REQUEST FOR PROPOSALS

RURAL TRANSIT DISTRICT – CONTRACT TRANSIT SERVICES

RFP# 1-2026

FOR THE PERIOD

APRIL 1, 2026, THROUGH AUGUST 31, 2026

PROPOSALS SHOULD BE DIRECTED TO:

NAME: Alejandra Cruz

TITLE: Transit Director

ADDRESS: 1908 N Laurent, Suite 600
Victoria, Texas 77901

PHONE: 361-578-1587 ext.501

EMAIL: mailto:alejandrac@gcrpc.org

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PART 1. GENERAL INFORMATION - GCRPC

1.1 Purpose

Golden Crescent Regional Planning Commission (GCRPC), a political subdivision of the state of Texas and voluntary association of local governments and special districts, is soliciting proposals from interested and qualified entities for Rural Transit District contract transit services for Calhoun County.

GCRPC may elect to award a single contract or multiple contracts to qualified respondents under this solicitation.

Contracted Transit Services shall include general administration, service operations, and vehicle maintenance.

This RFP contains the technical specifications, which define the services solicited herein, as well as the standards and requirements for this procurement.

> *Part 1. General Information* provides both general background and specific requirements governing the administration of this procurement.
>
> *Part 2. Scope of this Request* describes the specific services and performance criteria for which GCRPC will accept competitive bids.
>
> *Part 3. Instructions for Preparation and Submittal of Proposals*, provides the required information and format necessary for preparation and submittal of a responsive bid. This information must be completed as specified.
>
> *Part 4. Attachments, Information, Instructions, and Forms* provides the required forms and additional instructions and information necessary for preparation and submittal of a responsive proposal.

1.2 Background

GCRPC was created and organized under the Planning Act of 1965 (Tex. Rev. Civ. Stat. Ann. Art. 1011m). GCRPC primarily serves a seven-county area including Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, and Victoria counties.

GCRPC administers and operates the following programs:

U.S. Department of Commerce, Economic Development Administration (EDA)

- District Planning Assistance Program

Texas Health and Human Services Commission

- Aging Title III B, C, D, E
- Aging Title VII EAP, OM
- Congregate Meals
- Home Delivered Meals
- CMS Basic
- CMS Supplemental
- Nutrition Services Incentive Program

- State General Revenue
- Aging and Disability Resource Center (ADRC) Operations
- ADRC Housing Navigator – MFPD
- ADRC Local Contact Agency – MFPD
- ADRC SGR – Respite
- ADRC – MIPPA
- ADRC – Promoting Independence
- 211 Area Information
- Child Care and Development Block Grant

Office of the Texas Governor, Public Safety Office

- Regional Law Enforcement Training
- Regional Planning
- Homeland Security Grant Program – State Homeland Security Program (HSGP-SHSP)

Texas Department of Transportation, Public Transportation Division

- Rural Public Transportation Grant Program Section 5311
- Rural Transit Assistance Program Section 5311
- Enhanced Mobility of Seniors & Individuals with Disabilities Grant Program Section 5310
- Regionally Coordinated Transportation Planning Section 5304
- Urbanized Transit Assistance Program Section 5307 State Funds
- Bus and Bus Facilities Grant Program Section 5339
- RTAP Scholarship

Federal Transit Administration

- Urbanized Area Formula Grant Program Section 5307
- Bus and Bus Facilities Grant Program Section 5339

Texas Commission on Environmental Quality

- Regional Solid Waste Planning

Commission on State Emergency Communications

- 9-1-1 Program

Texas General Land Office

- Community Development Block Grant – Disaster Recovery (CDBG-DR)

1.3 Administration of this Request for Proposal

Schedule:

Dates	Events
Monday, February 16, 2026, by 6:00 PM CST	Issuance / Publication of RFP
Friday, March 6, 2026, at 12:00 PM CST	deadline to submit questions and requests for clarifications
Tuesday, March 10, 2026, at 5:00 PM CST	GCRPC publishes responses to written questions
Wednesday, March 18, 2026, at 12:00 PM CST	Proposals Due
Thursday, March 19, 2026, at 2:00 PM CST	Proposal Opening & Evaluation
NLT Thursday, March 26, at 5:00 PM CST	Notice(s) of Award
NLT Tuesday, March 31, 2026, at 5:00 PM CST	Contract Approval / Execution
Wednesday, April 1, 2026	Contract Start Date

Funds available: GC Transit services are financed through a combination of federal, state, and local funds. Thus, any contract awarded is contingent upon the combined availability of funds from these sources. If GCRPC experiences a diminution of funding from Federal, State, or local sources during the contract term, GCRPC may terminate all or part of the services and obligations which are part of the Contract.

The total contractual amount for the initial contract period shall not exceed $63,140 in reimbursable expenses. For any subsequent one-year contract extension, the total contractual amount shall not exceed $149,030 annually, subject to funding availability and contract terms.

Local funding commitments from Calhoun County are anticipated but not yet fully secured. As such, the actual level of service may be adjusted based on the availability and receipt of local funds.

Contract Period: April 1, 2026, through August 31, 2026. Contracts may be extended in one-year increments for an additional two years after the initial contract period. Contract extensions are contingent upon the availability of funds and Contractor performance.

Procurement Standards: Procurement for contract transit services shall be in compliance with procurement standards under the Federal Uniform Guidance, and the provisions of applicable Federal law or Executive Orders, as well as, state and local policies for procurement. Solicitation via this RFP shall ensure services are obtained efficiently and economically while maintaining and maximizing full and open competition.

Federal Acquisition Regulation (FAR), Subpart 6.3 Other than full and open competition, 6.302.2 Unusual and compelling urgency, may apply under special circumstances.

Technical Assistance: Only the Transit Director will answer those questions pertaining to clarification of the RFP.

Contract Information for Questions

Any questions concerning this request for proposal should be submitted prior to 12:00 PM CST on Friday, March 6, 2026, to Alejandra Cruz, Transit Director. Only written questions will be accepted, either by mail (to the above address) or email: alejandrac@gcrpc.org.

Responses to all timely submitted questions will be published no later than Tuesday, March 10,

2026, at 5:00 PM CST, and will be provided to all bidders receiving a copy of the RFP to ensure that each bidder is informed on an equitable basis. GCRPC staff may not provide individual assistance in writing proposals; only technical questions will be answered.

A. Method of Payment

Payment shall be made for services rendered and billed by the contractor and received by GCRPC.

Contractor shall submit monthly invoices to GCRPC no later than the fifteenth (15th) day of the following month. In the event the 15th is a Saturday, Sunday or Holiday, the report must be submitted on the following business day by 3:00 p.m. Payments shall be received approximately thirty (30) days following approval of invoice.

To receive reimbursement for purchased transportation services, all subcontractors must submit a complete Request for Reimbursement (RFR) packet each month. The following documents are required for a complete submission:

1. Expanded General Ledger Report
2. Financial Workbook
3. Proof of Payment
4. Fare Reconciliation Report & Vehicle Summary Report
5. Backup Documentation for Each Line Item

The following outlines the required process for subcontractors submitting reimbursement requests:

1. SUBMISSION REQUIREMENTS

- Submit your complete Request for Reimbursement (RFR) packet electronically to the designated GCRPC Transit Program email address provided at contract award.
- Ensure your packet includes all required documentation as outlined above.

2. GCRPC INTERNAL PROCESSING

Once submitted, your RFR packet will go through the following steps by GCRPC staff:

a. Filing & Tracking

b. Document Review

- Accuracy and completeness of each document.
- Backup documentation supports all costs being claimed.
- Expenses must be:
  - Allowable under applicable grant rules
  - Allocable to the specific program
  - Reasonable and necessary for program performance (Review based on 2 CFR Part 200 federal grant requirements)

c. Fare & Vehicle Reporting Reconciliation

- The submitted reports will be compared against internal and external data from Shah Software.
- If discrepancies are found, they must be reconciled prior to invoice approval.

d. Capital Cost of Contracting (CCC)

- GCRPC calculates and deducts any required local match before finalizing the reimbursement amount.

e. Budget Alignment

- Each request is reviewed for alignment with your approved program budget.

f. Internal Approvals

- RFR packets are reviewed and approved by the Transit Manager and Finance Manager before payment processing.

g. Payment Processing

- Once approved, your reimbursement will be entered into our financial system.
- Payments are processed during our weekly pay cycle.

B. Governing Provisions and Limitations

1. A response to the Request for Proposal (RFP) does not commit GCRPC to a purchase agreement or contract, or to pay any costs incurred in the preparation of such response.
2. GCRPC reserves the right to accept or reject any or all proposals received, to cancel this RFP in part or its entirety, and to reissue this RFP.
3. GCRPC reserves the right to hold and accept a proposal for a period of thirty working days after the response deadline.
4. GCRPC reserved the right to negotiate the final terms of any and all purchase agreements with bidders selected and such agreements negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the contract.
5. GCRPC reserves the right to waive any defect in this procurement process or to make changes to this solicitation as it deems necessary.
6. GCRPC will provide notifications of such changes to all bidders of record as having received or requested an RFP.
7. GCRPC reserves the right to contact any individual; agencies or employers listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all proposers.
8. GCRPC also reserves the right to conduct a review of systems, procedures, etc. of any bidder selected. This may occur prior to, or subsequent to the award of a purchase agreement. Misrepresentation of the proposer's ability to perform as stated in the proposals may result in cancellation of the purchase agreement.
9. Proposers shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of GCRPC for the purpose of or having the effect of influencing favorable disposition toward their own

proposal or any other proposal submitted hereunder.

10. No employee, office, or agent of GCRPC shall participate in the selection, award, or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

11. Proposers shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.

12. The only purpose of this Request for Proposal (RFP) is to ensure uniform information in the solicitation of proposals and procurement of Rural Transit District – Contract Transit services. This RFP is not to be construed as a purchase agreement or contract as a commitment of any kind, nor does it commit GCRPC to pay for costs incurred prior to the execution of a formal contract.

13. The contents of a successful proposal may become a contractual obligation, if selected for award for a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No pleas of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/costs. Any damages accruing to GCRPC as a result of the proposer's failure to contract may be recovered from the proposer.

14. No complaints or protests regarding the proposal selection process shall be accepted by any grantor agency until all administrative remedies at the grantee or local level have been exhausted. This includes, but is not limited to, disputes, claims, protests of award, source evaluation, or other matters of a contractual nature. Matters concerning violations of law shall be referred to such authority, as may have proper authorization.

15. Solicitation and selection of proposals must conform to relevant state and federal laws and regulations and local policies governing the procurement of supplies, equipment, and services under state and federal guidelines. Bidders are responsible for familiarizing themselves with these laws and regulations.

16. Disadvantaged Business Enterprises (DBE). It is the policy of the Golden Crescent Regional Planning Commission to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this proposal. All interested parties qualifying under this solicitation are encouraged to submit proposals. Contract awards will be conditioned upon satisfying the requirements of this request for proposal. These requirements apply to all parties, including those that qualify as a Disadvantage Business Enterprise.

    The Golden Crescent Regional Planning Commission is a member of the Texas Unified Certification Program (TUCP) administered by the Texas Department of Transportation. GCRPC is not a certifying agency, DBE's should see the TUCP website for information concerning re-certification, "No Change" Affidavits and Notices of Change.

17. GCRPC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federal-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into

pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

18. WRITTEN STANDARDS OF CONDUCT

GCRPC requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities. These policies seek to ensure that goods and services are obtained in an effective manner and in compliance with the requirements of Chapter 252 of the Texas Local Government Code, as well as the requirements of 0MB Uniform Grant Guidance Super Circular 2 CFR 200, and the Texas Uniform Grant and Contract Management Standards.

Certain GCRPC departments may require more stringent procurement standards to be followed regarding certain purchases for their programs. The standards regarding these purchases must be followed and shall be maintained as an annex in GCRPC's Financial Management Manual.

In the event of conflicts between the terms of this section and any applicable state, local or federal statute, code, or regulation; or the procurement procedures of the applicable grantor agency; the stricter applicable statute, code, regulation, or grantor/grantee procurement policy shall control.

19. PROTEST PROCEDURES

Bid Protest Procedures

The Golden Crescent Regional Planning Commission's (GCRPC) has established the following procedures for handling protests of capital equipment and contract awards. A protest may be made at any time during a bidding process, including pre-award, award, and post-award periods. Things, which may be protested, include but are not limited to:

Pre-Award: Conditions of bid, exclusions, specifications that require sole source procurement, unreasonable bonding requirements, or other procedures, which limit a vendor's ability to participate.

Award: Closed meeting at award opening, opening awards early, allowing a bid to be changed after opening of any bid, failure of GCRPC to require same action on the part of all bidders.

Post-Award: Bid process was not complied with by GCRPC.

A protest must be filed within 3 working days of the initial knowledge of the fact being protested. A request for reconsideration must be filed within 3 working days of receipt of the answer to the protest. A working day is defined as one working period not to include weekends, national holidays, or declared natural emergencies. GCRPC will provide an initial response within 10 working days of receipt of the protest or request for consideration. A final report will be made within 20 working days of receipt of the protest or request for consideration.

The protest must contain the name and address of the protestor (corporate or individual), the

solicitation or contract number or a description of the invitation to bid, and a statement of the grounds for which a protest is made. Please include the individual to be contacted and a telephone number in case clarification of the protest is needed.

A protest must be received at GCRPC, 1908 N. Laurent, Suite 600, Victoria, Texas 77901 to be honored. If not, hand delivered and a receipt supplied, it is recommended it be sent via certified mail or courier, with a return receipt requested by the protestor.

Bid Protest Response Procedures

GCRPC will respond in detail to each substantive allegation raised in the protest. The protest will be reviewed by a committee consisting of a representative of the transportation department, and a representative from the administration department. The Executive Director of GCRPC will make the final decision on any protest filed with GCRPC. All determinations are considered final 3 working days after a protestor's receipt of our final report, not to exceed 30 days from bid opening date.

Only when life is at risk will procurement be made when a protest is pending. Under no conditions will an award be made prior to the resolution of a protest, nor will we open bids if protest is file before bid opening. All potential vendors will be informed if a protest is filed prior to award of a bid.

Bid Protest Appeal and Reconsideration Procedures

A request for reconsideration will be granted only when a protestor acquires data not previously known or available, or there has been an error of law or state bidding regulations.

If there is a question of the merits of a protest, GCRPC will hold an informal conference. At a minimum GCRPC representatives and the protestor will attend. All other interested parties are welcome to attend.

Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of state or local law or regulations will be under the jurisdiction of state or local

20. PUBLIC NOTICE

This Request for Proposal (RFP) will be solicitated on our company website www.gcrpc.org.

21. ADDENDUMS, MODIFICATIONS, AND CLARIFICATIONS

Any bidder in doubt of the true meaning of any part of the specifications or other documents may request an interpretation from GCRPC's Procurement Officer. If the Procurement Officer finds that the interpretation is substantive or that a mistake has been made, the Procurement Officer will issue a written addendum to all bidders that received the original IFB or RFP. The addendum will become a part of the IFB or RFP and will have the same binding effect as provisions in the original document. No verbal explanation or interpretations will be binding. For a request for interpretation be considered, the request must be submitted in writing and must be received by GCRPC's Procurement officer no later than five (5) days prior to the bid or proposal due date. GCRPC does not assume responsibility for the receipt of addendum sent to bidders or proposers. A copy of all addenda issued must be signed and returned with the bidder's bid or proposal. The bidder must also

acknowledge receipt of the addenda by initialing the appropriate place on the IFB or RFP cover sheet.

22. REJECTION OF BIDS/PROPOSALS

GCRPC reserves the right to: (1) reject any and all bids/proposals and waive any informality in the bids/proposals received; (2) disregard the bid/proposal of any proposer determined to be not responsible. GCRPC further reserves the right to reject any bid/proposal due to failure of performance on deliveries as determined in writing by the GCRPC.

23. RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS

It is the responsibility of the prospective proposer to review the entire invitation to bid/proposal packet and to notify GCRPC if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or bid/proposal procedures must be received in the Regional Services Department no less than seventy-two hours prior to the time set for bid/proposal opening. Vendors are to propose as specified herein or propose an approved equal. The mention of any brand name in the specifications is not intended to be restrictive but is intended to describe the general features and requirements (or equivalent) that the GCRPC is seeking.

24. PUBLIC INFORMATION ACT

The parties agree that GCRPC is a governmental body for purposes of the Public Information Act, codified as Chapter 552 of the Texas Government Code and as such is required to release information in accordance with the Public Information Act. Bidder/Proposer agrees that it has marked any information that it considers to be confidential, proprietary, and/or trade secret in its bid/proposal. GCRPC agrees to provide notice to Bidder/Proposer in accordance with the Public Information Act in the event GCRPC receives a request for information under the Public Information Act for information that the Proposer has marked as confidential, proprietary, and/or trade secret.

25. NO COMMITTMENT BY GCRPC

This Request for Bid/Proposal does not commit GCRPC to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a bid/proposal to this request, or to procure or contract for services or supplies.

26. REJECTION/DISQUALIFICATION OF BIDS/PROPOSALS

GCRPC reserves the right to reject any or all bids/proposals in whole or in part received by reason of this bid/proposal package and may discontinue its efforts for any reason under this bid/proposal package at any time prior to actual execution of the Contract by GCRPC. Bidders/Proposers may be disqualified, and rejection of bid/proposals may be recommended to GCRPC for any of (but not limited to) the following causes:

a. Failure to use the bid/proposal form(s) furnished by GCRPC, if applicable.
b. Lack of signature by an authorized representative that can legally bind the company on the bid/proposal form.
c. Failure to properly complete the bid/proposal.
d. Bids/proposals that do not meet the mandatory requirements.

e. Evidence of collusion among bidders/proposers.

27. CHANGES IN SPECIFICATIONS

If it becomes necessary to revise any part of this bid/proposal, a written notice of such revision will be posted on GCRPC's website. GCRPC is not bound by any oral representations, clarifications, or changes made in the written specifications by the GCRPC's employees, unless such clarification or change is posted on the GCRPC website. It shall be Bidder's/Proposer's responsibility to check the website prior to the bid/proposal opening date to verify whether any addendums have been posted.

28. BID/PROPOSAL IDEAS AND CONCEPTS

GCRPC reserves the right to adopt or use for its benefits, any concept, plan, or idea contained in any bid/proposal.

29. INDEMNIFICATION

The contractor shall agree to assume all risks and responsibility for, and agrees to indemnify, defend, and save harmless, GCRPC, its department heads, and its agents and employees from and against all claims, demands, suits, actions, recoveries, judgments, and costs and expenses including reasonable attorney's fees for the defense thereof in connection therewith on account of the loss of life property or injury or damage to the person which shall arise from contractor's operations under this contract, its use of GCRPC's facilities and/or equipment or from any other breach on the part of the contractor, its employees, agents or any person(s) in or about GCRPC's facilities with the expressed or implied consent of the GCRPC. Contractor shall pay any judgment with cost which may be obtained against GCRPC resulting from contractor's operations under this contract.

Contractor agrees to indemnify and hold GCRPC harmless from all claims of subcontractors, laborers incurred in the performance of this contract. Contractor shall furnish satisfactory evidence that all obligations of this nature herein above designated have been paid, discharged or waived.

30. DELAYS

GCRPC reserves the right to delay the scheduled commencement date of the contract if it is to the advantage of GCRPC. There shall be no additional costs attributed to these delays should any occur. Bidder/Proposer agrees it will make no claim for damages, for damages for lost revenues, for damages caused by breach of contract with third parties, or any other claim by Bidder/Proposer attributed to these delays, should any occur. In addition, Bidder/Proposer agrees that any contract it enters into with any third party in anticipation of the commencement of the contract will contain a statement that the third party will similarly make no claim for damages based on delay of the scheduled commencement date of the contract.

C. Proposer Selection Process

The primary consideration in selecting a provider of Rural Transit District – Contract Transit Services shall be its effectiveness in delivering comparable or related services based on demonstrated performance.

The proposal review process shall include: evaluation, rating, ranking of proposals, and selection for award of contract by the Golden Crescent Transit Advisory Committee and GCRPC staff.

The following shall apply to the selection process:

1. All proposals considered must be received on time and be responsive to the RFP instructions.
2. Where the quality of two or more proposals is equal, cost will become a primary factor in the selection of a contractor.
3. Award may be made to the responsible bidder whose proposal will be most advantageous to the District, GCRPC, and the Golden Crescent region.
4. Positive efforts shall be made to utilize small, minority, and female-owned or operated organization/business (HUB) in the procurement and provisions of these services.
5. Awards of contracts shall be made only to responsive providers.
6. GCRPC may base its selection on the following, including but not limited to:
    - mandatory criteria for professional qualification;
    - a satisfactory record of past performance;
    - provider's integrity and business ethics;
    - accountability;
    - financial stability;
    - technical resources;
    - the provider's ability to meet performance and design criteria;
    - the quality of the proposed services; and
    - the reasonableness of the price/cost.

The specific evaluation criteria are provided in Part 4 of this request.

D. Contractor's Responsibilities

Respondent selected will be required to assume full responsibility for all services provided.

PART 2. SCOPE OF THIS REQUEST

2.1 Service Criteria and Technical Requirements

A. Service Criteria

1. COMPLIANCE

The Contractor(s) shall understand and comply with all local, state, and federal ordinances, statutes, laws, rules, and regulations applicable to the Services covered by this RFP. The Contractor(s) further agrees that it will at all times during the term of the Contract be in compliance with all applicable federal, state and/or local laws regarding employment practices including, but not limited to:

a. Americans with Disabilities Act (ADA)

- The Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 et seq., prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private public and private entities. Contractor shall comply with their responsibilities under Titles I, II, III, IV, and V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions, many of which are subject to regulations issued by other Federal agencies.

b. Drug and Alcohol Policy

- The Contractor must have an alcohol and drug policy in place with requirements that meet or exceed those set out in GCRPC's policy in order to respond to any violations of the Policy. Where it is impractical for sole proprietors and other very small Contractors to establish their own policy and testing services, they will be contractually required to comply with the terms of GCRPC's Policy and procedures throughout the term of the contract.

c. Safety Reporting

- The Contractor shall comply with all applicable safety and incident reporting requirements, including those established by the Federal Transit Administration (FTA), the Texas Department of Transportation (TxDOT), and GCRPC. This includes timely reporting of accidents, safety events, vehicle incidents, or passenger injuries, and the maintenance of accurate safety records. The Contractor must also participate in any safety reviews, audits, or corrective action processes initiated by GCRPC or oversight agencies.

2. CO-BRANDING

GCRPC is responsible for all advertising, media, and marketing information. Other than GCRPC name and emblems, there shall be no advertising, marketing, or similar information or signs on any GCRPC buses. Other than GCRPC information, bus timetables and maps, Contractor may not distribute any advertising, marketing information or similar to passengers or otherwise use the bus for advertising or marketing purposes.

As directed by GCRPC, the Contractor shall place any and all advertising signs and literature, timetables, and maps on buses. Contractor shall remove said advertising material on designated removal dates as indicated.

Contractor may co-brand their official logo on GCRPC vehicles in accordance with

GCRPC's brand guidelines.

3. GC TRANSIT FARES

The Contractor will be responsible for the proper administration of the fare structure. On a monthly basis, the Contractor will submit reports regarding all fare revenues collected to GCRPC. These fare revenues will be deducted from the contractor's net operating expenses.

4. OPERATIONS FACILITY

The Contractor shall make all preparations to begin operation of the services by identifying, and securing an operations facility within Calhoun County. The location of the Operations Facility shall be approved by GCRPC prior to execution of any purchase or lease agreement. The Contractor will be responsible for obtaining and complying with all required building, occupancy, and other governmental permits. All program operations, including securely storing buses overnight (bus yard) and on Sundays shall be done at the Operations Facility.

5. COMMUNICATIONS EQUIPMENT & TECHNOLOGY

The Contractor will be responsible for providing a two-way communication system on all revenue vehicles and any support vehicles. Contractor shall pay all related monthly charges and airtime fees for the radio system. The system must allow for both vehicle- to-base and supervisor communication as well as multiple receiver/broadcast operation (i.e. two-way radio system or cellular phone system). The Contractor shall be responsible for maintaining the communication systems in all revenue and Contractor service vehicles, including provision of spare equipment. The Contractor will be responsible for maintaining base stations and antennas, and other in- house equipment used for dispatching. In addition, handheld mobile units shall be provided for all field/street supervisors and other personnel as needed.

The Contractor shall supply all needed computer equipment, and peripherals and shall use software compatible with that used by GCRPC. The Contractor shall provide a computer containing a current and relevant MIS database. The MIS will serve as a database for both GCRPC and the Contractor to monitor and evaluate the productivity of the service.

SUPPORT VEHICLES

The Contractor shall provide all support vehicles such as supervisor's and maintenance vehicles and bus operator relief cars. The Contractor may not use GCRPC's revenue vehicles for support functions, without the express consent of GCRPC. The Contractor will furnish and maintain all necessary support vehicles to ensure field supervision mobility, bus operator field relief capability, road call maintenance, and vehicle towing throughout the service area at all times while the vehicles are operated. Towing and road call services may be handled by contractual agreement with local firms.

B. Scope of Services (Contractor Responsibilities)

1. **TRANSIT ADMINISTRATION**

The Contractor shall coordinate, manage, and control all necessary program activities, which shall include but not be limited to:

- Operating all services to the levels and standards required as described in this RFP as well as any additional service added to this contract by GCRPC;

- Providing drivers, maintenance, supervisory, and administrative personnel;
- Establishing all employment policies relative to Contractor's personnel;
- Establishing a complaint response policy;
- Providing a disaster recovery plan - A written disaster recovery plan to be used in the event of a fire or any other disaster. This disaster recovery plan should include off-site storage or backup information.
- Developing driver training and testing programs;
- Developing administrative, safety and security procedures, performance statistics, and financial records;
- Developing methods to maximize service efficiency and reliability;
- Performing or assisting GCRPC staff in carrying out operational planning, scheduling, blocking, run-cutting and other related functions, such as identifying running time and/or loading problems and recommending specific schedule and other adjustments to correct the problem;
- Executing data collection and reporting services as requested;
- Attending any meetings as requested by GCRPC;
- Implementing all federally required programs such as FTA Drug and Alcohol Testing. Where it is impractical for sole proprietors and other very small Contractors to establish their own policy and testing services, they will be contractually required to comply with GCRPC's policy and testing procedures.
- The Contractor shall provide an exclusive office telephone and telephone number for access by the public in English and Spanish to obtain route and schedule information for all routes. Phone access should be available Monday through Saturday between the hours of 8:00 a.m. and 5:00 p.m. A recording device shall also be provided to receive messages when the phone line is busy.

a. Recordkeeping and Reporting

The Contractor shall maintain all project records as requested by GCRPC in approved formats. All project records prepared by the Contractor shall be owned by GCRPC and shall be made available to GCRPC upon request, at no additional charge. The Contractor shall maintain all records for the period of three (3) years following final payment. In addition to hard copies, records will be available in a format that is compatible with PC operating systems and Microsoft Word and Microsoft Excel.

Monthly Reports

The Contractor must submit the following data to GCRPC by the 15th no later than the fifteenth (15th) day of the following month. In the event the 15th is a Saturday, Sunday or Holiday, the report must be submitted on the following business day by 3:00 p.m.

- Revenue Vehicle Miles (RVM)

- Revenue Vehicle Hours (RVH)
- Unlinked Passenger Trips (UPT)
- Vehicles Operated in Maximum Service (VOMS)
- Mechanical failures and road calls
- Fare revenue collected (if applicable)
- Summary of complaints, incidents, and safety issues
- Vehicle maintenance logs
- Invoice with supporting documentation
- Maintenance activity and service records

Annual Reports

The Contractor must submit the following data to GCRPC no later than the fifteenth (15th) day of the following fiscal year. If the 15th falls on a Saturday, Sunday, or holiday, the report is due the next business day by 3:00 p.m.

- Final year-end totals for all NTD-required data elements (e.g., UPT, RVH, RVM, VOMS, safety events)
- Vehicle inventory and condition assessments (if using GCRPC provided vehicles)
- Annual Drug and Alcohol MIS report (if applicable)

b. Financial Records.

The Contractor shall establish and maintain within a separate account all project expenditures and any other relevant financial records or documents. The Contractor must conform to the Federal Transit Administration (FTA) Uniform System of Accounts.

c. Transition Assistance

At the end of the contract term or upon termination, the Contractor shall cooperate fully with GCRPC to ensure an orderly transition of services. This includes, but is not limited to:

- Providing all final reports and outstanding data
- Transferring relevant records, documents, and data systems to GCRPC or its designee
- Participating in transition meetings as requested
- Ensuring all GCRPC-owned assets are returned in good condition
- Allowing GCRPC or the incoming provider reasonable access to operations and staff for training and orientation

Failure to comply with transition requirements may result in the withholding of final payment.

2. **TRANSIT OPERATIONS**

a. General

The contractor(s) shall directly operate and provide demand response (DR) transit services to customers in Calhoun County. The contractor may not subcontract or otherwise assign its transit operations responsibilities.

Demand Response service is curb-to-curb service where riders schedule trips in advance. Vehicles are dispatched based on rider origin and destination requests rather than fixed routes.

Service Schedule:

County	Days of Operation	Hours of Operation
Calhoun	Monday - Friday	8:00 AM – 5:00 PM

3. UNSCHEDULED SERVICE DISRUPTION NOTIFICATION.

The Contractor shall provide written notification to GCRPC of any service closures, interruptions, or schedule modifications that fall outside of the approved holiday calendar. Notification shall be made as soon as such dates or times are known, and no later than forty-eight (48) hours in advance of the anticipated closure or disruption whenever practicable. All service impacts due to inclement weather or other unexpected circumstances shall be promptly logged and reported to GCRPC upon identification. The notice shall include the reason for the service impact, affected routes or services, and the anticipated duration of the disruption.

a. DISPATCH / CLIENT SCHEDULING

The Contractor shall be solely responsible for all transit-related dispatching functions and client scheduling activities under this Agreement. This includes, but is not limited to, managing trip assignments, coordinating vehicle availability, responding to client service requests, and maintaining effective communication with transit operators and passengers. GCRPC shall not be held liable for any delays, errors, or omissions in scheduling or dispatching performed by the Contractor. The Contractor must ensure that its systems and personnel are adequately equipped to fulfill these responsibilities in accordance with applicable service standards and regulatory requirements.

4. **TRANSIT VEHICLE MAINTENANCE**

The Contractor may either establish its own vehicle maintenance facility or subcontract maintenance services to a qualified third party. Regardless of the method selected, the Contractor remains fully responsible for performing all required inspection, repair, cleaning, and maintenance services for all vehicles used in the provision of transit services under this Agreement. This requirement applies to all vehicles used in service, including those owned, leased, or otherwise provided by the Contractor.

a. Maintenance Responsibilities

The Contractor shall maintain all transit vehicles in accordance with manufacturers' recommendations, industry best practices, and GCRPC-approved service standards. The Contractor shall develop and implement a formal vehicle maintenance plan to ensure the safety, reliability, cleanliness, and service readiness of the fleet at all

times. At the expiration of this Agreement, all GCRPC-owned vehicles must be returned in a condition consistent with good preventive maintenance practices.

b. Preventive Maintenance Schedules

PM Schedule A – Every 5,000 miles or monthly

- Change engine oil and filter
- Inspect and top off fluids (coolant, brake, transmission, power steering)
- Check and adjust tire pressure and tread depth
- Inspect belts, hoses, and clamps
- Lubricate chassis, hinges, and door mechanisms
- Test lights, horn, wipers, and mirrors
- Perform a road test for drivability issues

PM Schedule B – Every 15,000 miles or quarterly

- Includes all Schedule A tasks
- Replace transmission fluid and filter
- Inspect battery terminals and charging system
- Check and clean air intake system
- Inspect suspension components
- Test HVAC system performance
- Inspect wheelchair lift/ramp operation and safety features

PM Schedule C – Every 50,000 miles or annually

- Includes all Schedule A, B & C tasks
- Repack wheel bearings
- Conduct full brake system inspection (pads, rotors, lines)
- Inspect frame and undercarriage for corrosion or damage
- Perform ADA equipment inspection and certification
- Conduct annual safety inspection by certified mechanic

c. Maintenance Reporting Requirements

The Contractor shall maintain accurate maintenance records and submit the following reports to GCRPC:

Monthly Maintenance Log

Due by the fifteenth (15th) of the following month (or next business day if the 15th falls on a weekend or holiday). The report must include the following for each vehicle:

- Vehicle ID and current mileage
- Date and type of service performed
- Technician name and certification (if applicable)
- Parts replaced and labor hours
- Preventive vs. corrective maintenance breakdown
- Cost summary (labor, parts, subcontracted services)
- Warranty claims initiated or resolved
- Safety-related incidents or equipment failures

Quarterly Compliance Report

Due no later than the fifteenth (15th) day following the end of each quarter, or the next business day if the 15th falls on a weekend or holiday. The report shall include:

- Preventive maintenance schedule adherence (PM A/B/C)
- Missed or delayed services with justification
- ADA lift/ramp service history
- Lift/ramp cycle counts

d. Inspections and Oversight

All transit vehicles shall be subject to inspection and approval by GCRPC. GCRPC reserves the right to inspect vehicles, maintenance records, and facilities at any time. This includes unannounced inspections to evaluate cleanliness, safety, and compliance with maintenance standards. GCRPC's determinations regarding vehicle condition, appearance, and cleanliness shall be final; however, such inspections shall not relieve the Contractor of its duty to maintain vehicles in sound and safe operating condition.

e. Maintenance Tools and Facilities

The Contractor shall be responsible for providing all parts, tools, and equipment required to maintain the vehicles. Maintenance services may be provided directly by the Contractor, by subcontract, or through a licensed automotive repair facility authorized to perform vehicle repairs in the State of Texas. The selected facility must be equipped with a hydraulic lift, or the Contractor must provide a mobile lift capable of servicing the assigned fleet.

List of GCRPC vehicle allocations

VEHICLE	YEAR	VIN	MODEL	MILEAGE
1778	2018	1FDEE3FSXJDC18700	Ford 350 Aerotech Ford 200	170,571
1779	2018	1FDEE3FS5JDC18703	Ford 350 Aerotech Ford 200	148,161
1780	2018	1FDEE3FS3JDC18702	Ford 350 Aerotech Ford 200	175,906
1781	2018	1FDEE3FS3JDC18697	Ford 350 Aerotech Ford 200	186,219
1782	2018	1FDEE3FS8JDC18694	Ford 350 Aerotech Ford 200	93,305
1783	2018	1FDEE3FSXJDC18695	Ford 350 Aerotech Ford 200	185,392

1784	2018	1FDEE3FS1JDC18696	Ford 350 Aerotech Ford 200	147,533
1785	2018	1FDEE3FS5JDC18698	Ford 350 Aerotech Ford 200	206,079
Calhoun #2456	2019	3C6TRVAG3KE539029	Promaster 1500	65,803
Calhoun #2452	2017	1FDEE3FS6HDC37304	Ford 350 Aerotech Ford 200	105,919
Calhoun #2453	2017	2C7WDGBG0HR559053	Amerivan	144,120
Calhoun #R7	2023	3C6MRVUG4PE527642	Dodge Promaster 1500	649
Goliad #R8	2023	3C6MRVUG9PE520573	Dodge Promaster 1500	348
Goliad #14	2015	1FDEE3FS2DGC07070	Aerotech Ford 200	101,578
Goliad #16	2017	5TDJZ3DCXHS881478	Sienna	101,307
Goliad #18	2019	3C6TRVAG0KE543927	Dodge Promaster 1500	47,482
Gonzales #R4	2023	3C6MRVUG0PE544115	Dodge Promaster 1500	5,720
Gonzales #2	2017	1FDEE3FS8HDC37305	Aerotech Ford 200	67,684
Gonzales #4	2014	1FDEE3FL5EDA23649	Aerolite	134,242
Gonzales #R2	2023	3C6MRVUGXPE57628	Dodge Promaster 1500	3,558
Jackson #R1	2023	3C6MRVUGXPE527659	Dodge Promaster 1500	5,469
Jackson #R5	2023	3C6MRVUG0PE544180	Dodge Promaster 1500	2,322
Jackson #9	2019	2C7WDGBG1KR808256	Entervan	130,181
Jackson #4	2019	3C6TRVAG4KE539024	Promaster 1500	124,614
Lavaca #R3	2023	3C6MRVUG9PE527944	Dodge Promaster 1500	3,690
Lavaca #38	2017	1FDEE3FS6HDC47900	Aerotech Ford 200	104,695
Lavaca #45	2017	1FMCU0F72HUB79468	Escape	83,883
Lavaca #47	2019	2C4RDGCG2KR659994	Caravan	127,962
Matagorda #R6	2023	3C6MRVUG5PE527682	Dodge Promaster 1500	4,353
Matagorda #R9	2023	3C6MRVUG1PE520504	Dodge Promaster 1500	4,450
Matagorda #11	2019	1FDEE3FS8HDC47901	Universal	48,810
Matagorda #4	2018	1FDEE3FS7JDC22610	Aerotech Ford 200	142,407

C. GCRPC Rights and Responsibilities

1. VEHICLES

   GCRPC shall provide revenue vehicles necessary for operations throughout the district's service area.

2. 13C AGREEMENT

   GCRPC will not become a signatory party to any Transit Employee Agreement between Contractors and organized labor units, pursuant to 490SC Section 5333(B) (Section 13C Provision of the Urban Mass Transportation Act of 1964).

3. SERVICE CHANGES

   GCRPC reserves the right to adjust as necessary the service level during the term of a contract. This includes any adjustment necessary in vehicles allocated to perform these services.

4. CONTRACTOR MONITORING

   a. GCRPC reserves the right to monitor, access, and review video recordings of buses and other transit-related assets operated by the Contractor under this

Agreement. Such monitoring may be conducted intentionally or at random, with or without prior notification, for the purpose of assessing operational performance, safety compliance, and adherence to the terms and conditions of this Agreement and applicable TxDOT regulations. The Contractor shall ensure that video surveillance systems are operational and accessible at all times and shall fully cooperate with GCRPC requests for footage, equipment inspection, or associated documentation.

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PART 3. INSTRUCTIONS FOR PREPARATION AND SUBMITTAL OF PROPOSAL

3.1 Proposal Submission Instructions

Response Deadline:

All proposals must be received (not merely postmarked) by 12:00 pm CST on Wednesday, March 18, 2026. Any modifications to the proposal must be received by the response deadline. Proposals delivered/received after the response deadline will not be considered but will be deemed late and unresponsive to this RFP and procurement process.

All proposals shall be submitted/delivered to Alejandra Cruz, Transit Director, using the information on the cover sheet of this RFP.

Format:

Hardcopy/paper proposal packets and electronic/digital proposal packets will be accepted. Faxed versions of proposals will not be accepted.

Hardcopy proposals must be typed and submitted on 8.5 x 11-inch paper in accordance with the instructions of Part 3 of this RFP. Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner.

Similarly, electronic versions of proposals must be submitted in Microsoft Word (.doc) or PDF (.pdf) format, in accordance with the instructions of Part 3 of this RFP. Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner.

Number of Copies:

Hardcopy proposals - One (1) complete original, with original signatures and two (2) complete copies must be submitted. All must be legible.

Electronic/digital proposals - One (1) complete original, with original signatures scanned, must be submitted. Digital files/documents must be accessible and legible.

Person(s) Authorized to Represent the Organization:

1. Proposals shall identify the liaison and primary contact person; and
2. A person with documented signatory authority to enter into and execute a contract should the proposal be selected for negotiation and result in a contract.

3.2 Preparation of Response and Format

Please complete and provide the following in accordance with the instructions provided herein and submit them in the order outlined below. The Certification Regarding Debarment, Certification of Bidder, and Certification of Professional Qualifications must be executed to officially submit a response to this request.

1. **Transmittal Letter** containing:
    a. Proposer's understanding of this request, its requirements, and services to be performed.

b. Statement from authorized signatory that proposal is valid for thirty (30) days after submittal deadline.

c. A positive statement of commitment to perform the services within the period specified or pay a penalty in the form of a discount on cost of services performed.

2. **Proposal cover sheet** (form attached).
3. **Certification regarding Debarment** (form attached).
4. **Certification of Bidder/Respondent** (form attached).
5. **Certification of EEO Compliance** (form attached).
6. **Certification of Professional Qualifications** (form attached).
7. **Obligation Certification** (form attached).
8. **Proposers profile**:

   a. Organization and size, including number of employees and physical site locations.

   b. Location of business headquarters; office where work is to be done and number of professional staff by staff level at that office.

   c. The range of services performed by local office.

   d. Primary Contact, including name, telephone number, and e-mail address.

9. **Proposer's Qualifications and Experience**:

   a. Names and credentials of principle(s).

   b. Respondent's professional history, background, and relevant experience.

   c. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of services.

   d. Experience with economic development planning, collaborative workshops, public outreach, stakeholder outreach (including both public and private sector engagement), focus groups, and meeting moderation. Provide a minimum of three references for similar work, giving the name of the project, description of project, project period, and project cost and links to plan documents. (Include the names of clients, primary contact person and phone number)..

10. **Approach to Scope of Services**:

    a. Work Plan

       i. Proposed approach to the scope of service. Include time estimate for each segment of the work plan by staff level to be assigned. Where possible, individual staff members should be named, and their titles provided; the planned use of specialists should be specified.

11. **Project Schedule**. Proposed project schedule in accordance with basic requirements of this RFP.

12. **Compensation**:

    Total cost of services proposed should be specified. All fees, expenses, and other requirements associated with providing District support and planning services shall be stated. The fee proposal should include:

    a. A complete rate schedule and pricing for staff to be utilized in this project.

    b. Total costs per task, itemizing personnel, subcontractors and direct expenses (such as travel, printing, etc.).

    c. Total costs for the project, itemizing personnel, subcontractors, and direct expenses.

13. **PTN-130 Consolidated Certification Form**.

    Fill out and attach TxDOT's Vendor Consolidated Certification Form PTN-130 (Rev. 6/21).

    A copy of the form is provided within Part 4.

    The form is also available online at:

    https://www.txdot.gov/content/txdotreimagine/us/en/home/business/resources/forms-guides/public-transportation-forms-publications.html

PART 4. ATTACHMENTS, INFORMATION, INSTRUCTIONS, AND FORMS

Proposals will be evaluated by a scoring and ranking committee appointed by the GCRPC Board of Directors using the following criteria and point system. The GCRPC Board of Directors will ensure the composition of the scoring and ranking committee adheres to GCRPC's ethical code of conduct and avoids all conflicts of interest.

EVALUATION CRITERIA	POINT VALUE
Technical Factors - Responsiveness of the proposal in clearly stating an understanding of the work to be performed, including comprehensiveness of work plan, reasonableness of time/hour estimates, staffing and timeliness of expected completion.	25
Demonstrated effectiveness based on the proposer's qualifications including: a. Certification of professional qualifications; b. Experience in the provision similar services; c. Credentials of principles; d. Qualifications of staff; and e. Certification regarding debarment.	50
Reasonableness of Cost of the Proposed Service	25
TOTAL	100

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT

1. By signing and submitting this proposal, the prospective participant is providing the certification as set out in the form itself.
2. The certification is a material representation of fact upon which reliance was placed when this transaction was entered into knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government; the U.S. Department of Labor may pursue available remedies, including suspension and/or debarment.
3. The prospective participant must provide immediate written notice to the REDAC if at any time the prospective participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, principal, proposal, and voluntarily excluded as used in the certification have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective participant further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the U.S. Department of Labor.
6. The prospective participant further agrees by submitting this proposal that it will include the clause titled Certification regarding Department, Suspension, Ineligibility, and Voluntary Exclusion, -- Lower Tier Covered Transaction, without modification, in all lower tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Federal non-procurement list.
8. Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the U.S. Department of Labor may pursue available remedies, including suspension and/or debarment.
10. Write the name of the bidder (individual or organization) and the name and title of the authorized representative of the bidder. The authorized representative signs where noted and dates the signature.

PROPOSAL COVER SHEET

1. Company/Organization:_____

   Address:_____

   City:_____State:_____Zip Code:_____

2. Activity:_____

3. Proposed Total Cost: _____

4. IRS Identification Number:_____

5. Date of Application:_____

6. As the respondent I certify to the best of my knowledge and belief that the information contained in this Bid is true and correct and it will comply with the attached assurances, terms, and conditions of the Request for Proposal (RFP). If I am awarded a contract, I further acknowledge that I have read and understand the requirements and provisions that I have read and understand the requirements and provisions of the RFP and that I am prepared to implement the project as specified in this Bid. I certify that no employee of the Golden Crescent Regional Planning Commission has assisted in the preparation of this bid/proposal other than through provision of answers to specific questions directed to the Finance Manager. I further certify that no costs have been incurred prior to the effective date of the contract.

_____

Typed Name and Title

_____

Signature of Authorized Representative Telephone Number

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR part 98, Section 98-.510, Participants' responsibilities.

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal Assistance funds is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____

Name of Bidder/Organization

_____

Name and Title of Authorized Representative

_____

Signature and Date

BIDDER/RESPONDENT'S CERTIFICATION

I, _____ , certify that I am the _____,
(Typed Name) (Typed Title)

of the corporation, commission, association, or public agency named as respondent herein, that _____, who signed this bid on behalf of Respondent was then
(Typed Name)

_____, of said corporation, committee, commission, association,
(Typed Title)

or public agency and that said bid was duly submitted and signed for on behalf of said organization by authority of its governing body and is within the scope of its corporate, committee, commission, association, public agency powers.

ATTEST:

Signature	Signature
Typed Name	Typed Name
Typed Title	Typed Title
Date	Date

The Respondent ensures and certifies that it will comply with the requirements, provisions, and assurances referenced.

CERTIFICATION OF EEO COMPLIANCE

_____, the Respondent guarantees and assures that employment practices and policies do not discriminate on the grounds of race, color, religion, national origin, sex, age, disability, creed, belief, or political affiliation. Failure to comply with this requirement shall constitute non-compliance with the contract and shall be sufficient cause to terminate this contract.

_____

Respondent's Signature Date

CERTIFICATION OF PROFESSIONAL QUALIFICATIONS

1. LEGAL STATUS

Check Box	Entity Description	State and Date of Incorporation (e.g. TX, 01/01/2000)
	Private for-Profit Corporation	
	Private Not-for-Profit Corp.	
	Public Agency	
	Sole Proprietorship	
	Partnership	
	Other:	

Please attach a copy of your certification of corporation, articles of incorporation, or other proof of legal authority to contract.

2. OTHER INFORMATION

Internal Revenue Service (IRS) Employer Identification Number:

_____

IRS Classification for Tax Exemption (If not-for-profit):

_____

3. GOVERNING BODY OR BOARD OF DIRECTORS

NAME	TITLE	ADDRESS	TELEPHONE

4. Does the respondent have general liability insurance?

_____ Yes _____ No

OBLIGATION CERTIFICATION

As an authorized official, [Name] of [Agency Name]
I certify the following:

1. The information presented in the application is true and accurate to the best of my knowledge.
2. I have not intentionally made any misstatements or misrepresented the facts.
3. The organization/business/agency has the resources and technical capacity to support the project.
4. The organization/business/agency will participate in a continuous, comprehensive dialogue throughout the life of the project including but not limited to:
   a. On-site monitoring by GCRPC or TXDOT personnel
   b. Timely submission of required reports
   c. Timely written notification of events that will affect the outcome of the project.
5. The organizations/business/agency will comply with all applicable federal, state, and local laws and regulations.
6. Applicant Affirmation: Compensation has not been received for participation in the preparation of this application of interest.

Signed:
Printed/Typed Name:
Title:
Date (mm/dd/yyyy):

PTN-130 FORM

[*Remainder of page intentionally left blank. The Form starts on the next page*]