



Request for Proposals:

Built Environment and Active Transportation to and from School Study

East Central Wisconsin Regional Planning Commission

Date of Issuance: February 7, 2024

Proposals due: March 7, 2024 at 5pm CST

Catalog of Federal Domestic Assistance (CFDA) Number: 20.205

State ID number: 1009-01-10

EC Project ID 1381-024-001

Table of Contents

Section 1 – General Information to Proposers	3
1. Background Information	3
2. Project Summary	3
3. Purpose	3
4. Project Timeline	4
5. Request for Proposals (RFP) Process	4
6. RFP Inquiries/Questions	5
7. RFP Proposal Submission	5
a. General Instructions	5
Section 2 – Scope of Services	6
8. Scope of Services	6
a. Data Collection	6
b. Stakeholder Outreach and Engagement	7
c. Final Report	7
Section 3 – Proposal Requirements and Evaluation	7
9. Proposal Requirements and Evaluation (Maximum of 100 points)	7
a. Evaluation and Scoring of Proposals	7
b. Estimated Schedule of Events	7
c. Project Understanding and Work Plan (20 possible points)	8
d. Project Schedule and Timeline (15 possible points)	8
e. Description of Firm (15 possible points)	8
f. Project Team and Experience with Similar Projects (15 possible points)	8
g. Desired and Value-Added Capabilities and Solutions (20 possible points)	9
h. Budget and Fee Information (15 possible points)	9
Section 4 – Proposal Terms and Conditions	10
10. RFP Document	10

11.	Ownership of Records	10
12.	Acceptance of Proposal Content and Public Information	10
13.	Proprietary Information	10
14.	Personnel and Subcontractors	10
15.	RFP Proposal Costs	11
16.	Acceptance of Proposal Content	11
17.	Rejection of Proposals	11
18.	Insurance and Hold Harmless	12
19.	Contract Negotiations	12
20.	Applicability of State and Federal Regulations	12
21.	Nondiscrimination & Equal Opportunity	13
22.	Audits	13
23.	National Policy Requirements	13
24.	Prior Written Approval	14
25.	Separate Bank/Fund Accounts	15
26.	Reimbursement for Travel	15

Section 1 – General Information to Proposers

1. Background Information

About the Safe Routes to School Program

The Safe Routes to School (SRTS) Program focuses on engaging and empowering schools and communities to foster healthy lifestyles through environmental changes and safe walking and bicycling. It encourages children (Kindergarten through 12th grade) to walk and bike to school and also looks to improve the air quality at and around schools, reduce the traffic congestion at and around schools and increase community involvement. This program is supported by intergovernmental cooperation through a number of departments including planning, the police department, the school district, local units of government, parents and community members.

About the Regional Safe Routes to School Program

East Central WI Regional Planning Commission serves seven counties within the East Central Region, as the Metropolitan Planning Organization for Appleton (Fox Cities) and Oshkosh, and as staff for the Metropolitan Planning Organization for Fond du Lac. The Regional Safe Routes to School Program was developed in 2009, with East Central WI Regional Planning Commission (ECWRPC) serving as a resource for local communities and schools to start up their local SRTS program. Currently, East Central has over 100 schools participating in the program and has worked with school districts and communities on developing their local SRTS program, addressing safety concerns at and around their school, providing materials and incentives for various events including International Walk to school Day, Winter Walk to School Day and Bike Safety Day.

2. Project Summary

East Central WI Regional Planning Commission (ECWRPC) is issuing this “Request for Proposals” (RFP) to conduct a study that examines the relationships between the built environment and active transportation safety for children and youth across multiple communities in the East Central Region.

The Consultant selected will work under the direction of the Safe Routes to School Coordinator for the completion of the work described within the RFP. The deadline for the completion of this project will be **April 19, 2025**.

3. Purpose

Recently, the American Academy of Pediatrics (AAP) updated their policy statement on child pedestrian safety. In order to reduce the number of fatalities from childhood pedestrian injury, promote active transportation, and increase physical activity, the AAP calls for communities to adopt and promote policies, programs, and legislation that result in a safer environment for youth pedestrians.

The purpose of this project is to study how policies, programs, and the built environment affects whether children travel to school using active transportation, injury and fatality rates, and physical activity. ECWRPC intends to work with a consultant to develop a report and case study for each participating school that identifies best practices and policies and data analysis for the following items:

- (1) Understand the reasons behind youth and their parent's choice of transportation mode to and from school;
- (2) Examine the relationship between the transportation choices, the built environment, and physical activity;
- (3) Identify features of the built environment that increase or decrease the likelihood of injury. It is expected that most of the data will be locally derived;
- (4) Identify policies that promote or hinder active transportation; and
- (5) Conduct a comparative analysis of the cost of various changes to the built environment for the community versus the cost of youth bicycle and pedestrian injuries and fatalities to the community.

4. Project Timeline

The project shall be undertaken between April 1, 2024 and April 19, 2025. The final invoice must be submitted by April 30, 2025.

5. Request for Proposals (RFP) Process

This RFP will be publicly advertised and released in accordance with the applicable laws of the State of Wisconsin and shall include notification of the time and place when and where the RFP is due. Subconsultants that are awarded this contract must comply with the 2 CFR 200 and 23 CFR 450 and 420. The RFP may be obtained from primary contact:

Jennie Mayer, Safe Routes to School Coordinator
East Central WI Regional Planning Commission
Attn: SRTS Built Environment and Active Transportation to Schools
400 Ahnaip Street, Suite 100
Menasha, WI 54952
Email: jmayer@ecwrpc.org
Phone: 920.751.4770 x 6831

The evaluation process will include review of submittals, references, and other information necessary, as well as rating of submittals. ECWRPC staff will be in contact with Proposers if additional information or interviews are needed.

6. RFP Inquiries/Questions

All questions/inquiries must be directed in an email format with a subject line **“Questions - SRTS Built Environment and Active Transportation to Schools Study”** no later than **Friday, February 21, 2024 at noon to:**

Jennie Mayer, Safe Routes to School Coordinator
East Central WI Regional Planning Commission
Email: jmayer@ecwrpc.org

ECWRPC will review all inquiries and questions received prior to the RFP submittal deadline and will address these questions on our website. It is the responsibility of each Proposer to check ECWRPC’s SRTS website for questions and the corresponding answers. During the review or preparation of the RFP Proposal, if a Proposer discovers any errors, omissions, or ambiguities within the RFP, they should identify them in writing to ECWRPC *prior* to the RFP submission deadline.

7. RFP Proposal Submission

East Central Wisconsin Regional Planning Commission must receive all proposals no later than **Thursday March 7, 2024 at 5:00 p.m. CST. Late proposals will not be considered.**

Applicants must submit **an electronic PDF version of the proposal with the project budget as a separate attachment in the same email.** Proposals must be emailed to:

Jennie Mayer, Safe Routes to School Coordinator
Subject Line: SRTS Built Environment and Active Transportation to Schools
jmayer@ecwrpc.org

a. General Instructions

The evaluation and selection of a contractor will be based on the information submitted in the proposal plus references and any required interviews/presentations or demonstrations. Proposers should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal. Elaborate proposals (e.g. expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

Document requirements: Times New Roman, Size Font – 12.

Each proposal must include the following:

- Project Understanding and Work Plan
- Project Schedule and Timeline
- Description of Firm
- Project Team and Experience with Similar Projects
- Desired and Value-Added Capabilities

- Budget and Fee Information – **The budget and fee information *must be submitted in a spreadsheet format in and clearly marked “Fee Structure”* as a separate attachment in application email package.**

Section 2 – Scope of Services

8. Scope of Services

The proposal should describe the Consultant’s approach to completing each of the tasks outlined below. The proposal should provide sufficient detail to enable the selection committee to thoroughly evaluate and compare it with other proposals. The proposal should closely follow the format of the Scope of Services and address each point (a-c, below). It should include the following information and any other materials/ideas/data your firm believes is pertinent to this project.

The Consultant will work with the ECWRPC to identify four to six schools within the East Central Region, on the following items:

a. Data Collection

Understanding the reasons behind youth and their parents’ choices of transportation mode to and from school is critical. The Consultant will work with the ECWRPC to determine what current conditions need to be captured. Data for consideration include, but is not limited to, the following:

- Current bicycle and pedestrian network
- Demographic Data
- Crash Data
- Emergency Department (ED) visits and fatalities
- Physical Activity Data
- Other Data Factors
 - Truancy and Absentee Rates
 - Academic Performance
 - Existing and Future Land use
 - Other datasets that maybe helpful during data analysis
- Examine and summarize existing policies and identify deficiencies and/or recommendations to existing policies.
 - Unusually hazardous busing policies
 - Health and wellness policies at the school level
 - School transportation policies and transportation plan for DPI
 - Policies within the community and county (such as complete streets, cost share for bicycle and pedestrian facilities, etc.)
 - Other policies identified by East Central staff, local stakeholders or the consultant

Note that data extrapolated from statewide and nationwide resources may complement data collected; however, extrapolated data shall not be a substitute for data collected at the local level.

b. Stakeholder Outreach and Engagement

The Consultant work with East Central staff to engage stakeholders (i.e. School Districts, local municipalities, Public Health Departments, and other stakeholders as identified) to identify existing conditions as well as obstacles to and opportunities for increasing active transportation modes of travel to and from school. Stakeholder outreach may include one-on-one interviews, surveys, and focus groups. The option to conduct these virtually will be available. The proposer is encouraged to and may suggest additional engagement techniques.

c. Final Report

The final product will be compiled by the Consultant into the following two documents: a full impact report and a visually-appealing executive summary document that will meet the needs of both key audiences and the general public. It is the desire of East Central to have both documents visually appealing and easy to read while still conveying all vital information.

Section 3 – Proposal Requirements and Evaluation

9. Proposal Requirements and Evaluation (Maximum of 100 points)

Document requirements: Times New Roman, Size Font – 12.

a. Evaluation and Scoring of Proposals

Accepted proposals will be reviewed by the ECWRPC selection team. The proposals will be scored using the following criteria:

Project Understanding and Work Plan	20 pts.
Project Schedule and Timeline	15 pts.
Description of Firm	15 pts.
Project Team and Experience with Similar Projects	15 pts.
Desired and Value-Added Capabilities	20 pts.
Budget and Fee Information (*see Section 10)	<u>15 pts.</u>
Total Points	100 pts.

b. Estimated Schedule of Events

This schedule is preliminary and subject to change.

Issuance of RFP	February 7, 2024
Question Submittal Deadline	February 21, 2024 at noon (12pm) CST
Closing Date of RFP Response	March 7, 2024 at 5pm CST

Evaluation Committee Meets to Rank Proposals	March 12-14, 2024
Interviews (only if needed)	March 18-19, 2024
Contract Negotiation Meeting	Week of March 18, 2024
Contract Approval	Week March 25, 2024
Begin Work on Contract	Week of April 1, 2024

c. Project Understanding and Work Plan (20 possible points)

This section requires a discussion of the approach the firm will use to complete the project. The proposal shall include a clear and concise understanding of the project, the work to be completed, and the coordination required based on existing information. Elements that will be evaluated are:

1. Demonstrates understanding of the project.
2. Clear and concise explanation of specific tasks needed to accomplish the project.
3. Defines issues to be resolved in the course of the project.
4. Previous work and tools.
5. Coordination efforts.
6. General tools that will help within the study.

d. Project Schedule and Timeline (15 possible points)

This relates to the consultant's time requirements to complete those tasks identified. Elements that will be evaluated include:

1. Time required to complete individual tasks (duration).
2. Inter-relations between tasks (dependencies).
3. Key events during the project (milestones).
4. Critical input points from the ECWRPC.

e. Description of Firm (15 possible points)

This is related to the firm and sub consultants. All sub consultants and their respective roles, qualifications, and experience must be clearly identified. This section will provide a basis for judging how well the firm's qualifications and experience relate to this specific project. Firm profile may be included. Elements that will be evaluated are:

1. Background & stability of firm (length of time in business, ownership, affiliations, financials, etc.).
2. Relevant projects the firm has completed (provide references).
3. Background of any sub consulting firm(s) used on this project, and an explanation of prior relationships with the consultant.
4. Relevant projects the sub consulting firm(s) has completed (provide references).
5. Provide three (3) references of individuals/agencies with contact information (i.e. phone numbers and e-mail) who can attest to your firm's ability to undertake and complete this project.

f. Project Team and Experience with Similar Projects (15 possible points)

This criterion relates to the project principal, project manager, key staff, and sub consultant staff. This section will provide a basis for judging how well the project team's qualifications, experience with similar projects, and time allocations related to this specific project. Individual resumes must be included. Elements that will be evaluated are:

1. Number of people and hours assigned to this project with information to be provided in a spreadsheet format that clearly identifies staff and hours. ***Costs must not be listed on this spreadsheet.***
2. Extent of principal and project manager involvement. Meeting with the Project Team as often as necessary to meet objective and additional meetings, as the consultant believes necessary to enhance this project.
3. Key project team members on similar projects and unique qualifications that make them a valuable resource on this specific project, including experience with other consulting firms.
4. Key project team member roles during this project.
5. Does the project team cover all phases of this project?
6. Project Manager's technical and managerial experience with projects of similar scope and nature.

g. Desired and Value-Added Capabilities and Solutions (20 possible points)

The Consultant may submit any information they believe relevant that does not fit within the body of the proposal. This may include, but is not limited to brochures, company information, supplemental resumes, additional project descriptions, and any other information the consultant believes is useful. You may use this section to include innovative approaches your firm would take in working on this project or additional items that would complement the approaches outlined. This additional submittal will be reviewed and used by the Project Team.

h. Budget and Fee Information (15 possible points)

Proposed Consultant fees for **each phase** of this project must be submitted in a spreadsheet format in a **separate attachment** marked "**Fee Structure – Do Not Open.**" The fee structure relates to the total fee for this project as described by the consultant in Item 8. Proposed resources for each task must be identified, including hours and wage rates for consultants and sub consultants. Work that the consultant would not provide, and must be provided separately by the ECWRPC must also be identified. Elements that will be evaluated include:

1. Availability of resources from the consultant and the sub consultant(s) for the project.
2. Estimated hours and fees to complete individual work elements.
3. Estimated total fee for the project, based on hourly rates including a not-to-exceed cap.
4. List of tasks not performed by the consultant or sub consultant(s) for project, which must be performed by the ECWRPC.
5. Identify what your firm considers reimbursable expenses and detailed costs of each. All costs, as requested, for furnishing the product(s) and/or services must be included in this proposal. No mention of the cost proposal may be made in the response to the general, technical, performance, or support requirements of the RFP.

The proposed budget will be scored separately from the other criteria. The proposed budget will be 15% of the overall score and will only be reviewed by ECWRPC staff once the selection committee has selected a contractor.

The cost proposal **must be submitted as a separate attachment** within the emailed proposal package. All prices must be quoted in U.S. Dollars.

Section 4 – Proposal Terms and Conditions

10.RFP Document

Information provided herein is intended solely to assist Proposers in the preparation of their Proposals. To the best of the ECWRPC's knowledge, the information provided is accurate. However, ECWRPC does not warrant such accuracy and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP.

11.Ownership of Records

ECWRPC will retain ownership of all interim and final documents and related materials that are either produced or developed in conjunction with the Consultant's contract. The Consultant is prohibited from copying or distributing any of these documents or other reports developed in conjunction with the East Central WI Regional Planning Commission (ECWRPC) without written permission from ECWRPC.

12.Acceptance of Proposal Content and Public Information

Proposals will be treated as proprietary and confidential from the time of the receipt and throughout the review process; however, the Proposer shall understand that all submitted proposals become the property of the East Central WI Regional Planning Commission (ECWRPC) and information included therein or attached thereto shall become public record pursuant to Wisconsin State Statute after recommendation for endorsement of contract is made. Any specific portions of the proposals which the submitting firm desires to remain confidential due to legitimate "proprietary information" or "trade secret" must be identified in Attachment A. In the event that ECWRPC judges the information to be non-confidential, the Proposer will be notified and given the opportunity to change the designation or withdraw the proposal prior to evaluation.

13.Proprietary Information

All restrictions on the use of the data contained within a proposal and all confidential information must be clearly stated on the attached "Designation of Confidential and Proprietary Information" form (Attachment A). Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

To the extent permitted by the law, it is the intention of ECWRPC to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of ECWRPC. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

14.Personnel and Subcontractors

1. The COMMISSION must approve or disapprove the selection of key personnel as identified in the application and/or this Agreement. Any new hires or changes in key personnel require prior written approval from the COMMISSION. Resumes, in sufficient detail to reveal the experience,

education, and other general and specific qualifications for the position, must be submitted to the COMMISSION for its consent prior to approval of a candidate.

2. The CONSULTANT agrees to comply with the requirements regarding support of salaries and wages in 2 CFR Part 200.430, "Compensation-personal services."

It is intended that a single contractor will have total responsibility for all services identified in the Built Environment and Active Transportation to and from School Study RFP. Therefore, any Proposer desiring to use a sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled attachment "Sub-contractors" and should include:

- their company's name,
- the company's principal owner(s),
- description of their involvement in the project, and
- qualifications for each aspect Built Environment and Active Transportation to and from School Study RFP that they will be involved with.

The subcontractor(s) cannot be changed after submission of the Proposal without the written approval of ECWRPC. The Consultant is responsible for all actions, workmanship, performance, and payment for their subcontractor(s). A contract between the Consultant and the subcontractor must be signed within 14 business days of Consultant's signed contract with ECWRPC. ECWRPC reserves the rights to a copy of the signed contract between the Consultant and the sub-contractors. ECWRPC reserves the right to terminate the terms of its contract in the event of Consultant's failure to establish a signed contract between the Consultant and subcontractor within 14 business days.

15.RFP Proposal Costs

ECWRPC is not liable for any costs or expenses incurred by any Proposer in the preparation of the Proposal, attendance at any conference, or meeting related to this RFP. ECWRPC is not liable for payment of any amount to the selected proposer until the Contract has been awarded and executed by ECWRPC and the Contractor has performed services pursuant to the Contract that entitle the Contractor to receive payment under the terms of the Contract.

16.Acceptance of Proposal Content

By submitting a proposal, the proposer agrees that all or portions of the proposal's contents may become part of a contract, if accepted, and ECWRPC will reject any proposal submitted by a proposer who does not accept this condition.

17.Rejection of Proposals

ECWRPC reserves the right to waive any informality, and/or to reject, at any time and for any reason, any and all Proposals received as a result of this RFP. East Central WI Regional Planning Commission's intent is to enter into a Contract as a result of this RFP. However, if, after reviewing the Proposals received, ECWRPC determines that ECWRPC should not enter into any contract, or to enter into a partial or different contract from the Contract contemplated by this RFP, ECWRPC will act in accordance with what ECWRPC determines

at that time to be in its best interest. No Proposer or any other party has any entitlement, interest, or right in this decision by the ECWRPC and by submitting a Proposal, acknowledges ECWRPC's right to exercise its discretion in this regard without any right of recourse by the Proposer.

18. Insurance and Hold Harmless

Per ECWRPC's Competitive Bid Policy and 2 CFR 200, the successful proposer will be required to provide proof of insurance prior to the signing the contract. In addition, "hold harmless" provisions will be contained in the contract with the successful proposer.

19. Contract Negotiations

East Central Wisconsin Regional Planning Commission (ECWRPC) reserves the right to negotiate the award and conditions of the proposal prior to entering into a written agreement.

20. Applicability of State and Federal Regulations

The selected contractor shall comply with all applicable terms and conditions of ECWRPC, the Wisconsin Department of Transportation, and Federal Highway Administration.

The consultants and subcontractors must comply with federal regulations for 2 CFR 200 and 23 CFR 450 and 420.

23 CFR 450.308 Funding for transportation planning and unified planning work programs.

(a) Funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d), and 49 U.S.C. 5307, are available to MPOs to accomplish activities described in this subpart

23 CFR 450.336 Self-certifications and Federal certifications.

(a) For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every 4 years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity programs on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;

(8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

(9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and

(10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities

21. Nondiscrimination & Equal Opportunity

As a recipient and sub recipient of state and federal funds, ECWRPC complies with State of Wisconsin and Federal Equal Opportunity Regulations (s. 16.765, Wis. Stats., s.51.01 (5), Wis. Stats.; Section 109 of the Housing and Community Development Act of 1974). ECWRPC also complies with Title VI of the Civil Rights Act of 1964, and the Civil Restoration Act of 1987 (P.L. 100.259). Any contract resulting from this RFP shall contain provisions referencing ECWRPC's and the Contractor's compliance with these regulations. ECWRPC has also complied with Title 15: Commerce and Foreign Trade, Section 24.36€ regarding affirmation steps to encourage small and minority firms, women's business enterprise and labor surplus area firms to respond to this RFP.

The Commission shall provide a copy of its Affirmative Action Plan and Title VI/Limited English Proficiency Plan to prospective proposers, if requested.

22. Audits

1. The CONSULTANT agrees to comply with audit requirements as specified in 2 CFR Part 200.
2. The CONSULTANT shall ensure audits are properly performed, and furnish the required data collection forms and audit reporting packages to the Federal Audit Clearinghouse (FAC). The CONSULTANT shall upload audit reports into the FAC through the Internet Data Entry System (IDES) at <https://harvester.census.gov/fac/collect/ddeindex.html#>.
3. The CONSULTANT shall provide any audit with findings related to this award, with copies of the reporting package (including corrective action plans), management letters issued by an auditor, and audit working papers, to the COMMISSION.
4. The COMMISSION will seek to issue a management decision to the CONSULTANT within six months of receipt of an audit report with findings, and the CONSULTANT shall take timely and corrective action to comply with the management decision.
5. The COMMISSION reserves the right to conduct an independent follow-up audit.

23. National Policy Requirements

1. Debarment and Suspension

The CONSULTANT agrees to comply with 2 CFR Parts 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” and 1125, “Department of Defense Nonprocurement Debarment and Suspension.” The CONSULTANT also agrees to communicate the requirement to comply with Parts 180 and 1125 to entities and persons at the next lower tier with whom the recipient enters into transactions that are “covered transactions” under Parts 180 and 1125.

2. Drug-Free Workplace

The CONSULTANT agrees to comply with Subpart B, “Requirements for Recipients Other Than Individuals,” of 32 CFR Part 26, “Governmentwide Requirements for Drug- Free Workplace (Financial Assistance).”

3. Hatch Act

The CONSULTANT is advised that its employees may be subject to the Hatch Act (5 U.S.C. § 1501-1508). If doubt exists in particular cases, the CONSULTANT should seek legal counsel.

4. Universal Identifier Requirements and Central Contractor Registration

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 25, as amended, “Universal Identifier and Central Contractor Registration.” The System for Award Management (SAM) has replaced the CCR system.

5. Trafficking Victims Protection Act of 2000

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 175, “Award Term for Trafficking in Persons.”

6. Reporting Sub-award and Executive Compensation Information

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 170, “Reporting Sub-award and Executive Compensation Information.”

7. Restrictions on Lobbying

The CONSULTANT agrees to comply with the requirements of 31 U.S.C. § 1352, “Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.” Appropriated funds cannot be used to pay any person to influence or attempt to influence employees of any agency or Congress. Links to the requirements referenced above as well as the full listing of all National Policy Requirements are provided on the FHWA/DOT website at www.FHWA/DOT.gov.

24. Prior Written Approval

The purpose of this project is to study how policies, programs, and the built environment affects whether children travel to school using active transportation, injury and fatality rates, and physical activity. Any changes in the project/program described in the application to include those identified below require prior written approval from the COMMISSION in the form of an amendment request:

1. Changes in the specific activities described in the application
2. Changes in key personnel as specified in the application and/or this agreement
3. Changes in the scope of work contained in any solicitation and/or request for proposals
4. Need for additional Federal funds
5. Budget reallocations that exceed 10 percent of the total budget among approved direct cost categories or are transferred to new budget line items
6. Changes in indirect cost rates or recertification of expired indirect cost rates during the project period unless otherwise specified in this Program agreement
7. Requests to purchase equipment (including software) with an estimated acquisition cost of more than \$5,000
8. Requests to use Federal and/or non-Federal match funds for food and/or beverages in conjunction with meeting costs

25. Separate Bank/Fund Accounts

1. The CONSULTANT is not required to establish a separate bank account but may do so. The CONSULTANT, however, must maintain accounting records to adequately identify the source and application of Program funds. Other considerations, such as Federal Deposit Insurance Corporation coverage, shall be in accordance with the provisions of 2 CFR Part 200.

26. Reimbursement for Travel

1. Reimbursement for travel (transportation, food, and lodging) in the performance of Program activities shall be consistent with those normally allowed in like circumstances in Federally sponsored activities of the CONSULTANT. CONSULTANTS may follow their own established rate but any travel allowance policies in excess of Federal limits must receive prior approval from the COMMISSION.