials.

Volume 2 Cost proposal / Resumes for the Prime CONTRACTOR/Offeror and all Subcontractor(s)

Section 1 By Task Cost Detail and Summary

1. Provide the total costs, including all expenses, profits and fees to be charged to COG/TPB for providing the services described above. In addition, should any commissions be anticipated for media placement, those commissions shall be specified.
2. Cost Summary Table by Task.
3. Do not include any cost or pricing in the Technical Section

Volume 3 - Administration and Forms

Proposers must include in their RFP submission the additional documentation specified below or they may be determined to be non-responsive and disqualified.

- i. Proposal Response Form provides and Checklist and authorized signature submission
- ii. Exception(s) to the Terms and Conditions and/or Exceptions to the RFP. Any and all exceptions to the RFP including the Terms and Conditions (Exceptions to the RFP, Exceptions to Terms and Conditions). Exceptions will NOT be negotiated after receipt of the proposal.
- iii. DBE Plan: DBE Plan and certification(s) from all qualified DBE vendors referenced.

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- iv. Proof of Insurance A Certificate of Insurance demonstrates that the Proposer, as of the time of Proposal, maintains all insurances requested in Attachment A, Paragraph IX Proposal
 - v. Good Standing Letter: Issued by your corporate jurisdiction.
 - vi. Please complete attached PROPOSER REFERENCES, attached as described above
 - vii. Each Proposal shall be accompanied by a NON-COLLUSION AFFIDAVIT regarding price fixing, gratuities, bribery, and discriminatory employment practices. When the Proposer is a corporation, a duly authorized representative shall execute the affidavit
 - viii. Each Proposal shall be accompanied by a DBE PLAN GOALS SUBMISSION FORM, even if Proposer is not a DBE and does not intend to include DBE subcontractors
- a. All Proposals must be completed by responsible company officials and submitted to the COG LOCKBOX on or before the due date and time.
 - b. Proposals will not be accepted if submitted through hard copy, mail, courier, fax, email, or any other electronic method except as described below. Proposals submitted through any method other than the COG LOCKBOX system will be rejected.
 - c. Bidders shall submit files to the COG LOCKBOX system as follows in XI. SUBMISSION INSTRUCTIONS.

XV. SUBMISSION and LOCKBOX INSTRUCTIONS

- A. Proposals shall be received via “Lockbox” by no later than 2:00 pm ET October 30, 2025.
Register URL for Lockbox access <https://vendor.bonfirehub.com>
Help assistance: <https://eunasolutions.com/support/bonfire/>
- B. Be sure check updates to Due date on the Bonfire/EUNA Project portal under “Project Details” and/or “Public Notices”.
- C. Submissions for this RFP must be made electronically to COG’s solicitation “Lockbox.”

COG has replaced its prior submission system. Be sure to review the instructions below for current access and submission requirements.

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Proposers shall submit electronic files to the Bonfire/EUNA system at
<https://mwcog.bonfirehub.com/projects>

- D. All Questions must be submitted to and Answers responded via the Bonfire/EUNA portal – see Section XI. for instructions.

Lockbox Submission Instructions are as follows:

1. Offerors shall submit one (1) electronic copy of their qualifications to the COG Lockbox system as per the below directions.
2. Proposals may not be submitted through hard copy, fax or other electronic methods.
3. The Technical proposal shall be organized according to the XIV. Proposal Instructions above AND documents must be uploaded to the submission portal (see 7. Below). Proposals not following the prescribed format may be deemed nonresponsive.
4. The requested Letter of Interest must be signed by an authorized principal or agent of the Proposer, and provide an overview of Proposer’s offer, as well as a name, title, phone number, and email address of the person(s) to whom questions and/or notifications may be directed concerning the proposal.
5. All Proposal forms must be completed by authorized company officials and submitted to the Bonfire/EUNA system on or before the due date and time.
6. Proposals will not be accepted if submitted through hard copy, mail, courier, fax, email, or any other electronic method except as described below. Proposals submitted through any method other than the Bonfire/EUNA /EUNA system will be rejected.
7. Proposers must include in their RFP submission the additional documentation specified below or they may be determined to be non-responsive and disqualified.
 - i. **Required COG forms include:**
 1. Proposer References
 2. DBE Plan and Response form
 3. Anti Collusion/Debarment form

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4. Debarment Form
5. Proposal Response form (checklist)

ii. Required Proposers' files/forms include:

1. Letter of Interest
2. Technical Proposal
3. Price Proposal
4. Project Resumes
5. Experience Samples, if relevant
6. Exceptions to the RFP, if any
7. Exceptions to the Terms and Conditions, if any
8. Proof of Insurance
9. Jurisdiction Good Standing Letter
10. Marketing Material (optional)

8. **To contact COG or to ask questions in relation to this RFP**, Proposers must register with COG's public purchasing portal at the above URL and initiate the communication electronically through the Vendor Discussion or Ask a Question feature. COG will not accept any communications regarding this RFP via other means. Attempts to contact COG employees regarding this RFP through any other means than the above may result in disqualification of the Proposer.
9. Please do not wait until the last moment to register. If problems occur during registration or submission, please contact Bonfire/EUNA at support@gobonfire.com, and cc purchasing@mwcog.org. You can also visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us> .
10. **All questions regarding discrepancies, omissions, specifications, instructions, or the required forms** may be directed via the Bonfire/EUNA portal no later than ten (10) **business** days in advance of the deadline via the Bonfire/EUNA system. COG will post any addendum necessary to address questions no later than five (5) **business** days before the due date of proposals.
11. Proposal responses should indicate that Proposers have reviewed the latest addenda on the Proposal Form via the Proposal Form Checklist.
12. Proposers must acknowledge their understanding of all terms listed in this RFP by signing the Proposal Form as part of their submission.
13. Any variation to the solicitation specifications should be noted by the Proposer as an exception with an explanation attached to the Proposal Form.
 - i. Exceptions taken do not obligate COG to change the specifications.
 - ii. In some cases, exceptions may result in the Proposer being disqualified or result in a lower score in the evaluation process.

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- iii. Failure to report exceptions with the submission may result in withdrawal of award if exceptions to the RFP are raised after award.
- iv. DO NOT email submissions and/or questions directly to COG; they will be disqualified and not answered.

14. Proposals may not be submitted through hard copy, fax or other electronic methods.

(Remainder of page intentionally left blank. Proposal Response form begins on following page.)

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XIII. PROPOSAL RESPONSE FORM

TO: Metropolitan Washington Council of Governments

COMPANY NAME: _____

Required Document Checklist

<u>Items</u>	<u>Acknowledgment/Attached</u>	
Technical Proposal	YES _____	NO _____
Pricing Proposal	YES _____	NO _____
Attachment A: COG Standard Terms and Conditions (<i>acknowledged</i>)	YES _____	NO _____
Attachment B: Past Performance and References (With Technical Proposal)	YES _____	NO _____
Attachment C: Non-Collusion Affidavit	YES _____	NO _____
Attachment D: DBE Plan Goals Submission	YES _____	NO _____
Exceptions Taken*	YES _____	NO _____

If any exceptions are taken, including the Terms and Conditions, please attach them on separate sheet(s) at the end of the proposal submission. **It is imperative that exceptions be indicated with the submission in order to evaluate the responsiveness of the proposal.*

Addendums (if applicable)	Acknowledgement	
Addendum #1 (if applicable)	YES _____	NO _____
Addendum #2 (if applicable)	YES _____	NO _____
Others _____	YES _____	NO _____

Payment

Can accept Electronic Payments YES _____ NO _____

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Signature Section

I have read, understood, and agreed to the terms and conditions of all contents of this RFP. The undersigned agrees to furnish the commodity or service stipulated in this RFP as stated above.

AUTHORIZED COMPANY OFFICIAL

SIGNATURE: _____

NAME: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

PROJECT CONTACT

NAME: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

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ATTACHMENT A: COG STANDARD TERMS AND CONDITIONS

NOTE: COG will not negotiate Terms and Conditions at the time of contract award. Exceptions to the Terms and Conditions MUST be made as part of the Proposal. Failure to do so may disqualify the Proposer now or at a later time.

This document sets out provisions generally applicable to Metropolitan Washington Council of Governments (“COG”) contracts. The provisions herein do not constitute a complete agreement, and must be appended to a document, executed by all parties, which identifies the specific work to be performed, compensation, term, incorporated attachments, and special conditions, if any.

I. Compliance with Law

CONTRACTOR hereby represents and warrants that:

- A. It has the power and authority to enter into and perform the Contract, that the Contract, when executed and delivered, shall be a valid and binding obligation of CONTRACTOR, enforceable in accordance with its terms.
- B. Its performance under the Contract shall be in a good and workmanlike manner and in accordance with all applicable professional standards.
- C. It is qualified to do business in the jurisdictions covered by the Contract and that it will take such action as, from time-to-time hereafter, may be necessary to remain so qualified.
- D. It is not in arrears in the payment of any obligations due and owing to any agency involved in this Contract, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract.
- E. It shall comply with all federal, state, and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract.
- F. It shall obtain, at its expense, all licenses, permits, insurance and governmental approvals, if any, necessary for the performance of its obligations under this Contract.

II. Civil Rights Requirements - 29 U.S.C. § 62, 42 U.S.C. § 2000, 42 U.S.C. § 602, 42 U.S.C. § 12112, 42 U.S.C. § 12132, 49 U.S.C. § 5332²

A. Nondiscrimination

In accordance with Title VI of the Civil Rights Act, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and all other provisions of federal law, CONTRACTOR agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, CONTRACTOR agrees to comply

² All references to statutes and regulations include any amendments to present.

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with applicable federal implementing regulations. The clauses of Appendix A and E of the U.S. DOT Standard Title VI Assurances (USDOT 1050.2A) are incorporated herein by reference.

B. Equal Employment Opportunity. The following equal employment opportunity requirements apply to the underlying Contract:

1. Race, Color, Creed, National Origin, Sex

In accordance with Title VII of the Civil Rights Act, 42 U.S.C. § 2000e, CONTRACTOR agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 *et seq.* (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable federal statutes, executive orders, regulations, and federal policies that may in the future affect activities undertaken in the course of this PROJECT. CONTRACTOR agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, CONTRACTOR agrees to comply with apprenticeship. In addition, CONTRACTOR agrees to comply with any implementing requirements the funding federal agency may issue.

2. Age

In accordance with section 4 of the Age Discrimination in Employment Act of 1967, 29 U.S.C. § 623 and other applicable law, CONTRACTOR agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, CONTRACTOR agrees to comply with any implementing requirements the funding federal agency may issue.

3. Disabilities

In accordance with section 102 of the Americans with Disabilities Act, , 42 U.S.C. § 12112, CONTRACTOR agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, CONTRACTOR agrees to comply with any implementing requirements the funding federal agency may issue.

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- C. CONTRACTOR also agrees to include these requirements in each subcontract financed in whole or in part with federal assistance, modified only, if necessary, to identify the affected parties.

III. DBE Assurance

- A. CONTRACTOR or its SUBCONTRACTOR(s) shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. CONTRACTOR shall carry out applicable requirements of 49 CFR part 26 in the award and administration of this Contract.
- B. CONTRACTOR is required to make a good faith effort to include disadvantaged Business Enterprises (DBE) in its work under this Contract.
- C. Failure by 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 COG deems appropriate, which may include, but is not limited to:
 - (1) Withholding monthly progress payments;
 - (2) Assessing sanctions as set forth in the CONTRACT;
 - (3) Liquidated damages which will be spelled out in the CONTRACT; and/or
 - (4) Disqualifying the CONTRACTOR from future bidding as non-responsible.

IV. Responsibility of CONTRACTOR

- A. CONTRACTOR shall perform the services with the standard of care, skill, and diligence normally provided by a contractor in the performance of services similar to the services hereunder.
- B. Notwithstanding any review, approval, acceptance, or payment for the services by COG, CONTRACTOR shall be responsible for the professional and technical accuracy of its work, design, drawings, specifications, and other materials furnished by CONTRACTOR under this Contract.
- C. If CONTRACTOR fails to perform the services, or any part of the services, in conformance with the standard set forth in subparagraph A above, it shall, if required by COG, perform at its own expense and without additional cost to COG, those services necessary for the correction of any deficiencies or damages resulting, in whole or in part, from CONTRACTOR's failure. This obligation is in addition to and not in substitution for any other remedy available to COG under the "Remedies" paragraph, or otherwise available by law.

V. Governing Law

This Contract shall be governed by and construed in accordance with the laws of the District of Columbia without regard to principles of conflicts of law.

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VI. Indemnification

- A. CONTRACTOR shall protect, hold free and harmless, defend and indemnify COG from all liability, penalties, costs, losses, damages, expenses, causes of action, claims, or judgments (including attorney's fees) resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is in any way connected with the performance of the work or failure to perform its obligations under this Contract.
- B. This obligation of indemnification shall apply to any acts or omissions, negligent conduct, whether active or passive, including acts or omissions of CONTRACTOR's agents or employees; except that it shall not be applicable to injury, death, or damage to the property arising from the sole negligence of COG, its officers, agents, and employees.

VII. Force Majeure

- A. Neither COG nor CONTRACTOR shall be held responsible for delay or default caused by fire, riot, acts of God, declaration of emergency, or war where such cause was beyond, respectively, COG's or CONTRACTOR's reasonable control. COG and/or its members and CONTRACTOR shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.
- B. The party claiming force majeure must give of its claim to the other party within 5 working days.

VIII. Independent CONTRACTOR

- A. CONTRACTOR shall perform the work required by this Contract as an "Independent Contractor." Although COG reserves the right to determine the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, COG cannot and will not control the means or manner of CONTRACTOR's performance. CONTRACTOR shall comply promptly with any requests by COG relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to the work under this Contract. CONTRACTOR is responsible for determining the appropriate means and manner of performing the work.
- B. CONTRACTOR represents and warrants that CONTRACTOR is not an employee of COG, is not currently employed by the Federal Government, and is not an officer, employee, or agent of COG.
- C. CONTRACTOR shall be responsible for all federal or state taxes applicable to any compensation or payments paid to CONTRACTOR under this Contract. CONTRACTOR is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments paid to CONTRACTOR under this Contract.
- D. CONTRACTOR agrees to immediately provide COG notice of any claim made against CONTRACTOR by any third party. CONTRACTOR also agrees not to assign to any third party,

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without COG's written consent, any obligation of COG to indemnify CONTRACTOR for any actions under this Contract.

IX. Insurance Requirements

- A. CONTRACTOR shall obtain, and at all times keep in effect, Commercial General Liability Insurance in the amounts listed below for its activities and operations. The insurance shall include coverage for personal injury, discrimination, and civil rights violation claims. All such insurance shall name COG as ADDITIONAL INSURED. A copy of the certificate of insurance shall be filed with COG prior to the time any services are rendered. CONTRACTOR shall maintain coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate and \$500,000 for property damage. Coverage shall be written on an occurrence form (Accord Form).
- B. CONTRACTOR shall obtain, and at all times keep in effect, automobile insurance on all vehicles used in this Contract with COG to protect CONTRACTOR against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations of any owned or hired automobiles used by CONTRACTOR in connection with the carrying out of this Contract. All such insurance shall name COG and/or individual members, their employees, and agents as ADDITIONAL INSURED.
- C. CONTRACTOR shall, upon request, provide COG with certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by the governing jurisdiction's law in effect for each year of this Contract.
- D. CONTRACTOR shall obtain and maintain at all times during the prosecution of the work under this Agreement professional liability insurance. Limits of liability shall be \$1,000,000 per claim and \$2,000,000 aggregate.
- E. All insurance policies shall have a minimum 30 days' notice of cancellation. Immediate written notice to COG and members involved in the Contract shall be required in the event of cancellation or restriction by the insurance company of any insurance policy referred to in this section.
- F. When insurance coverage is renewed, CONTRACTOR shall provide new certificates of insurance prior to expiration of current policies to all participating agencies.

X. Ownership of Documents and Materials

- A. CONTRACTOR agrees that all documents and materials, including but not limited to, reports, drawings, studies, specifications, estimates, maps, photographs, designs, graphics, mechanicals, artwork, and computations prepared by or for CONTRACTOR under the terms of this Contract shall at any time during the performance of the services be made available to COG upon request and shall become and remain the exclusive property of COG upon termination or completion of the services.

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- B. COG and participating jurisdictions shall have the right to use the same without restriction or limitation and without compensation to CONTRACTOR other than that provided in this Contract. COG and/or the participating jurisdiction(s) shall be the owner for the purposes of copyright, patent, or trademark registration.
- C. If CONTRACTOR obtains or uses for purposes of this Contract, or subcontracts for, any design, device, material, or process covered by letters of patent for copyright, it shall provide an assignment to COG and/or its jurisdictional members of ownership for purposes of copyright, patent or trademark and of all right to possess and to use such design, device, material or process and a legally sufficient agreement with the patentee or owner, and a copy of such agreement shall be filed with COG and/or its members.
- D. CONTRACTOR shall indemnify and hold harmless COG from any and all claims for infringement by reason of the use of any such patented design, device, materials, or process, or any trademark or copyright, and shall indemnify, protect, and save harmless COG, its officers, agents, and employees with respect to any claim. Actions for costs or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services are covered by this provision.

XI. Access to Records and Reports

- A. CONTRACTOR shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles. In addition, CONTRACTOR shall maintain any other records pertinent to this Contract in such a manner as to clearly document CONTRACTOR's performance hereunder.
- B. CONTRACTOR acknowledges and agrees that COG and its duly authorized representatives shall have access to such fiscal records and all other books, documents, papers, plans, and writings of the CONTRACTOR that are pertinent to this Contract. All such fiscal records, books, documents, papers, plans, and writing shall be retained by CONTRACTOR and kept accessible for a minimum of three (3) years, except as required longer by law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Contract, whichever date is later.
- C. All subcontracts shall also comply with these provisions.

XII. Invoicing and Payments

- a. Invoices shall be submitted not more than 30 days after the end of the month and, if submitted according to Project and CONTRACT requirements. Payments to the CONTRACTOR pursuant to this CONTRACT shall be made no later than 30 days after COG's receipt of a proper invoice from CONTRACTOR.
- b. Any invoice for work in the fiscal year (FY) must be submitted by CONTRACTOR within 15 days after the end of the COG's June 30 FY.
- c. Payments to CONTRACTOR pursuant to this CONTRACT shall be made no later than 30 days after COG's receipt of a proper invoice from the CONTRACTOR.

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- d. Electronic Payment means the payment of money to a vendor by electronic means, including by means of a Purchase Card (P-card) or Automated Clearing House (ACH) funds transfer method.
- e. CONTRACTORS will receive payment from the P-Card in the same manner as other credit card purchases. The payments typically are transferred within 48 hours.
- f. ACH transactions will be acceptable as a form of payment to COG vendors. Please keep in mind the turn-around time on ACH transactions can be as long as 30 days.
- g. Accordingly, SUBRECIPEINTS must presently have the ability to accept these P-Cards or ACH and take whatever steps necessary to implement this ability before the start of the CONTRACT term, or CONTRACT award by the COG. COG reserves the right to revise this program, as necessary.

XIII. Contingent Fee Prohibition

CONTRACTOR, architect or engineer (as applicable) warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for CONTRACTOR, architect or engineer, to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any commission, percentage, brokerage, or contingent fee or other consideration contingent on the making of this Contract.

XIV. Severability/Waiver

- A. COG and CONTRACTOR agree that, if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- B. The failure of either party to enforce any provision of this Contract shall not constitute a waiver by that party of that or any other provision of this Contract.

XV. Subcontracting or Assignment

The benefits and obligations hereunder shall inure to and be binding upon the parties hereto and neither this Contract nor the services to be performed hereunder shall be subcontracted, or assigned or otherwise disposed of, either in whole or in part, except with the prior written consent of COG. COG have the right to withhold such consent for any reason COG deems appropriate.

XVI. Survival

The terms, conditions, representations, and all warranties contained in this Contract shall survive the

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termination or expiration of this Contract.

XVII. Breaches and Dispute Resolution

A. Disputes

Disputes arising in the performance of this Contract, which are not resolved by agreement of the parties, shall be decided in writing by the COG Executive Director or his/her designee. This decision shall be final and conclusive, unless within ten (10) working days from the date of receipt of its copy, the CONTRACTOR mails or otherwise furnishes a written appeal to the Executive Director or his/her designee.

In connection with any such appeal, the CONTRACTOR shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Executive Director or his/her designee shall be final and binding upon the CONTRACTOR, and the CONTRACTOR shall abide by the decision.

B. Performance During Dispute

Unless otherwise directed by COG, the CONTRACTOR shall continue performance under this Contract while matters in dispute are being resolved.

C. Claim for Damages

Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of its employees, agents, or others for acts it is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

XVIII. Remedies

A. Corrections of errors, defects, and omissions

CONTRACTOR agrees to perform the work as may be necessary to correct errors, defects, and omissions in the services required under this Contract, without undue delays and without cost to COG. The acceptance of the work set forth herein by COG shall not relieve CONTRACTOR of the responsibility of subsequent corrections of such errors.

B. Set Offs

COG may deduct from and set-off against any amounts due and payable to CONTRACTOR any back-charges, penalties, or damages sustained by COG, their agents, employees of recipients of its services, by virtue of any breach of this Contract by CONTRACTOR or by virtue of the failure or refusal of CONTRACTOR to perform the services or any part of the services in a satisfactory manner. Nothing herein shall be construed to relieve CONTRACTOR of liability for additional costs resulting from a failure to satisfactorily perform the services.

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C. Cumulative

All rights and remedies of COG/and its participating members and CONTRACTOR shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of COG by law.

XIX. Termination

- A. If CONTRACTOR fails to fulfill its obligations under the Contract properly and on time, or otherwise violates any provision of the Contract, COG may terminate the Contract by written notice to CONTRACTOR.
- B. The notice shall specify the acts or omissions relied upon as cause for termination.
- C. All finished or unfinished work provided by CONTRACTOR shall, at COG's option, become COG's and/or member's property. COG shall pay the CONTRACTOR fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by CONTRACTOR's breach. If the damages are more than the compensation payable to the CONTRACTOR, CONTRACTOR will remain liable after termination and COG can affirmatively collect damages.

XX. Termination of Contract for Convenience

- A. The performance of work under this Contract may be terminated by COG, in whole or in part, upon written notice to CONTRACTOR, when COG determines such termination is in the best interest of COG. The termination for convenience is effective on the date specified in COG's written notice.
- B. COG will pay for all reasonable costs allocable to the Contract for work or costs incurred by CONTRACTOR up to the date of termination. However, CONTRACTOR shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

XXI. Termination of Multi-Year Contract

- A. If COG fail to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be cancelled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either COG's and/or participating members rights or the CONTRACTOR's rights under any termination clause in this Contract.
- B. The effect of termination of the Contract hereunder will be to discharge both CONTRACTOR and COG from future performance of the Contract, but not from their rights and obligations existing at the time of termination. CONTRACTOR shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. COG shall notify CONTRACTOR as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

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XXII. Bankruptcy

Upon filing for any bankruptcy proceeding by or against CONTRACTOR, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, CONTRACTOR must notify COG immediately. Upon learning of the actions herein identified, COG reserves the right at its sole discretion either to cancel/terminate the Contract or to affirm the Contract and hold CONTRACTOR responsible for damages. The exercise of this right is in addition to any other rights COG may have as provided in this Contract or by law.

XXIII. Time is of the Essence

Time is of the essence in CONTRACTOR's performance of each and every obligation and duty under this Contract.

XXXIV. Entire Contract

This Contract constitutes the complete and exclusive statement of the Contract between the parties relevant to the purpose described herein and supersedes all prior agreements or proposals, oral or written, and all other communication between the parties relating to the subject matter of this Contract.

In the event of a conflict between or among any of the terms, conditions, and requirements applicable to this Contract, the conflict shall be resolved by giving weight in accordance with the following priorities, in the order as stated below:

1. Terms and conditions of any grant that provides funding for this Contract, in whole or in part;
2. Terms and conditions set forth or referenced within this Contract;
3. Terms and conditions and representations set forth or referenced within Attachments A and F to this Contract;
4. Terms, conditions, specifications, and requirements set forth within any solicitation (e.g., RFP or IFB) pursuant to which this Contract was awarded;
5. Offers, representations, promises, terms, and conditions set forth with the bid or proposal submitted in response to any solicitation (e.g., RFP or IFB) pursuant to which this Contract was awarded.

(Revised 3/14/2024)

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ATTACHMENT B: PROPOSERS EXPERIENCE/REFERENCES

Name of Proposer _____

The Proposer, for itself and for any Subcontractors, must provide a list, as well as references, of similar work completed or in progress for other clients. Preferred references will be from recent work, conducted within the last five years. References shall include complete contact information. Names, titles, addresses, and telephone numbers shall be included for each reference. References must include work in which key personnel proposed to COG for this project have served.

A Proposer, which, in the sole judgment of COG, lacks sufficient specific experience, may be deemed non-responsible, and may not be considered for award of subsequent contract(s)

1) Firm Name _____

Contact Name _____

Address _____

Telephone Number _____ Email Address _____

2) Firm Name _____

Contact Name _____

Address _____

Telephone Number _____ Email Address _____

3) Firm Name _____

Contact Name _____

Address _____

Telephone Number _____ Email Address _____

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ATTACHMENT C: NON-COLLUSION AFFIDAVIT

DATE _____

TO: Metropolitan Washington Council of Governments,
777 North Capitol Street, NE, Suite 300
Washington, DC 20002

To Whom It May Concern:

This is to certify that the undersigned bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Proposal submitted to the Metropolitan Washington Council of Governments & Mid-Atlantic Purchasing Team.

In addition, the bidder also certifies that they are in good standing and not on any debarred lists with any government agency including Local, Federal and State Governments.

Proposer _____

Signature

Title of Authorized Representative

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ATTACHMENT D: DEBARMENT AFFIDAVIT

**CERTIFICATION REGARDING
DEBBARMENT, SUSPENSION, AND
OTHER RESPONSIBILITY MATTERS**

The prospective vendor certifies to the best of its knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any department or agency of the District of Columbia, State of Maryland or the Commonwealth of Virginia or any of the 22 jurisdictions comprising the membership of the Metropolitan Washington Council of Governments (COG);
- Have not within a three year period preceding this date been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated above of this certification; and
- Have not within a three-year period preceding this date had one or more public transactions (Federal, State or local) terminated for cause or default.

Vendor understands that a false statement on this certification may be grounds for rejection of any submitted proposal or quotation or termination of any award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both if federal funds are being used to support the procurement.

Typed Name of Vendor

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

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ATTACHMENT E: DBE PLAN SUBMISSION

DBE Participation YES ____ NO ____ (Please Check One)

PROPOSER	Name: _____	
Total Proposed Budget	Value: \$ _____	
DBE Plan	Yes ____ No ____	
Check if Prime Contractor is a DBE ____ . Certification Form Must Be Attached to this form.	Certification # _____	Expiration Date: _____
DBE Certification	State: _____	Certification Type: DBE (must be DBE)
	Certifying Agency: _____	

DBE SUBCONTRACTOR 1	Name: _____	
Street Address		Tax ID #: _____
City, State, Zip		Website: _____
POINT OF CONTACT	Name: _____	Title: _____
	Email: _____	Telephone: _____
Subcontract Value	Cost \$ _____	Percentage of total ____%
DBE Performance Period	Start ___/___/___	End ___/___/___
DBE Certification	State: _____	Certification Type: DBE (must be DBE)
	Certifying Agency: _____	
Certification Form Must Be Attached to this form	Certification # _____	Expiration Date: _____

Copy for additional DBE subcontractors

DBE SUBCONTRACTOR 2	Name: _____	
Street Address		Tax ID #: _____
City, State, Zip		Website: _____
POINT OF CONTACT	Name: _____	Title: _____
	Email: _____	Telephone: _____

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Subcontract Value	Cost \$ _____	Percentage of total _____%
DBE Performance Period	Start ___/___/___	End ___/___/___
DBE Certification	State: _____	Certification Type: DBE (must be DBE)
	Certifying Agency: _____	
Certification Form Must Be Attached to this form	Certification # _____	Expiration Date: _____

Copy for additional DBE subcontractors

DBE SUBCONTRACTOR 3	Name: _____	
Street Address		Tax ID #: _____
City, State, Zip		Website: _____
POINT OF CONTACT	Name: _____	Title: _____
	Email: _____	Telephone: _____
Subcontract Value	Cost \$ _____	Percentage of total _____%
DBE Performance Period	Start ___/___/___	End ___/___/___
DBE Certification	State: _____	Certification Type: DBE (must be DBE)
	Certifying Agency: _____	
Certification Form Must Be Attached to this form	Certification # _____	Expiration Date: _____

Copy for additional DBE subcontractors

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ATTACHMENT F: REFERENCES/ENDNOTES

- ^a Ronald Milone et al., *Calibration Report for the TPB Travel Forecasting Model, Version 2.3, on the 3,722-Zone Area System*, Final Report (Metropolitan Washington Council of Governments, National Capital Region Transportation Planning Board, 2012), <https://www.mwcog.org/transportation/data-and-tools/modeling/model-documentation/>.
- ^b Ronald Milone, “2010 Validation of the Version 2.3 Travel Demand Model,” Memorandum to Files, June 30, 2013, <https://www.mwcog.org/transportation/data-and-tools/modeling/model-documentation/>.
- ^c Meseret Seifu, “Year-2014 Validation of TPB Version 2.4 Travel Model,” Memorandum to Feng Xie, October 29, 2020, <https://www.mwcog.org/transportation/data-and-tools/modeling/model-documentation/>.
- ^d Meseret Seifu and Sanghyeon Ko, “Year-2018 Validation of TPB Version 2.4 Travel Model,” Memorandum to Feng Xie, August 17, 2021, <https://www.mwcog.org/transportation/data-and-tools/modeling/model-documentation/>.
- ^e Meseret Seifu et al., *User’s Guide for the COG/TPB Gen2/Version 2.4.6 Travel Demand Forecasting Model* (Metropolitan Washington Council of Governments, National Capital Region Transportation Planning Board, 2023), <https://www.mwcog.org/transportation/data-and-tools/modeling/model-documentation/>.
- ^f RSG and Baseline Mobility Group, *Gen3 Model Calibration and Validation Report*, Final Report, with Joel Freedman and Andrew Rohne (Metropolitan Washington Council of Governments, National Capital Region Transportation Planning Board, 2024), <https://www.mwcog.org/transportation/data-and-tools/modeling/developmental-travel-model/>.
- ^g Ibid.
- ^h Parsons Brinckerhoff Quade & Douglas, Inc., *A Strategic Plan for the Improvement of the Metropolitan Washington Council of Governments Transportation Modeling Procedures*, with Urban Analytics et al., First Phase of Model Development (Metropolitan Washington Council of Governments, 1993).
- ⁱ Cambridge Systematics, Inc., *Identifying Potential Opportunities for Model Improvement, Task Order 15.2, Report 1 of 3*, Final Report, with John (Jay) Evans et al. (Metropolitan Washington Council of Governments, National Capital Region Transportation Planning Board, 2015), <https://www.mwcog.org/transportation/data-and-tools/modeling/review-of-travel-modeling-procedures/>; Cambridge Systematics, Inc., *Status of Activity-Based Models and Dynamic Traffic Assignment at Peer MPOs, Task Order 15.2, Report 2 of 3*, Final Report, with John (Jay) Evans et al. (Metropolitan Washington Council of Governments, National Capital Region Transportation Planning Board, 2015), <https://www.mwcog.org/transportation/data-and-tools/modeling/review-of-travel-modeling-procedures/>; Cambridge Systematics, Inc., *Strategic Plan for Model Development, Task Order 15.2, Report 3 of 3*, Final Report, with John (Jay) Evans et al. (Metropolitan Washington Council of Governments, National Capital Region Transportation Planning Board, 2015), <https://www.mwcog.org/transportation/data-and-tools/modeling/review-of-travel-modeling-procedures/>.
- ^j “MWCOG/Cambridge Systematics Survey of Peer MPOs to Assess the State of Modeling Practice, Conducted March 6-25, 2015,” interview by Metropolitan Washington Council of Governments/National Capital Region Transportation Planning Board and Cambridge Systematics, Inc., March 2015, Web-based survey.
- ^k Rocky Mountain Institute, “SHIFT Calculator: State Highway Induced Frequency of Travel,” Rocky Mountain Institute, 2021, <https://shift.rmi.org/>.
- ^l Ronald Milone and C. Patrick Ziliacus, “Software Migration Review,” Memorandum to Travel Forecasting Subcommittee, November 7, 2000.
- ^m See, for example Sergio Ritacco and Dusan Vuksan, “2022 Update to Visualize 2045 Air Quality Conformity Analysis and Performance Analysis,” COG/TPB Travel Forecasting Subcommittee, held at the Metropolitan Washington Council of Governments, May 20, 2022, <https://www.mwcog.org/events/2022/5/20/travel-forecasting-subcommittee/>.