REQUEST FOR PROPOSAL (RFP)

Demographic & Model Data Development And On-Call Transportation Planning Assistance

Issue Date: December 8, 2025

ACCEPTANCE DATE AND TIME: January 9, 2026 by 3:00 PM

RFP TITLE: MTP 2055 Development

ACCEPTANCE PLACE:
South East Texas Regional Planning Commission
Attn: Bob Dickinson
2210 Eastex Freeway
Beaumont, Texas 77703

MARK ENVELOPE WITH:
Name and Address of Proposing Firm
and
"Attention: Transportation & Environmental Resources Division
Request for Proposal for MTP 2055 Development
Due: January 9, 2026"

PLEASE NOTE: Requests for information related to this RFP should be directed to:

Bob Dickinson
Director, Transportation & Environmental Resources Division
409-899-8444 x7520
409-729-6511
E-mail: bdickinson@setrpc.org

SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION

TRANSPORTATION & ENVIRONMENTAL RESOURCES

PURPOSE

The intent of this Request for Proposal (RFP) is to obtain the services of a qualified consulting firm to up-date and prepare data sets for the development of the JJOHRTS Metropolitan Transportation Plan (MTP) 2055. The successful firm must demonstrate technical competence and past experience in the preparation of MTP preparation and development and the ability to assist SETRPC-MPO staff with its transportation planning duties. The South East Texas Regional Planning Commission (SETRPC) will award a contract for all tasks based on the negotiated costs once the consulting firm is selected.

The funds available for the completion of this project total $ 100,000. The desired completion date for this project in the summer of 2026.

OFFEROR'S MINIMUM QUALIFICATIONS

- Offeror must demonstrate they have the resources and capability to provide the materials and services as described herein.
- Offeror shall submit documentation with their proposal indicating compliance with the minimum qualifications. Failure to include any of the required documentation may be cause for proposal to be deemed non-responsive and rejected. The following criteria shall be met in order to be eligible for this contract:
    - Offeror should have a minimum of ten (10) years experience in the field of transportation planning.
    - Offeror should have a minimum of three projects of similar size and scope completed within the past five (5) years.

SCOPE OF SERVICES

All proposals must be made on the basis of, and either meet or exceed, the requirements contained herein. All offerors must be able to provide real world experience in the following data development specialties:

- System "Drive-Out" Data
- Up-dating of Functional Classification Data
- MTP Network Modeling
- Demographic Up-dates
- General Knowledge of Transportation Planning Theory

PROJECT SCOPE

1) Individual tasks may require supervision, manpower, materials, equipment and supplies necessary to complete any of the services outlined below and/or in "Attachment 1".

2) The services to be provided under this contract shall include but not be limited to the

following:

a) Evaluations, investigations, analysis, recommendations, cost and time estimates, reports, studies, and preparation of documents.

b) Professional involvement throughout all phases of the project, including but not limited to:

   i) Analysis and development of data sets.

   ii) Preparation of reports; periodic progress reports/meetings.

   iii) Preparation for and participation in briefings and presentations as necessary.

   iv) Processing of invoices for services.

   v) Timely processing of project correspondence.

3) The Consultant shall make every effort to keep the personnel assigned to a task order consistent.

4) Fee/Rate Schedule: Fees established under this Contract shall include:

   a) Administrative items such as fax transmissions, phone services, mailing services, courier services, printing and materials required in the preparation of presentations, and other expenses deemed typical in the conduct of business. The cost of all copies of reports and submittals that are required shall be included in the Consultant's hourly fee/rate for services, and shall not be deemed additional services.

   b) Cell phones, personal computers, printers, cameras, video equipment, software, general office supplies, home office and administrative support and all overhead and incidental costs.

EVALUATION OF PROPOSALS: SELECTION FACTORS

The "Instructions for Preparing Proposals" sets forth criteria that will be used in the receipt of proposals and selection of the successful offeror. In addition, the criteria set forth below will be considered.

1) Schedule:

Proposals Due: January 9, 2026 by 3:00 PM
Final Ranking Announcement: March 2, 2026 (tentative; subject to change)

2) Evaluation Process:

The review and evaluation of each proposal (and subsequent selection) will be made on the basis of the criteria listed below.

a) Management Skills and Technical Expertise (25 Points)

b) Credentials of the Project Team (25 points)

c) Task Understanding (20 Points)

d) Compliance with Contractual Terms (5 points)

e) Overall Quality and Completeness of Proposal (5 points)

f) Cost of Services (20)

Once each proposal has been read and evaluated, a preliminary ranking will be developed. At its sole discretion, SETRPC *may or may not* conduct interviews with offerors.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Submission of Proposals:

The proposal submission must be completely and properly identified. The proposal shall indicate the RFP title and date of acceptance. Proposals may either be mailed or hand delivered to:

South East Texas Regional Planning Commission
Attn: Bob Dickinson
2210 Eastex Freeway
Beaumont, Texas 77703

Faxed and e-mailed proposals will NOT be accepted.

Questions, Inquiries, and Modifications:

Questions and inquiries, both verbal and written, will be accepted from any and all offerors. Bob Dickinson, Director of the Transportation and Environmental Resources Division at SETRPC is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with SETRPC staff regarding the RFP may result in the disqualification of the offeror. Inquiries pertaining to the Request for Proposal must give the RFP title and acceptance date. Material questions will be answered in writing with an addendum. All questions must be received at least ten (10) days in advance of the proposal acceptance date.

SETRPC may also modify the RFP, no later than 48 hours prior to the date and time fixed for submission of proposals, by issuance of an addendum.

All addenda will be numbered consecutively beginning with Addendum No. 1 and posted on the SETRPC website. Respondents are responsible for ensuring all addenda are attached to the proposal. It is the responsibility of all offerors to ensure that they have received all addendums.

Completion:

Proposal must show number of calendar days required to complete the project or services under normal conditions. Failure to state completion time obligates offeror to complete the project according to SETRPC's schedule. Unrealistically short or long completion promised may cause proposal to be disregarded.

Open Records:

All proposals that have been submitted shall be available and open for public inspection after the contract is awarded. Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by SETRPC to the extent allowable in the Texas Open Records Act.

Ownership of Proposal:

All proposals become the property of SETRPC and will not be returned to the offeror.

Authority to Bind Firm in Contract:

Proposals MUST give full firm name and address of offeror. Failure to manually sign proposal may disqualify it. Person signing proposal will show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT. Firm name and authorized signature must appear on proposal in the space provided on the pricing page. Those authorized to sign are as follows:

- If a sole proprietorship, the owner may sign.
- If a general partnership, any general partner may sign.
- If a limited partnership, a general partner must sign.
- If a limited liability company, a “member” may sign or “manager” must sign if so specified by the articles or organization.
- If a regular corporation, the CEO, President or Vice-President must sign.
- Others may be granted authority to sign but SETRPC requires that a corporate document authorizing him/her to sign be submitted with proposal.

Preparation and Submission of Proposals:

A. All proposals shall be signed in ink by the individual or authorized principals of the firm.

B. All attachments to the Request for Proposal requiring execution by the firm are to be returned with the proposals.

C. Proposals must be received by SETRPC prior to 3:00 p.m. Central Standard Time on January 9, 2026. Requests for extensions of this time and date will not be granted. Offerors mailing their proposals shall allow for sufficient mail time to ensure receipt of their proposals by SETRPC by the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received by SETRPC after the acceptance date and time will not be considered. Proposals will be publicly accepted and logged in at the time and date specified above.

D. Each firm shall submit one (1) original and five (5) copies of their proposal to SETRPC as indicated on the cover sheet of this Request for Proposal. The original proposal shall be clearly marked.

Withdrawal of Proposals:

A. All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.

B. Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.

C. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

Sub-Consultants:

Offerors shall include a list of all sub-Consultants with their proposal. Proposals shall also include a statement of the sub-Consultants' qualifications. SETRPC reserves the right to reject the successful offeror's selection of sub-Consultants for good cause. If a sub-consultant is rejected the offeror may replace that sub-Consultant with another sub-Consultant subject to the approval of SETRPC. Any such replacement shall be at no additional expense to SETRPC nor shall it result in an extension of time without SETRPC's approval.

Late Proposals:

Late proposals will be returned to offeror *UNOPENED*, if RFP title, acceptance date and offeror's return address is shown on the container.

Rights of SETRPC:

SETRPC reserves the right to award this contract in accordance with the applicable laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one Respondent, to reject any or all proposals in whole or in part, and award the contract to best serve the interest of SETRPC.

Proposed Changes to Scope of Services:

If there is any deviation from that prescribed in the Scope of Services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. SETRPC reserves the right to accept or reject any proposed change to the scope.

Work Plan:

The offeror must provide a detailed work plan in calendar days describing the individual tasks to be performed. All deliverable items should be identified and described.

Miscellaneous Requirements:

A. SETRPC will not be responsible for any expenses incurred by an offeror in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the offeror's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

B. Offerors who submit a proposal in response to this RFP *may* be required to make an oral presentation of their proposal. SETRPC will schedule the time and location for this presentation.

C. Selected contents of the proposal submitted by the successful offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful offeror will be expected to sign a contract with SETRPC.

D. SETRPC reserves the right to accept or reject, in whole or in part, or negotiate any response it receives pursuant to this RFP.

Notice of Award:

The successful offeror will be notified in writing.

W-9 Form Required:

Each offeror shall submit a completed W-9 form with their proposal. In the event of contract award, this information is required in order to issue purchase orders and payments to your firm. A copy of this form can be downloaded from http://www.irs.gov/pub/irs-pdf/fw9.pdf, and is contained in Attachment 5 of this RFP package.

Conflict of Interest Questionnaire Required:

HB 914 Conflict of Interest Questionnaire: Texas House Bill 914, codified as Chapter 176 of the Local Government Code, requires bidders/offers contracting or seeking to do business with SETRPC to file a conflict of interest questionnaire (CIQ). The required questionnaire is located at the Texas Ethics Commission website (http://www.ethics.state.tx.us/forms/CIQ.pdf) and a copy is included with this RFP package in "Attachment 4". The CIQ must be completed and filed with the proposal response. Consultants that do not include the form with the response may be disqualified from consideration by SETRPC.

Bidder/Offeror Affirmations Required:

Each offeror shall submit a completed Bidder/Offeror Certification, contained in "Attachment 3" of this RFP package.

Insurance Coverage:

Offerors shall include with their proposal a copy of their current Certificate of Insurance that illustrates the current level of coverage the offeror carries. The Certificate can be a current file copy and does not need to include any "additional insured" language for SETRPC.

PROTEST PROCEDURES

Any actual or prospective Bidder/Offeror who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement.

In order for an above mentioned party to enter the grievance process, a written complaint must be sent to the procurement contact person by certified mail within seven calendar days of the close of the procurement which identifies the following:

- Name, mailing address and business phone number of the complaint.
- Appropriate identification of the procurement being questioned.
- A precise statement of reasons for the protest.
- Supporting exhibits, evidence or documents to substantiate any claims.

The grievance must be based on an alleged violation of SETRPC's Procurement Procedures, a violation of State or Federal law (if applicable), or contract agreements to which SETRPC is a party. Failure to receive a procurement award from SETRPC in and of itself does not constitute a valid grievance. Upon receipt of a grievance, the procurement contact person will initiate the expedited resolution process.

COMPLIANCE WITH FEDERAL REGULATIONS

The successful Offeror will be required to comply with, in addition to other provisions of the Request for Proposal, the conditions required by all applicable Federal and State regulations including the following:

Civil Rights Requirements

The following requirements apply to the awarded contract.

1) Nondiscrimination. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C., 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C.6102, Section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. 12132, and Federal Transit Law, the Consultant agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability.

2) **Equal Employment Opportunity**: The following equal employment opportunity requirements apply to the underlying contract:

   a) **Race, Color, Creed, National Origin, Sex**. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. 5332, the Consultant agrees to comply with all applicable equal employment opportunity requirements of the U.S. Department of Labor (USDOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq., (which implement Executive Order No. 11246 relating to Equal Employment Opportunity as amended by Executive Order 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 construction activities undertaken in the course of the Project. The Consultant 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, the Consultant agrees to comply with any implementing requirements FTA may issue.

b) Age – In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C, 1212, the Consultant agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Consultant agrees to comply with any implementing requirements FTA may issue.

c) Disabilities – In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C., 12112, the Consultant 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 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the Consultant agrees to comply with any implementing requirements FTA may issue.

Attachments and Appendix

Please fill out and sign the following forms:

- Attachment 1 Scope of Work
- Attachment 2 Proposal Submission Form
- Attachment 3 Bidder/Offeror Affirmations
- Attachment 4 Conflict of Interest Questionnaire
- Attachment 5 IRS W-9 Form
- Attachment 6 Certification Form
- Attachment 7 Map of SETRPC Region
- Appendix A Other relevant information, as desired by firm

Do NOT alter any forms.

Attachment 1

Scope of Services

SCOPE OF SERVICES

This portion of the Scope of Services is a general guide to affect a complete and thorough guide but not to serve as an all-inclusive list of work necessary to complete the project. ***Final project scope shall be established through consultation with the successful offeror.***

I. INTRODUCTION

Study Area

The Jasper-Jefferson-Orange-Hardin Regional Transportation Study (JJOHRTS) area encompasses the three county region of southeast Texas, including Jasper, Jefferson, Orange and Hardin Counties. See Attachment 7 for map of the SETRPC region. According to the 2020 U.S. Census, the population of the JJOHRTS region was approximately 430,545 persons: 32,980 persons in Jasper County, 256,526 persons in Jefferson County, 84,808 persons in Orange County and 56,231 persons in Hardin County.

Background

Since April 2015 the JJOHRTS area has been classified as an attainment - maintenance area. Prior to April 2015, the JJOHRTS area was classified as a marginal non-attainment area under the eight-hour standard for precursors to ozone formation. The current FY 2029 JJOHRTS MTP-2050 will be updated to the FY 2029 JJOHRTS MTP-2055.

Long range transportation planning efforts utilize typical travel demand models that include trip generation, trip distribution and vehicular traffic assignment in the JJOHRTS area. The South East Texas Regional Planning Commission (SETRPC), the region's Metropolitan Planning Organization (MPO), has identified a need to update the present transportation networks and the traffic analysis zone (TAZ) level socio-economic and demographic data so that each will be accurately portrayed in the travel demand modeling process.

The SETRPC-MPO technical staff will be working toward the development of a new Metropolitan Transportation Plan, the FY 2029 JJOHRTS MTP-2055, and will use the JJOHRTS travel model to support its development.

JJOHRTS Model-Related Tasks

The tasks below represent consultant assistance to the SETRPC-MPO in developing inputs to the travel model as well as updating databases that are used in the maintenance of the JJOHRTS travel model. The inputs will be developed for the following anticipated analysis years: 2026, 2031, 2040, 2045, 2050 and 2055.

<u>Task A: PREPARE MASTER TRAFFIC ANALYSIS ZONE GEOGRAPHY (TAZ)</u>

Using the approved MAB and network geography, the Engineer shall prepare zonal boundary recommendations in accordance with TxDOT's practice as described in "Master Network Editing Guidebook", "TexPACK Model Documentation" and "Socio-Economic Guidelines" documentation. In accordance with this documentation, the Engineer shall prepare the following recommendations when editing the Master TAZ geography:

1. The amendment or creation of new zones necessary due to changes to the MAB, base year network, or knowledge of forecasted network projects that would bisect the existing zone structure, thereby creating incompatibility between the zone and network geographies;
2. Any proposed splits to existing zones due to size or to accommodate future projects or developments;
3. Any proposed realignments of existing zone boundaries;
4. Any proposed inclusion of "dummy" zones;
5. Any proposed changes to existing external station locations and any new external stations proposed;
6. Any proposed changes to better align zone boundaries with natural features (e.g., rivers), manmade features (e.g., railroads) and/or Census boundaries (e.g., blocks, block groups, tracts); and
7. Any proposed changes to zone boundaries to better achieve homogeneous land uses.

The Engineer shall perform the following:

a. Renumber zones in accordance with TxDOT's "Master Network Editing" and Socio-Economic Guidelines" documentation if additional zones are added thru the creation of new zones or via zone splits.
b. Annotate all proposed changes to the TAZ structure.
c. MPO, the State, and the TWG will be given 10 to 15 business days to review the zonal level demographics as a part of this task. The Engineer shall be expected to respond to any findings that arise from the internal review within 10 business days.

Deliverables for A

1. A draft Master TAZ geography in TexPACK format containing all boundary edits that will be submitted for review and approval by the MPO and TxDOT TPP.
2. An updated 2055 Master TAZ geography in TexPACK 3.0 format that reflect approved amendments from the MPO and TWG review; and
3. A completion memorandum summarizing work performed, amendments made, and data delivered.

Task B: Develop Socioeconomic Data Inputs Based on MPO TDM

The Engineer shall develop the base and forecast year socioeconomic inputs. Activities being performed by the Engineer shall include:

B.1 Develop Socioeconomic Input Data Needs and Definition – The Engineer shall review the current socioeconomic data requirements of the MPO TDM (the 2026 base year, the 2031, 2036, 2041, 2050 interim year(s), and 2055 forecast year); and changes to those requirements determined by the agreed upon model architecture for the 2026 based MPO TDM. Based on the review, the Engineer shall provide MPO with a technical memorandum defining the variables, format and level of detail needed to support the agreed upon TDM architecture.

B.2 Demographic and Socioeconomic Meetings – The Engineer shall prepare for and attend up to four Demographic and Socioeconomic coordination meetings with the MPO, TxDOT Transportation Planning and Programming (TPP), and selected planning partners. These meetings shall be designed to promote MPO understanding of the proposed demographic and socioeconomic TDM inputs development, a review of the estimates for each analysis year, and facilitate timely delivery of the inputs to the TxDOT TPP Travel Demand Model Team.

Deliverables for B:

All deliverables described below shall be uploaded to the TxDOT TPP Clearinghouse.

1. Draft Socioeconomic Input Data Needs and Definition technical memorandum submitted to the MPO and TxDOT TPP for review and feedback;
2. Final Socioeconomic Input Data Needs and Definition technical memorandum based on approved draft.

Task C: Prepare Demographic Data

The Engineer shall update the base, interim year(s) and horizon year demographics for each model year in accordance with TxDOT's "*Socio-Economic Guidelines*" documentation.

C.1 Obtain and Review the Demographic Data Control Totals for the Base, Interim, and Horizon Years

Engineer shall develop demographic data that is derived from the region's household, population and employment (by type) control totals prepared by IDSR at UTSA. The control total memorandum (CTM) will be obtained through the TxDOT.

1. The Engineer shall use the model area approved demographic control totals when developing the zonal level population, household and employment estimates.
2. Documentation that supports all adjustments or changes to the UTSA demographic control totals will be required. Further, if revised, the CTM should be reviewed and approved by both the MPO and TxDOT TPP.

C.2 Obtain the Previous (study area) Traffic Analysis Zone (TAZ) – The Engineer shall obtain and review the previous model demographics. The demographics for all previous model years will be available in the TAZ geography dataview. This data shall be used to assist generate socio-economic scenarios. If final model estimates are not logically consistent with previous model demographics, written documentation for the deviation should be reviewed and approved by the MPO and TxDOT TPP.

C.3 Obtain the Household Survey Technical Memorandum – The Engineer shall obtain the most recent "Household Survey Technical Memorandum" from the MPO for the study area. Using this documentation, the Engineer shall identify which trip purposes will be modeled. The dedicated production and attractions for each trip purpose for special generators must be added to the TAZ dataview in accordance with the, TxDOT TPP "Socio-Economic Guidelines," documentation.

C.4 Prepare the Zonal Level Demographic Data – The Engineer shall prepare Base, Interim, and Horizon year estimates for population, number of households, average household size, median household income (in base year dollars), employment by type (basic, retail, service, and education [ED1 and ED2]), total employment, and special generator information for each TAZ. Additionally, in the data set, the Engineer shall identify the major group quarters data (type and population) for each traffic analysis zone (if present).

The Engineer shall use current model TAZ geography, provided by TxDOT TPP and approved by the MPO, to develop TAZ level demographic data. Demographics shall be developed in accordance with the approved MPO TDM technical documentation and the State's practice as described in the TxDOT TPP "Socio-Economic Collection Guidelines for Travel Demand Models" documentation.

The Engineer shall perform the following:

1. Separate the group quarter demographic estimates from the TAZ population and household data to avoid double counting relative to the State's guidelines for preparing zonal level socio-economic data;
2. Treat the group quarters as special generators and independently estimate trip ends for these locations (e.g., university dorms) as needed;
3. Estimate the total number of NHB add-on productions for viable group quarter candidates;
4. Use the State (TxDOT) provided Data Axle employment database as the source of the employment estimates for each TAZ;
5. The Engineer shall be responsible for verifying and correcting (i.e., correcting for parent- child relationships in the data, incorrectly geo-coded locations and identifying sites that were not properly geo-coded) in the Data Axle data;
6. The Engineer shall use the four standard types of employment (basic, service, retail, and education), which will be consistent with the North American Industrial Classification System (NAICS) codes listed in the "*Socio-Economic Collection Guidelines for Travel Demand Models*" documentation as well as any requirements from the MPO TDM technical documentation;
7. Annotate the updated population, household, median income, employment, and special generator information in the TAZ dataview in accordance with the, "TexPACK Guidelines" and "Socio-Economic Guidelines" documentation;

8. Maintain forecast median income in terms of the base year constant dollars as documented in the approved CTM;

As a part of the zonal level demographic development, if the Engineer identifies a justifiable reason to deviate from the approved CTM, whether developed by UTSA or independently, then the Engineer shall schedule a meeting with MPO and TxDOT TPP to discuss and gain approval.

The MPO, TxDOT TPP and planning partners will be given 10 to 15 business days to review the zonal level demographics for all analysis years as a part of this task. The Engineer shall be expected to address any findings that arise from all reviews and either make corrections or provide justification for finding.

Deliverables for C:

All deliverables described below shall be uploaded to the TxDOT TPP Clearinghouse in TransCAD supported geography, and if requested, in a tab delimited database format.

1. A draft TAZ geography containing the initial base year demographic data estimates in TexPACK 3.0 format standards. The Engineer shall submit the base year demographics for review and approval to the MPO and TxDOT TPP prior to developing and finalizing the forecast year(s) demographic data estimates;
2. A final TAZ geography containing the base year demographic estimates in TexPACK 3.0 format standards that reflect comments and findings from the MPO and TxDOT TPP review;
3. An updated TAZ geography containing the initial forecast year(s) demographic data estimates in TexPACK 3.0 format standards. The Engineer shall submit the demographic data estimates for each interim and forecast years for review and approval by the MPO and TxDOT TPP;
4. A final TAZ geography containing the interim and forecast year demographics in TexPACK format standards that reflect comments and findings from the MPO and TxDOT TPP review;
5. Meeting summaries capturing changes to the recommended regional CTM or general discussions associated with previous or updated socio-economic data;
6. A forecast demographic data Technical Memorandum containing the following:
   a. The data sources used;
   b. The methodology used;
   c. A list of special generators (and note new special generator sites) for which forecast demographic estimates were developed;
   d. Summaries of the demographic data by sector and regional totals;
   e. Summaries indicating the magnitude of the growth experienced in the study area by different zonal characteristics (e.g., households, population, and employment categories); and
   f. Summaries indicated the magnitude of the growth experienced in the MAB between the new base year and for each forecast year.

Task D. Prepare Demographics Presentation

The Engineer shall prepare and deliver a presentation to the MPO's Policy and Technical advisory committee as determined by the MPO and TxDOT TPP that conveys changes to the demographics that describes sources, methodologies, and summaries of changes at the region, sector and potentially zonal level.

The MPO and TxDOT TPP will be given reasonable time to review the presentation and to discuss specific suggestions with the MPO and planning partners regarding information to be included in the presentation as a part of this task. The Engineer shall be expected to respond to any findings that arise from the internal review and/or comments from the MPO, TxDOT TPP, and planning partners. Copies of the forecast demographic technical memorandum may be expected to be distributed during the presentation(s).

Deliverables for D:

At the MPO's discretion, an electronic and a color hard copy of the presentation shall be provided to the MPO Policy and Technical committees in PowerPoint format. Draft and final copes shall be uploaded to the TxDOT TPP Clearinghouse.

Task E. Retention Task

If contract type and funding allow, consider a retainer for a set period in order to respond to questions that may arise (i.e., zonal demographics) once the modelers begin calibration work.

Task F – On-Call Assistance

As a course of conducting MPO operations, particularly with an MPO in a small urban area that has air quality conformity challenges, SETRPC-MPO technical staff may need assistance with unanticipated, short-deadline tasks. This task set involves miscellaneous tasks that are not currently identified, but that will be developed during the course of the project.

Task 1.0 – On-Call Transportation Planning Assistance
This task will involve the provision of transportation planning assistance on a variety of miscellaneous tasks on an as-needed basis including tasks that may require the services of a Texas registered professional Consultant. The subtasks, to be issued on an individual work-order basis, will involve support of SETRPC staff in their effort to conduct MPO-based transportation planning functions for the JJOHRTS region. Consultant services may involve assisting in the development and review of proposed projects for the possible submittal to the SETRPC-MPO's project selection process and/or assisting with project cost estimates. This task could include, but would not be limited to, preparing/conducting data collection surveys for the creation of text for various elements/chapters of the FY 2029 JOHRTS Metropolitan Transportation Plan - 2055, revising the project selection process and/or criteria, attending and/or developing materials for public participation activities, preparing materials for, attending and/or making presentations at Transportation Planning Committee and Technical Committee meetings, and/or representing SETRPC-MPO at state-wide planning and/or air quality meetings. Tasks may also include the provision of training and technology transfer to staff at SETRPC and providing day-to-day MPO operations support to supplement SETRPC-MPO technical staff.

Subtask I.1 - Consultant will assist the SETRPC-MPO technical staff and provide technical assistance on an as-needed basis.

Attachment 2

Proposal Submission Form

PROPOSAL SUBMISSION FORM

THE FIRM OF: ____

Address: ____

____

FEIN: ____

The following shall be returned with your proposal. Failure to do so may be cause for rejection of proposal as non-responsive. It is the responsibility of the Offeror to ensure that he has received all addenda.

ITEM:

1. References.
2. Addenda, if any.
3. One (1) original and five (5) copies.
4. Proposal Response Information.
5. W-9 Form.
6. Certificate of Insurance.

Person to contact regarding this proposal: ____

Title: ____________________ Phone: ______________________ E-mail: ______________________

Name of person authorized to bind the Firm: ______________________________________

____
Signature

____
Date

Attachment 3

Bidder/Offeror Affirmations

BIDDER/OFFEROR AFFIRMATIONS

SETRPC requires Respondents to affirm their compliance with state and federal laws. Respondent affirmations become part of the procurement and are binding terms and conditions of any resulting contract, purchase order, or Respondent agreement. Any misrepresentation or false statement is a breach of contract which shall void or make voidable any solicitation or resulting contract. Respondent shall affirm all of the following:

(A) The Respondent has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted bid.

(B) The Respondent has not received compensation from SETRPC for participation in the preparation of specifications for this procurement.

(C) The Respondent certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified grant or contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

(D) The Respondent shall defend, indemnify and hold harmless SETRPC and all of its officers and employees from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities arising out of, connected with, or resulting from any acts or omissions of the Respondent, employee, subcontractor, or supplier of contractor in execution or performance of the contract.

____
Name of Bidder/Offeror

Signature of Authorized Representative	Printed/Typed Name of Authorized Representative
Date	Title of Authorized Representative

Attachment 4

Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

OFFICE USE ONLY

Date Received

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

____

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

_______________________________ _______________

Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

Attachment 5

IRS W-9 Form

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ______

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ______

Exemption from FATCA reporting code (if any) ______

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number

☐☐ - ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Attachment 6

Certification Form

ATTACHMENT 6 – CERTIFICATION FORM

In submitting this Certification, the undersigned certifies on behalf of its firm and any proposed subcontractors as follows:

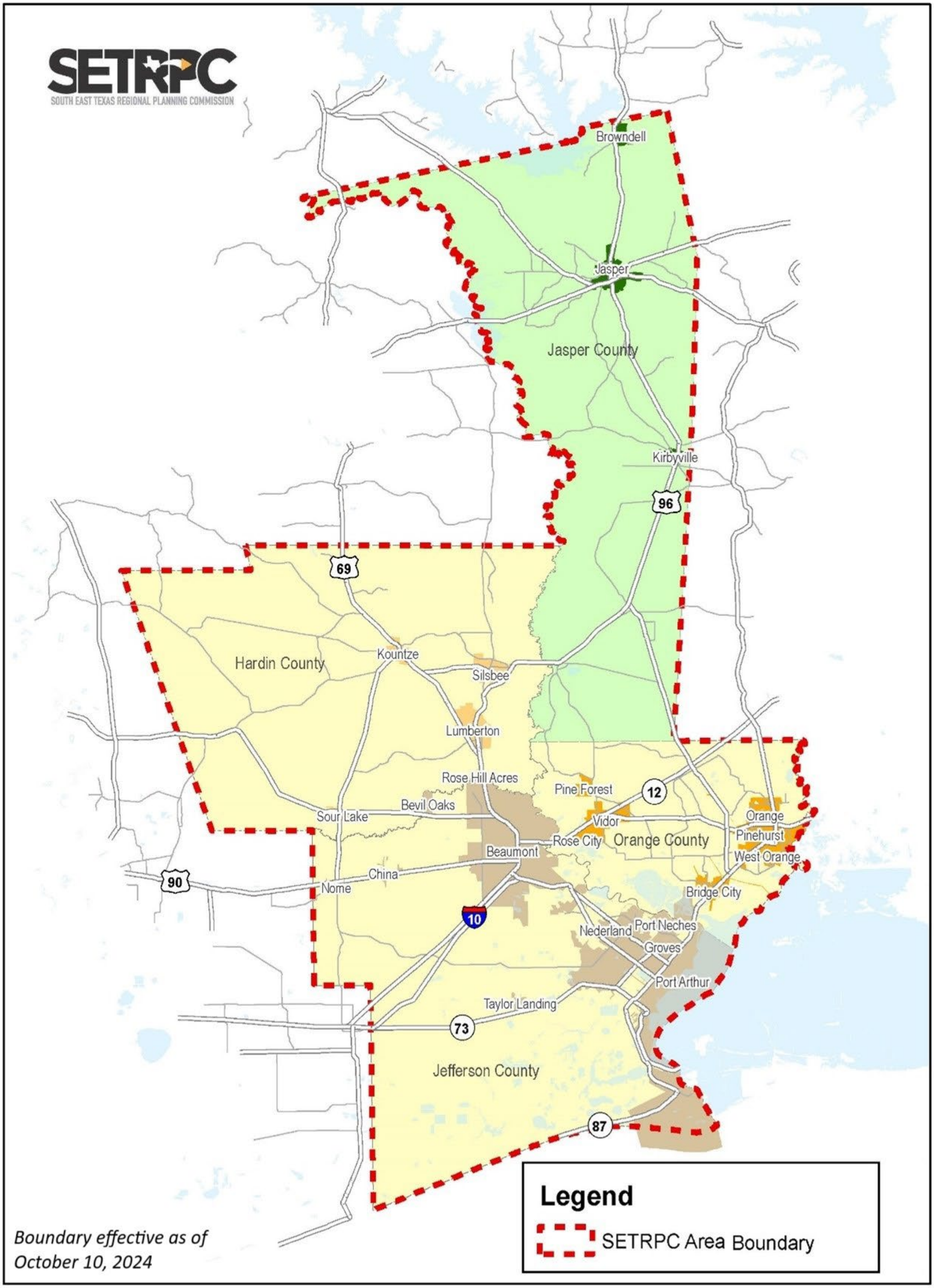
1) Proposal Validity: If this proposal is accepted within one hundred twenty (120) calendar days from the due date, to furnish any or all services upon which prices are offered at the designated point within the time specified.
2) Restriction on Lobbying Certification: Certifies that any person who makes a prohibits expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure or failure.
3) Non-Collusion: Has made this Statement of Certification independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to this Request for Statement of Certification with any other FIRM or with any other competitor.
4) Affirmative Action/DBE: Is in compliance with the Common Grant Rules affirmative action and Department of Transportation's Disadvantaged Business Enterprise requirements.
5) Non-Conflict: Represents and warrants that no employee, official, or member of SETRPC is or will be pecuniary benefited directly or indirectly in this Contract.
6) Non-Inducement: The undersigned herby certifies that neither it nor any of its employees, representatives, or agents have offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any director, officer, or employee of SETRPC with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performance of this Contract.
7) Debarment and Suspension Certification: Certifies that it is not included on the U.S. Comptroller General's Consolidated List of Person's or Firms currently debarred for violations of various contracts incorporating labor standards and provisions, and from Federal programs under DOT regulations 2CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4.
8) Integrity and Ethics: Has a satisfactory record of integrity and business ethics in compliance with 49 U.S.C. Section 5325(j)(2)(A).
9) Public Policy: Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. Section 5235(j)(2)(B).
10) Administrative and Technical Capacity: Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D).
11) Licensing and Taxes: Is in compliance with applicable licensing and tax laws and regulations.
12) Financial Resources: Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U.S.C. Section 5325 (j)(2)(D).
13) Production Capability: Has, or can obtain, the necessary production construction, and technical equipment and facilities.

14) Timeliness: Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
15) Performance Record: Is able to provide a satisfactory current and past performance record.

Signature	Printed Name
Title	Date

Attachment 7

Map of SETRPC Region


SETRPC
SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION
Browndell
Jasper
Jasper County
Kirbyville
96
69
Hardin County
Kountze
Silsbee
Lumberton
Rose Hill Acres
Pine Forest
12
Bevil Oaks
Sour Lake
Vidor
Orange
Pinehurst
Rose City
Orange County
West Orange
Beaumont
90
China
Nome
Bridge City
10
Nederland
Port Neches
Groves
Port Arthur
Taylor Landing
73
Jefferson County
87
Legend
SETRPC Area Boundary
Boundary effective as of October 10, 2024