

REQUEST FOR PROPOSAL (RFP)

Advertising and Marketing

Issue Date: November 3, 2025

ACCEPTANCE DATE AND TIME: December 5, 2025 by 2:00 PM

RFP TITLE: Advertising and Marketing

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 Advertising and Marketing
Due December 5, 2025"

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



PURPOSE

The intent of this Request for Proposal (RFP) is to obtain the services of a qualified advertising and marketing firm to create and develop public relation campaigns for programs and projects undertaken by the Transportation and Environmental Resources Division of the South East Texas Regional Planning Commission (SETRPC). SETRPC will award a contract for all tasks based on negotiated costs once a consulting firm is selected.

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 must have a minimum of 5 years of experience in the field of advertising and marketing.
 - Offeror must demonstrate its experience with public relation campaigns, especially with government agencies.
 - Offeror must provide proof of financial stability and its ability to function under a reimbursement Payment structure.

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) 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) Processing of invoices for services
 - ii) Timely processing of project materials
- 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.

- 5) All fees related to this RFP shall be negotiated upon the selection of an advertising and marketing firm.

CONTRACT TERMS AND CONDITIONS

A sample Contract is contained within "Attachment 5", and a Contract with the successful offeror will at minimum contain all Contract Terms and Conditions contained within the sample contract.

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:	December 5, 2025
Final Ranking Announcement:	February 23, 2026 (subject to change)

2) Evaluation Process:

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

- a) Management Skills and Technical Expertise (25 Points)
- b) Credentials of the Project Team (30 points)
- c) Task Understanding (20 Points)
- d) Compliance with Contractual Terms (10 points)
- e) Overall Quality and Completeness of Proposal (10 points)
- f) Fiscal Responsibility (5 points)

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.

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:

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- 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 2:00 p.m. Central Standard Time on December 5, 2025. 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 ten (10) 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.

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 XX 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.

Attachment 1

Scope of Services

SCOPE OF SERVICES

The advertising and marketing services sought by this RFP include, but are not necessarily limited to, the following:

- A. Creation and development of public relation campaigns that include all necessary materials to convey the messages and concepts of programs administered by the Transportation and Environmental Resources Division of the SETRPC to the local business/government community, school districts, local media and general public, including the creation of ads, brochures and flyers, news releases, community newsletter submissions, requests for coverage, media kits, copy writing and production of radio and television ads/PSAs, etc.
- B. Development of ideas to promote programs administered by the Transportation and Environmental Resources Division of the SETRPC.
- C. Creation and development of all necessary materials to publicize events related to programs administered by the Transportation and Environmental Resources Division of the SETRPC, including invitations and programs, creation of ads, brochures and flyers, news releases, community newsletter submissions, requests for coverage, media kits, copy writing and production of radio and television ads/PSAs, etc.
- D. Copy writing, production and placement of radio ads/PSAs for programs administered by the Transportation and Environmental Resources Division of the SETRPC.
- E. Creation and placement of billboards for programs administered by the Transportation and Environmental Resources Division of the SETRPC.
- F. Assistance to SETRPC Transportation and Environmental Resources Division staff with developing and partaking in other promotional activities, as needed, to reach various publics in all three counties.
- G. Submission of news releases and feature stories as needed on the various aspects of programs related to the Transportation and Environmental Resources Division of the SETRPC, to print and broadcast media in the three-county region, including community newspapers and newsletters.
- H. Coordination and organization of other special events as needed including locating an event site, planning the event, promoting the event, etc.

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 six (6) 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 Certification

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.

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.

OFFICE USE ONLY

Date Received

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.

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Signature of person doing business with the governmental entity

Date

Attachment 5
Sample Contract

CONTRACT

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF JEFFERSON

That the SOUTH EAST TEXAS REGIONAL PLANNING COMMISSION, acting through Shanna Burke, its duly authorized Executive Director ("SETRPC") and Public Solutions Group, Ltd. acting through _____, its duly authorized _____ ("Consultant"), hereby make and enter the following Contract.

ARTICLE I COVENANT

The CONSULTANT covenants and agrees to perform advertising and marketing work for the Transportation and Environmental Resources Division of SETRPC. The work to be performed for this Contract is described in detail in the Scope of Services in Appendix A of this Contract (the "Work"), such Appendix A being attached hereto and, by this reference, incorporated herein, for all intents and purposes. Such work shall be performed in accordance with the terms of this Contract and for the consideration stated herein. The CONSULTANT covenants and agrees to perform this work and assures that the work will be accurate and performed according to the schedule in Appendix A.

The CONSULTANT also agrees to submit final copy of all items described in Appendix A. CONSULTANT agrees to furnish and supervise such personnel as are required to accomplish the Work set forth in Appendix A.

ARTICLE II SCOPE OF SERVICES

The CONSULTANT shall perform and carry out all services necessary to accomplish the Work and produce the products described in the Scope of Services in Appendix A, which is incorporated herein by reference and is hereby made a part of this Contract. The Scope of Services to be performed by the CONSULTANT and the schedule for that work shall be further defined by any conditions set forth in written Notices to Proceed provided by SETRPC. CONSULTANT is obligated to perform the Work and to comply with the prevailing professional standards consistent with the level of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under similar conditions, including reasonable, informed judgments and prompt timely actions. CONSULTANT further warrants that in the event of its failure to fulfill all or part of the warranty in this Contract, CONSULTANT shall take all necessary or appropriate actions to correct such failure at no costs to SETRPC.

ARTICLE III ADDITIONAL PROVISIONS

All maps, data, reports, research documentation, graphic presentation materials, etc., prepared by the CONSULTANT as part of the work under the Contract shall become the property of SETRPC upon completion of this Contract or any phase thereof or, in the event of termination under Article X hereof, at the time of payment in accordance with Article X.

Upon completion or termination of this Contract, all documents prepared by the CONSULTANT shall be delivered to and become the property of SETRPC. All such documents, photographs, calculations, programs and other data prepared or used under this Contract shall be used by SETRPC and the Texas Department of Transportation without restriction or limitation of further use.

The CONSULTANT shall not assign any interest in this Contract nor delegate the performance of any of its duties hereunder without the prior written consent of SETRPC, and any attempted assignment or delegation without prior written consent of SETRPC shall be void.

The CONSULTANT shall provide to SETRPC by the fifteenth (15th) of each month a written Progress Report for the preceding calendar month's work. Each Progress Report shall briefly describe the work accomplished, problems arising, proposed remedies for those problems, products completed and the status of the schedule and budget for the project.

The parties hereto may as necessary, change the scope of services, time of performance, CONSULTANT'S compensation, or any other provision of this Contract only by written amendment approved by SETRPC and the CONSULTANT. The CONSULTANT shall notify SETRPC verbally and in writing immediately when the CONSULTANT anticipates that 75 percent of the funds provided for this Contract have been expended.

ARTICLE IV TIME OF PERFORMANCE

The CONSULTANT agrees to commence work on this project within fifteen (15) days after receipt of written Notice to Proceed from SETRPC. All work under the Contract shall be completed in a timely manner.

ARTICLE V ALLOWABLE COST

The total cost to SETRPC, for performance of the work in this Contract shall be determined by each assigned project, and the CONSULTANT agrees to perform the work specified in Appendix A and all other obligations under this Contract for no more than said agreed upon cost. Any compensation due the CONSULTANT for performance of this Contract must be approved in accordance with Articles V and VI of this Contract and shall be payable

only after approval of this project by SETRPC.

A regular employee of the CONSULTANT shall be assigned responsible charge of the performance of work under this Contract and designated as CONSULTANT'S project manager. The personnel listed in Appendices A and B of this Contract shall be provided by the CONSULTANT for within fifteen percent of the amount of time for each individual indicated in Appendices A and B. Changes in personnel listed in Appendices A and B must be approved in writing by SETRPC.

The CONSULTANT shall be paid allowable costs, as outlined below, for the performance of work under this Contract. Allowable costs are the direct and indirect costs incurred in or allocable to the performance of the services under this Contract and are the type of charges that would be allowable under OMB Circular A-87, "Cost Principles for State and Local Governments."

1. Direct Costs

- a. Personnel. The CONSULTANT shall be reimbursed for the services of personnel working on this project for the time such personnel work on this project. The reimbursement for personnel shall be based on the hourly rates not to exceed those listed in Appendices A and B or on amendments to Appendices A and B approved in writing by SETRPC. The rates listed in Appendices A and B may be amended from time to time if approved in advance in writing by SETRPC. The compensation for personnel not listed in that table shall be the salary of record, paid to said personnel by the CONSULTANT during the time of their performance on this Contract.
- b. Travel Expenses and Subsistence. The CONSULTANT shall be paid the U.S. General Services Administration rates for lodging, meals and incidentals. Transportation costs shall be reimbursed at the lowest reasonably available fare, but in no case more than coach class or comparable fare. Transportation by private automobile shall be reimbursed at permitted mileage reimbursement at the state rate. The actual costs for subsistence shall be reimbursed, but subsistence reimbursements, excluding car rental, shall not exceed State of Texas Comptroller's current state rate. Rental car expenses shall be reimbursed at actual cost of compact car or smaller if reasonably available.
- c. Computer. Computer use must be approved in advance by SETRPC, and subsequent to approval, will be reimbursed at the cost to the CONSULTANT, but computer cost reimbursements shall not exceed the amount shown in Appendices A and B.

- d. Other Direct Costs. The CONSULTANT shall be reimbursed for the actual amount of other costs or expenses incurred and certified as directly related to and necessary for performance of this Contract. This reimbursement shall not exceed the amount shown in Appendices A and B. The CONSULTANT shall notify SETRPC in writing of any changes in auditable direct costs.
 - e. Subcontractors. The CONSULTANT shall be reimbursed for the costs and fee charged the CONSULTANT by subcontractors for work on this project. Only costs for those subcontractors shown in Appendices A and B shall be eligible for reimbursement, and reimbursements for subcontractor costs shall not exceed the amounts shown in Appendices A and B. The subcontractors and associated costs in Appendices A and B may be amended if approved in advance in writing by SETRPC. Subcontractor costs to be reimbursed are limited by the provisions in this Contract applying to allowable costs incurred by the CONSULTANT.
2. Indirect Costs/Overhead
The CONSULTANT shall be reimbursed for indirect expenses, overhead, and personnel benefits at the rates shown in Appendices A and B and verified. The rates in Appendices A and B may be amended from time to time if approved in advance in writing by SETRPC.

ARTICLE VI PAYMENTS

For the performance of this Contract, SETRPC shall pay the CONSULTANT allowable costs in accordance with the terms and conditions set forth in Article V above and as certified by the CONSULTANT in monthly invoices. The CONSULTANT shall submit invoices by the fifteenth (15th) of each month in accordance with instructions provided by SETRPC.

SETRPC shall pay the CONSULTANT the amount of costs claimed and certified on each invoice, subject to approval of claimed costs by SETRPC. Payment shall be made within 30 days after receipt of each invoice by SETRPC.

When the project has been completed to the satisfaction of SETRPC, the CONSULTANT shall submit an invoice clearly labeled "Final Invoice" and claiming any remaining allowable costs.

ARTICLE VII RECORDS

The CONSULTANT shall maintain complete and accurate records of allowable costs incurred under this Contract and shall make such materials available at its office during the

period covered and for three years from the date of final payment under the Contract. Such materials shall be made available during the specified period for inspection by the Texas Department of Transportation, the U.S. Department of Transportation and the Office of the Inspector General, and any of their authorized representatives for the purpose of making audits, examinations, excerpts, and transcriptions. All such records shall be maintained on a generally accepted accounting basis and shall be clearly identified and readily accessible.

ARTICLE VIII

U.S. DEPARTMENT OF TRANSPORTATION REQUIREMENTS

- A. Audit and Inspection of Records. The CONSULTANT shall permit the authorized representatives of SETRPC, the Texas Department of Transportation, the U.S. Department of Transportation, and the Comptroller General of the United States to inspect and audit all data records of the CONSULTANT relating to CONSULTANTS performance under the Contract until the expiration of three (3) years after final payment and resolution of audit under this Contract. The CONSULTANT shall transmit these data to SETRPC upon request.

The CONSULTANT further agrees to include in all his subcontracts hereunder a provision to the effect that the subcontractor agrees that SETRPC, the Texas Department of Transportation, the U.S. Department of Transportation, and the Comptroller General of the United States or any of their duly authorized representatives shall, until the expiration of three (3) years after final payment and resolution of audit under the subcontract, have access to and the right to examine any directly pertinent books, documents, papers, and records of such subcontractor, involving transactions related to the subcontractor. The subcontractor shall transmit all data records to SETRPC upon request.

The term "subcontract" as used in this clause excludes:

- (1) Purchase orders not to exceed \$10,000 and
- (2) Subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

The CONSULTANT shall be responsible for any funds determined to be ineligible for reimbursement under this Contract, and shall reimburse SETRPC the amount of any such funds previously provided to it by SETRPC.

- B. Inspection of Work. SETRPC, the Texas Department of Transportation, the U.S. Department of Transportation, and any authorized representative thereof, have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed.

If any inspection or evaluation is made on the premises of the CONSULTANT or its

subcontractor, the CONSULTANT shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties.

All inspections and evaluations shall be performed in such a manner that will not unduly delay the work.

- C. Interest of Members of Congress. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Contract or to any benefit arising there from.
- D. Interest of Public Officials. No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this Contract or the proceeds thereof.
- E. Non-collusion. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working for it, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this contract. If the CONSULTANT breaches or violates this warranty, SETRPC shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such fee, commission, brokerage fee, gift, or contingent fee.
- F. Gratuities. Any person doing business with or who reasonably speaking may do business with SETRPC, the Texas Department of Transportation, or the U.S. Department of Transportation under this contract may not make any offer of benefits, gifts or favors to employees of SETRPC, the Texas Department of Transportation, or the U.S. Department of Transportation. Failure on the part of the CONSULTANT to adhere to this policy may result in termination of this contract.
- G. Debarment/Suspension. The CONSULTANT is prohibited from making any award or permitting any award at any tier to any party which is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, Debarment and Suspension. The CONSULTANT and its subcontractors shall comply with the "Debarment Certification" which is included as Appendix C of this agreement.
- H. Restrictions on Lobbying. Pursuant to Section 319 of Public Law 101 -121, which generally prohibits recipients of federal funds from using those monies for lobbying purposes, the CONSULTANT shall comply with the "Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreement" and "Disclosure of Lobbying Activities" which are included as Appendix D of this agreement.

- I. Environmental Protection and Energy Efficiency. The CONSULTANT agrees to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 USC 1957 [h]); Section 508 of the Clean Water Act (33 USC 1368); Executive Order 11738 and Environmental Protection Agency regulations (40 CFR, Part 15). The CONSULTANT further agrees to report violations to SETRPC.
- J. Nondiscrimination on the Basis of Disability. The CONSULTANT agrees that no otherwise qualified disabled person shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under the project. The CONSULTANT shall insure that all fixed facility construction or alteration and all new equipment included in the project comply with applicable regulations regarding Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefitting from Federal Financial Assistance, set forth in 49 CFR, Part 27 and any amendments thereto.
- K. Control of Drug Use. CONSULTANT agrees to comply with the terms of the Federal Transit Administration regulation, "Control of Drug Use in Mass Transportation Operations," set forth in 49 CFR, Part 653.
- L. Equal Employment Opportunity. As required by 41 CFR, Part 60, the CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. The CONSULTANT shall take affirmative actions to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, or national origin. Such actions 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. The CONSULTANT further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.
- M. Disadvantaged Business Enterprise. It is the policy of the U.S. Department of Transportation that Disadvantaged Business Enterprises as defined in 49 CFR Part 23, Subpart A, shall have the maximum opportunity to participate in the performance of contracts financed in whole or part with federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 23, exclusive of Subpart D, apply to this agreement. SETRPC and its subcontractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 23, Subpart A, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard, SETRPC and its subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23, exclusive of Subpart D, to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. SETRPC and its subcontractors shall not discriminate on the basis of race,

creed, color, national origin, or sex in the award and performance of contracts funded in whole or in part with federal funds. These requirements shall be physically included in any subcontract entered into by the CONSULTANT. Failure to carry out the requirements set forth shall constitute a breach of contract and may result in termination of the Contract by SETRPC or other such remedy, as SETRPC deems appropriate.

- N. Compliance With Regulations. During the performance of this Contract, the CONSULTANT, for itself, its assignees, and successors agrees to comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21 and Title 23, Code of Federal Regulations, Part 710.405(b), as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Contract.
- O. Substitution of Subcontractors. SETRPC must approve all substitutions of subcontracts and will determine if the disadvantaged business enterprise percentage goal will be decreased by substituting a majority contractor for a disadvantaged business contractor.
- P. Disputes and Remedies. Should disputes arise concerning the Scope of Services or additional work to be performed under this Contract, the CONSULTANT and SETRPC shall negotiate in good faith toward resolving such disputes. SETRPC shall be responsible to its funding agencies for the settlement of all contractual and administrative issues arising out of procurement entered into in support of the Professional Engineering Services Project. Violation or breach of contract terms by the CONSULTANT may be grounds for termination, and should said disputes be irreconcilable, SETRPC shall terminate the agreement by default. The CONSULTANT shall pay any increased costs arising from the termination.
- Q. Property Management and Procurement Procedures. CONSULTANT shall comply with procurement standards for federal grant programs contained in 49 CFR 18, "Uniform Administrative Requirements and Cooperative Agreements with State and Local Governments," as may be revised or superseded.
- R. Copyrights. Except as otherwise provided in the terms and conditions of the Contract, SETRPC is free to copyright any books, publications, or other copyrightable materials developed in the course of or under a federal agreement. Except as otherwise provided in the terms and conditions of the Contract, the federal grantor agency shall reserve a royalty-free nonexclusive and irrevocable right to produce, publish, or otherwise use, and to authorize others to use, the work for government purposes.
- S. Subcontracts. The prime contractor is required to perform all work except specialized services or other tasks specifically exempted in the contract, except that governmental recipients of 23 U.S.C. 104(f) or 402 funds may subcontract as necessary to accomplish approved work program activities. All subcontracts exceeding \$10,000 in cost shall

contain all required provisions of the prime contract.

ARTICLE IX INDEMNIFICATION

The CONSULTANT covenants and agrees to indemnify, hold harmless, and defend and does hereby indemnify, hold harmless, and defend SETRPC, its officers and employees, from and against any and all suits or claims for damages or injuries, including death, to persons or property, whether real or asserted, arising out of any negligent act or omission on the part of the CONSULTANT, its officers, agents, servants, employees, or subcontractors, and the CONSULTANT does hereby assume all liability for injuries, claims or suits for damages to persons, property, or whatever kind of character, whether real or asserted, occurring during or arising out of the performance of this Contract as a result of any negligent act or omission on the part of the CONSULTANT, its officers, agents, servants, employees, or subcontractors to the extent permitted by law.

ARTICLE X TERMINATION OF CONTRACT

SETRPC may terminate this Contract, or any portion of it, by serving a notice of termination on the CONSULTANT, which shall be effective on the date of the receipt of the notice of termination. The notice shall state whether the termination is for convenience of SETRPC or for default of the CONSULTANT. If the termination is for default, the notice shall state the manner in which the CONSULTANT has failed to perform the requirements of the Contract. The CONSULTANT shall account for and return to SETRPC any property in its possession paid for from funds received from SETRPC, or property supplied to the CONSULTANT by SETRPC. The CONSULTANT shall promptly submit its termination claim for reimbursement to SETRPC and the parties shall negotiate the termination settlement to be paid. If the termination is for the convenience of SETRPC, the CONSULTANT shall be paid its costs up to the time of notice to stop work, reasonable contract close-out costs, and a pro rata portion of the fee which reasonably reflects the quantity and quality of work performed up to the time of termination. If after serving a notice of termination for default, SETRPC determines that the CONSULTANT has an excusable reason for not performing, such as a strike, fire, flood, events which are not the fault of and are beyond the control of the CONSULTANT, SETRPC, after setting up a new work schedule, may allow the CONSULTANT to continue work, or treat the termination as a termination for convenience.

Notwithstanding the foregoing, this Contract will not terminate as a result of such default if CONSULTANT begins, within seven days of receipt of such notice, to correct its failure to perform and proceeds diligently to cure such failure within no more than thirty days of receipt thereof; provided, however, that if and to the extent such default cannot be reasonably cured within such thirty-day period, and if CONSULTANT has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided from herein shall extend up to, but in no case more than, sixty days after the date of receipt of the notice.

**ARTICLE XI
LEGAL CONSTRUCTION**

In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions thereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

**ARTICLE XII
VENUE**

Venue and jurisdiction of any suit, right, or cause of action arising under or in connection with this contract shall lie exclusively in Jefferson County, Texas.

IN WITNESS HEREOF, the parties hereto have executed this Contract in duplicate original at Beaumont, Jefferson County, Texas, this ____ day of _____, 2025.

**SOUTH EAST TEXAS REGIONAL
PLANNING COMMISSION**

Shanna Burke
Executive Director

Name of Firm Selected

By: _____

Its duly authorized: _____

APPENDIX A
Scope of Services

Sample Contract

APPENDIX B
Budget

Sample Contract

APPENDIX C
Debarment Certification

Sample Contract

APPENDIX D

Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreement

Sample Contract