

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
RFP 26-014
JBAB COMPATIBLE USE STUDY



REQUEST FOR PROPOSALS (RFP) NO. 26-014

**JOINT BASE ANACOSTIA -BOLLING (JBAB)
COMPATIBLE USE STUDY**

RELEASED DATE: 6/18/2026

Submission Due Date: **July 16, 2026 2:00 PM ET**

Proposers shall submit an **ELECTRONIC COPY** of their proposal to the Bonfire/EUNA procurement ports, as per the submission instructions in Section XI of this RFP.

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I. SUMMARY

Service(s) requested	The Metropolitan Washington Council of Governments (COG) is partnering with Joint Base Anacostia-Bolling (JBAB) to conduct a Compatible Use Study. The Compatible Use Study is an important tool to identify concerns for mission growth, identify strategies for long-term collaboration between JBAB and the surrounding communities for the purpose of promoting compatible growth while sustaining JBAB's mission. The Compatible Use Study will encourage cooperation and collaboration by developing a set of mutually supported actions and activities.
Contract type	Fixed Price (Milestone Billing)
Number of contracts	Single award COG reserves the right to make multiple awards
Duration of contract	1.5) years (18 months) (with possible extension)
Payment method	Monthly invoicing based on milestone completions
Project budget	Not to exceed \$525,000.
Planned duration of RFP advertisement	4 weeks
Pre-bid meeting	None
Pre-bid site visit	None
Start of advertising period for RFP	June 14, 2026
Release date	June 18, 2026
Deadline for questions about RFP	10 business days before deadline
Deadline for COG responses to questions	5 business days before deadline
Deadline for proposals	Thursday, July 16, 2026 2pm ET

II. DEFINITIONS

Throughout this RFP, the following definitions shall apply:

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

III. OVERVIEW

The Metropolitan Washington Council of Governments (MWCOG or COG) is the regional organization of the Washington area's 24 major local governments and their governing officials, plus area members of the Maryland and Virginia legislatures and the U.S. Senate and House of Representatives. COG provides a focus for action on issues of regional interest, such as transportation planning, air and water quality management, environmental monitoring, tracking economic development and population growth, coordinating public safety programs, and promoting childcare and housing for the region. COG is supported by financial contributions from its participating local governments, federal and state government grants and contracts, and through grants and contracts from foundations and the private sector.

Over the past several years, COG has received several Installation Readiness grants from the Department of War's Office of Local Defense Community Cooperation (OLDCC). COG completed a Military Installation Readiness Review (MIRR), a community-driven strategic process to assess the readiness of military installations in the District of Columbia, including the Washington Navy Yard, Joint Base Anacostia-Bolling, U.S. Naval Research Laboratory and Fort McNair. The goal of the Military Installation Readiness Review was to analyze and develop solutions that foster, protect, and enhance readiness of the surrounding communities and military installations. In 2025, COG completed the second phase of the study that identified a roadmap for solutions and funding for multiple readiness projects. In 2026, COG received a Installation Readiness grant from OLDCC to develop a Compatible Use Study for Joint Base Anacostia-Bolling (JBAB). The purpose of a Compatible Use Study is to collaboratively understand concerns of the military installation and the surrounding communities to identify strategies for compatible growth.

IV. PROJECT BACKGROUND AND OBJECTIVES

A. Background

The Metropolitan Washington Council of Governments (COG) is partnering with Joint Base Anacostia-Bolling (JBAB) to conduct a Compatible Use Study. The Compatible Use Study is an important tool to identify concerns for mission growth and identify strategies for long-term collaboration between JBAB and the surrounding communities for the purpose of promoting compatible growth while sustaining JBAB's mission. The Compatible Use Study will encourage cooperation and collaboration by developing a set of mutually supported actions and activities.

With increased population and development growth in the District, the intent of the plan is to assess encroachment concerns, land use changes and developmental changes that may impact mission readiness of JBAB. The community surrounding JBAB is experiencing significant development and land use changes that pose encroachment challenges that require collaboration with the District of Columbia to maintain operational readiness of JBAB. Key areas of the study include increased development and land use changes surrounding JBAB that may impact JBAB's ability to conduct its mission, stressors to the helicopter mission, flooding concerns, and transportation stressors.

Increased development is occurring adjacent to JBAB. Recommendations from the District of Columbia's Comprehensive Plan include a 70-acre waterfront park and additional mixed-use infill development centered near the Metro stations in Anacostia, northeast of JBAB. Bellevue and Congress Heights, neighborhoods east of JBAB are recommended for neighborhood conservation efforts to improve existing housing stock and community amenities with pockets of higher-density infill housing development. Congress Heights has been a key neighborhood identified by the District of Columbia posed for future development. Many of the recommended investments identified by the District of Columbia will require cooperation with JBAB to assess encroachment risks, consider needs of the installations staff for transportation and housing, and assess how population growth and development may impact the installation's helicopter mission.

Additionally, the Compatible Use Study is an opportunity to collaborate further with the District on airfield clearance zones to maintain JBAB's helicopter mission. As reported in JBAB's Installation Development Plan (2021), the installation maintains Airfield Clearance Zones that constrain development in areas immediately surrounding the helipads on the installation. The Compatible Use Study will be an opportunity to collaborate with the District to assess how future development patterns may impact flight patterns JBAB that may extend off-installation land. Additionally, the study will be an opportunity to collaborate and address potential noise issues from the community due to the installation's helicopter mission.

Transportation issues are a component to be addressed in the Compatible Use Study. Residential and commercial developments continue to expand rapidly in areas adjacent to the installation, leading to increased traffic congestion, traffic flow and safety concerns. JBAB's Historic Bolling District Plan (2021) identified the lack of adequate public transportation as a major obstacle to future operations. The plan identified integrating more transportation networks that support multi-mode options including transit, bicycle access, and pedestrian walkways as planning actions for JBAB.

Stormwater and interior flood concerns are a major planning area for JBAB. COG's previous military readiness work with JBAB identified areas that were vulnerable to flooding and extreme weather events, including low-lying roads/emergency walkout routes, transit infrastructure, substations and several water supply and sewer system assets that JBAB relies on. The Compatible Use Study would

allow for collaboration on existing flood mitigation projects currently being undertaken by the District of Columbia and JBAB. The Compatible Use Study will identify strategies to ensure compatible growth for future flood risk and stormwater best management practices.

The Compatible Use Study will seek to balance military installation needs with those of the local community. The Study will also address communication channels and identify methods for increasing collaboration and communication between JBAB and the surrounding communities.

The following planning, land use, development, and encroachment areas have been identified as needing to be addressed in the Compatible Use Study. Additional topics as they arise during the project period will be included in the Compatible Use Study. At a minimum, the Compatible Use Study will address the following:

1. Land Use and Development Changes:
 - a. Identify land use and encroachment issues that may impact operability and no-fail missions.
 - b. Vertical Obstructions: Identify development plans that may interfere with JBAB operations due to vertical obstructions. Specifically with flight lines, North of the base development and future zoning in the area. Identify strategies to mitigate vertical obstruction to maintain mission readiness.
 - c. Incompatible Development and Use of Land, Air, and Water Resources: Identify actions that JBAB and the surrounding communities can pursue to ensure compatible development, including vertical obstruction that may interfere with flight paths, radar, or may pose a physical security or surveillance risk.
 - d. Roadway Capacity/ Traffic Conditions: Identify actions to increase traffic flow and safety (both vehicles and pedestrians), actions to increase multi-mode vehicle transportation options, and actions to protect access to essential roads. Identify measures to increase access to conveniences/services.
 - e. Risks to Helicopter Mission: Assess mitigation efforts for Bird/Wildlife Aircraft Strike Hazards that pose a risk to the helicopter mission. Identify strategies to maintain the operability of the helicopter mission due to increased development and population growth.
 - f. Protection from Unmanned Aerial and Unmanned Underwater Vehicles: With shared water resources and air space between Joint Base Anacostia-Bolling, District and Federal agencies, Unmanned Aerial Systems (UAS) and Unmanned Underwater Vehicles (UUVs) pose an evolving risk to military operations. No existing interagency workgroup exists to respond to unmanned aerial and underwater vehicles. The Compatible Use Study would explore collaborative actions to develop an interagency partnership with surrounding Federal and District agencies, installations, Ronald Reagan Washington National Airport, and local law enforcement.
 - g. Environment and Flood Management: Identify existing environmental concerns for long-term planning including: stormwater, water quality, and flooding. Coordinate long-term planning efforts in this area with the District of Columbia and Joint Base Anacostia-Bolling. Assess how land use changes, population growth, and existing capabilities to propose recommendations to improve stormwater capabilities and

flood mitigation efforts. Coordinate long-term planning efforts, including modeling assumptions for precipitation and flood projects by Joint Base Anacostia-Bolling, District agencies, and Federal agencies.

Area 1: Project Management Activities (maximum budget \$75,000)

Complete project management activities through the project period.

Area 2: Lead and Facilitate Joint Base Anacostia-Bolling Engagement for Compatible Use Study (maximum budget \$150,000)

Lead and facilitate all communication engagement activities through the project period.

Area 3: Compatible Use Study (maximum budget \$300,000)

The Compatible Use Study is a plan that identifies concerns of the installation, opportunities for compatible growth, and identifies strategies and actions to sustain JBAB's mission. The Compatible Use Study will also include a separate Executive Summary. The Executive Summary will be a short memo that highlights key findings and recommendations to increase military installation readiness.

B. Objectives

COG is seeking a consultant or consultant team to support a Compatible Use Study for Joint Base Anacostia-Bolling (JBAB). The selected Consultant will have expertise on the topics of planning, land use and development, environment, and general expertise in developing defense and governmental plans.

The Statement of Work is intended to fulfill the following objectives:

V. STATEMENT OF WORK

Contractor Tasks

The Contractor shall provide support for the following Tasks:

Task 1. Project Management

Contractor shall provide regular project management support to Metropolitan Washington Council of Governments (COG) for work under this Project. The Contractor shall provide the following services:

1. Regularly schedule meetings and coordinate with COG staff, Joint Base Anacostia-Bolling (JBAB) staff, relevant stakeholders, and the project team. This includes organizing and facilitating meetings and submitting monthly project status reports. At a minimum, the following activities will be conducted.
 - A. Hold regular project management meetings with COG staff.
 - B. Hold standing project check ins with COG, JBAB staff, and other relevant stakeholders.
 - C. Complete monthly and quarterly project reports that document activities for COG to submit to the Office of Local Defense Community Cooperation (OLDCC) reporting. Reporting must follow COG's reporting schedule.

2. Develop a Project Management Plan (PMP) to include, at a minimum, the following elements:
 - A. Scope.
 - B. Budget.
 - C. Schedule – tasks, meetings, milestones, delivery dates. Maintain an up-to-date project schedule through the project period.
 - D. Identified dates of Project Progress Reports (monthly and quarterly).
 - a. Project reports are due the first week of the following month and/or following quarter. The reporting schedule must align with COG's reporting schedule to OLDCC.
 - E. Schedule of stakeholder outreach activities (see task 2).
 - F. Schedule of project management meetings with COG.
 - G. Schedule of project check ins with COG and JBAB.
 - H. Schedule of milestones.
 - I. Expectations of the Contractor, COG, and stakeholder input throughout the project period, (e.g., documents to be provided, coordination required, etc.).
 - J. Team structure, including subcontractors, team member list and contact information.
 - K. QA/QC plan and deliverable review expectations for COG and contractor.

Deliverables:

1. Project orientation meeting with the selected Contractor and COG to discuss the goals and tasks of the project.
2. Kick off meeting with JBAB and COG to establish a working relationship among the installation representatives, and the selected Contractor.
3. Project Management Plan.
4. Project Team Meetings with COG (assume bi-weekly over 18 months).
5. Regular standing meetings with JBAB and COG.
6. Meeting agendas, summaries, and other action items from project management meetings.
 - a. Note, meeting agendas and relevant materials for meetings with COG should be provided at a minimum, one business day ahead of the scheduled meeting. Meetings with external stakeholders require additional business days to distribute meeting materials ahead of the meeting in a timely manner.
7. Project Progress Reports. Includes monthly, quarterly, and final. Financial and other federal reports as requested. All invoices must include a progress report summarizing activity for the invoice period.
 - a. Project Progress Reports to be completed by the first week of the following month and/or following quarter. Reporting must align with COG's reporting to OLDCC.

Task 2. Lead and Facilitate Joint Base Anacostia-Bolling (JBAB) Engagement for Compatible Use Study

Under this task, The Contractor will serve as the lead facilitator in all engagement activities with JBAB staff, COG, and relevant stakeholders. This includes but is not limited to: internal and external meetings, email communications, public outreach meetings, advisory group meetings, stakeholder meetings, workshops, and individual interviews. Majority of stakeholder engagement will be held in-person. The Contractor must be available to attend all agreed upon in-person and virtual meetings.

The Contractor will provide support for the following Tasks.

- A. Lead communication and coordination efforts. Serve as lead point of contact for all communications. This includes communications, meeting invites, emails, workshops, public outreach meetings, and any other stakeholder engagement activities. If necessary, the contractor will be provided with a COG email to facilitate engagement.
- B. Develop all materials necessary for engagement that follow COG's document guidelines. This includes but is not limited to: Agendas, meeting presentations, outreach materials, technical documents, maps, meeting materials, and summaries.
- C. Serve as the lead facilitator in all collaborative engagement efforts. This includes facilitation that occurs in-person, on-site and virtual. This includes but is not limited to: Stakeholder group meetings, site visits, advisory group meetings, stakeholder interviews, public outreach meetings, and any other communication efforts.
- D. Participate, lead, and support all workshops, meetings and site visits, whether in-person, onsite or virtual.
- E. Development of engagement tools (if necessary) to facilitate engagement.
- F. Handle meeting logistics including planning, securing, and executing workshops, meetings and other outreach efforts. Lead meeting follow up items.
- G. Maintain an active list of stakeholders throughout the project period.
- H. Coordinate with COG's project manager on stakeholder engagement.

Deliverables:

- 1. Individual/Group Stakeholder meetings.
- 2. Advisory group meetings and/or workshops (Max 6).
- 3. Stakeholder Interviews.
- 4. Site Visits (where relevant).
- 5. Public Outreach Meetings (Max 3).
- 6. Meeting agendas, presentations, meeting/outreach materials, meeting summaries, interview summaries, and workshop/advisory group summaries.
- 7. Website/Online Tool if deemed necessary.
- 8. Public outreach materials, fact sheets, and other public-facing materials.

*Included max where relevant for stakeholder engagement activities to allow flexibility and creativity for contractors to bid on how to complete the stakeholder engagement process. COG encourages a streamlined stakeholder engagement approach to reduce meeting fatigue for stakeholders.

Task 3 Compatible Use Study

Under this Task, the Contractor shall work with the COG, JBAB, and other stakeholders to develop a Compatible Use Study. The Compatible Use Study may identify existing plans, programs and studies that address compatible use issues, present the compatibility issues identified through the project period, and develop recommendations. The Compatible Use Study is flexible to allow for creativity during the project period.

The Contractor will produce a Compatible Use Study Executive Summary Memo that provides a brief description of the study and recommendations. The Compatible Use Study may, but is not limited to, being completed through the following activities:

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- A. Conduct a literature review to identify existing plans, strategies, projects, procedures, laws, resources, programs, regulations, and other relevant data to inform the Compatible Use Study.
- B. Identification of existing compatibility tools including procedures, laws and regulations, codes and ordinances to encourage and promote collaboration between JBAB and the District government.
- C. Develop a methodology and assessment process to understand compatibility concerns for JBAB and the surrounding communities. This may also include project lists, GIS mapping tools and/or maps.
- D. Develop an implementation plan for recommendations. This includes but is not limited to: Innovative strategies, measures, policies, zoning considerations, projects, and partnerships, to enhance compatibility.
- E. For any projects or partnerships identified in the Compatible Use Study, at a minimum, the following details will be included: identification of costs, funding source, lead agency/organization, and other details as necessary to include to move a project and/or partnership forward past the period of performance.

Deliverables

- A. Compatible Use Study Outline.
- B. Final Compatible Use Study Report.
- C. Compatible Use Study Executive Summary Memo.
- D. GIS Data.

VI. TYPE OF CONTRACT, BUDGET, AND PERIOD OF PERFORMANCE

COG shall award this contract as Firm Fixed Price. COG intends to award a single-award contract to the winning Consultant, but COG reserves the right to make multiple awards if needed to ensure that the full breadth of the statement of work will be adequately covered by qualified firms.

Maximum budget for the project is \$525,000. The proposer will submit a Technical Proposal and a Cost Proposal needed to complete the deliverables that are specified in the Statement of Work. Cost must be submitted in the format provided in Sample spreadsheet provided below:

MWCOG RFP 26-014 - JBAB Compatible Use Study							
Sample Cost Proposal Template							
Personnel	Title	Fully-Burdened Hourly Rate	Task 1	Task 2	Task 3	Labor Hours Total	Total Cost
Consultant #1	Project Manager	\$ 100.00	0	0	0	0	\$ -
Consultant #2	Title	\$ 100.00	0	0	0	0	\$ -
Consultant #3	Title	\$ 100.00	0	0	0	0	\$ -
Consultant #4	Title	\$ 100.00	0	0	0	0	\$ -
Consultant #5	Title	\$ 100.00	0	0	0	0	\$ -
Consultant #6	Title	\$ 100.00	0	0	0	0	\$ -
Consultant #7	Title	\$ 100.00	0	0	0	0	\$ -
Labor Subtotals:			0	0	0	0	
	Hours						
	Cost		\$ -	\$ -	\$ -		\$ -
Direct Costs:							
Data Purchases			\$	\$	\$		\$ -
Travel			\$	\$	\$		\$ -
Printing/ Materials			\$	\$	\$		\$ -
Other			\$	\$	\$		\$ -
Direct Costs Subtotal			\$ -	\$ -	\$ -		\$ -
TOTAL COST			\$ -	\$ -	\$ -		\$ -

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The duration of the contract is expected to be eighteen months (1.5 years) from the date of contract execution.

VII. QUESTIONS CONCERNING THIS RFP

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

VIII. EVALUATION AND SCORING CRITERIA

A Technical Selection Committee (TSC) will evaluate the proposals composed of COG Environmental Planning staff and /or regional subject matter experts.

The Disadvantaged Business Enterprise (DBE) program is discontinued.

In evaluating the proposals, the following factors will be considered, with points awarded up to the maximum as shown on the next page.

Scoring Factor Chart	
Factor	%
<i>File A: Technical Proposal</i>	
Understanding of the requirements of the RFP and the technical quality of the proposal.	10
Project technical approach to achieve objective(s) and demonstrate an understanding of issues in the SOW as it relates to JBAB and the District of Columbia.	40
Stakeholder engagement approach to complete the Compatible Use Study.	15
Team experience and qualifications of key personnel. This includes direct experience in conducting a Compatible Use Study and/or other relevant plan(s) for a military installation(s), and experience in the topic areas identified in the SOW.	25

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<i>File B: Cost Proposal</i>	
Best value of the proposal relative to cost	10
TOTAL	100

IX. USE OF ARTIFICIAL INTELLIGENCE

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

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

X. PROPOSAL INSTRUCTIONS

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

A. QUESTIONS

- a) All questions concerning the RFP must be submitted in writing through the procurement portal as specified in XI. Submission Date and Instructions.
- b) **To contact COG or to ask questions in relation to this RFP, Contractors must register with COG's public purchasing portal at the above URL and initiate the communication electronically through the Message/Question feature. COG will not accept any communications regarding this RFP via other means. Attempts to contact COG employees regarding this RFP through any other means than the above may result in the disqualification of the Contractor.**
- c) All questions will be answered via addendum and posted on COG's website 5 business days before the proposal due date.
- d) No questions will be accepted following the cut-off date.
- e) Addendums **must** be acknowledged on the Proposal Response form. You must check the website posting prior to your submission.

B. FORMAT

All required pages are included in the page count. The proposal must include the following:

Volume 1 Technical Response (Max. length 30 pages; Min. font size 11 pt.(for graphics, 10 pt)

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

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

Date

Table of Contents

A. Section 1 – Project Understanding

1. This section shall provide a statement on the Proposer's understanding of the RFP requirements and project objectives.

B. Section 2 – Proposed Technical Approach

1. In this section of the proposal, Offerors must provide a detailed description of their approach for accomplishing the tasks specified in the Statement of Work. This section shall include a work plan and schedule to meet the project requirements and logically lead to the deliverables required in this RFP.
2. Offerors may propose alternate approaches to what is listed in the Statement of Work. Offerors are encouraged to think creatively. However, all options must demonstrate that they can fulfill the overall project objectives and deliverables as outlined in the RFP. Offerors should identify any deviations from the scope described in the Statement of Work.

B. Section 3 - Project management plan and key personnel

1. Project management plan that will detail the project management team, organization, and project management approach.
2. This section shall provide a summary of the professional credentials and expertise of the key personnel assigned to this project.
3. Standard resumes for key personnel should be included as attachments to the proposal in Section D.

C. Section 4 – Team Qualifications

1. This section shall provide the qualifications and relevant experience of the CONSULTANT and any proposed subcontractor(s). At least three (3) relevant project examples shall be summarized.

2. Proposer (Prime Contractor) is responsible for ensuring the qualifications, experience, insurance, and good standing of any subcontractors, independent consultants, experts, staff, etc.

D. References AND Resumes of the key personnel of the Consultant and any proposed subcontractor(s)

The proposed CONSULTANT and any subcontractor(s) shall each provide at least three (3) references who COG may contact regarding similar work performed. See Attachment C for Reference form to be used. Offerors may provide letters of reference from previous relevant clients within the last five (5) years. Names, titles, addresses and telephone numbers shall be included for each reference. These references shall include work in which the key personnel proposed to COG have been assigned.

References should be provided for the prime and for each subcontractor included in the proposal. As noted in the RFP "The proposed CONSULTANT and any subcontractor(s) shall each provide at least three (3) references who COG may contact regarding similar work performed."

Resumes of Key Personnel (prime and subcontractor(s) s) (Max page length 2 pages each; Min font size is 11 pt (Graphics 10 pt)

E. Maximum length Page count notes:

- Cover letter (max 1 page) – not included in page limit
- Custom cover page (max 1 page) – not included in page limit
- Table of contents – not included in page limit
- Resumes of key personnel – not included in page limit, but there is a 2-page limit for each, min font size 11pt.
- References and/or Attachment C (Contract References form) – not included in page limit

Volume 2 Cost proposal

1. Provide Cost Summary Table by Task showing total costs by task, including all labor expenses (hours by key personnel and loaded rates by person); direct costs for travel, data acquisition, and materials; profits and fees to be charged to COG/TPB for providing the services described above.
2. A sample cost proposal summary table is provided for reference on the next page.

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MWCOC RFP 26-014 - JBAB Compatible Use Study							
Sample Cost Proposal Template							
Personnel	Title	Fully-Burdened Hourly Rate	Task 1	Task 2	Task 3	Labor Hours Total	Total Cost
Consultant #1	Project Manager	\$ 100.00	0	0	0	0	\$ -
Consultant #2	Title	\$ 100.00	0	0	0	0	\$ -
Consultant #3	Title	\$ 100.00	0	0	0	0	\$ -
Consultant #4	Title	\$ 100.00	0	0	0	0	\$ -
Consultant #5	Title	\$ 100.00	0	0	0	0	\$ -
Consultant #6	Title	\$ 100.00	0	0	0	0	\$ -
Consultant #7	Title	\$ 100.00	0	0	0	0	\$ -
Labor Subtotals:			0	0	0	0	
	Hours						
	Cost		\$ -	\$ -	\$ -		\$ -
Direct Costs:							
Data Purchases			\$	\$	\$		\$ -
Travel			\$	\$	\$		\$ -
Printing/ Materials			\$	\$	\$		\$ -
Other			\$	\$	\$		\$ -
Direct Costs Subtotal			\$ -	\$ -	\$ -		\$ -
TOTAL COST			\$ -	\$ -	\$ -		\$ -

3. Do not include any cost or pricing in the Technical Section

Volume 3 - Administration and Forms

Proposers must include in their RFP submission the additional documentation specified below or they may be determined to be non-responsive and disqualified. Proposers/Prime CONTRACTORS are required to ensure there subcontractors/consultants have the required qualifications, documents, and experience.

- i. Proposal Response Form provides and Checklist and authorized signature submission
- ii. Exception(s) to the Terms and Conditions and/or Exceptions to the RFP. Any and all exceptions to the RFP including the Terms and Conditions (Exceptions to the RFP, Exceptions to Terms and Conditions). Exceptions will NOT be negotiated after receipt of the proposal.
- iii. Proof of Insurance A Certificate of Insurance demonstrates that the Proposer, as of the time of Proposal, maintains all insurances requested in Attachment A, Paragraph IX Proposal
- iv. Good Standing Letter: Issued by your corporate jurisdiction.
- v. Each Proposal shall be accompanied by a NON-COLLUSION AFFIDAVIT regarding price fixing, gratuities, bribery, and discriminatory employment practices. When the Proposer is a corporation, a duly authorized representative shall execute the affidavit

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- a. All Proposals must be completed by responsible company officials and submitted to the Bonfire/EUNA portal on or before the due date and time.
- b. Proposals will not be accepted if submitted through hard copy, mail, courier, fax, email, or any other electronic method except as described below. Proposals submitted through any method other than the Bonfire/EUNA portal will be rejected.
- c. Bidders shall submit files to the Bonfire/EUNA portal as follows in XI. SUBMISSION INSTRUCTIONS.

**** Remainder of page is blank ****
Submission Instructions begin on the next page

XI. SUBMISSION DATE AND INSTRUCTIONS

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

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

1. Register URL for Lockbox access <https://vendor.bonfirehub.com>
 2. Help assistance: <https://eunasolutions.com/support/bonfire/>
 3. Be sure check updates to Questions/Answers and the Due date on the Bonfire/EUNA Project portal under “Project Details” and/or “Public Notices”.
- A. **Proposals shall be received via “Bonfire/EUNA by no later than 2:00 p.m. ET, Thursday, July 16, 2026**
- B. Proposers must be sure to routinely confirm any changes to the due date and posted addenda.
- C. Proposals may not be submitted through hard copy, fax, or other electronic methods.
- D. Requested attachments must be submitted in Bonfire slots.
- E. Do not password protect, signature certify or otherwise lock any documents.
- F. Submissions for this RFP **must** be made electronically to COG’s Bonfire/EUNA solicitation portal ONLY.
- G. The Technical proposal shall be organized according to Section X. PROPOSAL INSTRUCTIONS above AND requested documents must be uploaded to the submission portal. Proposals not following the prescribed format may be deemed nonresponsive.
- H. The requested Cover Letter must be signed by an authorized principal or agent of the Proposer, and provide an overview of Proposer’s offer, as well as a name, title, phone number, and email address of the person(s) to whom questions and/or notifications may be directed concerning the proposal. The cover letter (max 1 page) does not apply to the page limit.
- I. All Proposal forms **must** be completed by authorized company officials and submitted to the Bonfire/EUNA system on or before the due date and time.
- J. Proposals will not be accepted if submitted through hard copy, mail, courier, fax, email, or any other electronic method except as described below. Proposals submitted through any method other than the Bonfire/EUNA system will be rejected.
1. Proposers **must** include in their RFP submission the additional documentation specified below or they may be determined to be non-responsive and disqualified.
 2. LATE PROPOSALS -The lockbox system will not allow late proposals.
 3. No proposal will be accepted after the deadline.

K. METHOD OF PROPOSAL EVALUATION AND SELECTION

1. The proposals will be evaluated by a technical selection committee.
2. The selection committee may hold, at COG's option, a pre-selection meeting with the top-ranked Offerors.
3. The final recommendation for selection to the COG Contracting Officer may be made based upon interviews and/or a best and final offer submitted by the Offerors, if required by the selection committee.
4. In evaluating the proposals, the following factors will be considered, with points awarded up to the maximum shown in the table in Section VIII. EVALUATION AND SCORING CRITERIA.

**** Remainder of page is blank ****
Proposal Response Form follows

XII. PROPOSAL RESPONSE FORM

RFP 26-014

Proposal Response Form (Checklist and Acknowledgement & Signature Section)

Proposer's Check List and Required Forms –

ITEM	-	YES	NO
• Attachment A – Acknowledge and accept Terms and Conditions (If NO - Exceptions should be noted on a separate sheet)		___	___
• Attachment B – Non-Collusion and Debarment Affidavit		___	___
• Attachment C – References		___	___
• Attachment D – Acknowledge Rider Clause		___	___
• Certificate of Insurance (Acord Form from insurer)		___	___
• Electronic Payment (See Terms and Conditions)		___	___
• Enter SAM.gov ID		_____	
• Exceptions		___	___

(Exceptions - If yes please attach all on separate sheet(s) at the end of this Proposal Response Form. Failure to acknowledge exceptions may be considered non-responsive)

Addenda Acknowledged (if applicable) – All Addenda must be acknowledged

Addendum #1	YES ___	NO ___	N/A ___
Addendum #2	YES ___	NO ___	N/A ___
Addendum #3	YES ___	NO ___	N/A ___
Addendum #4	YES ___	NO ___	N/A ___
Others _____			

** Remainder of page is blank. Signature page follows **

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
RFP 26-014
JBAB COMPATIBLE USE STUDY

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

NAME: _____

OFFICIAL COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ WEBSITE: _____

EMAIL: _____

SIGNATURE: _____

TITLE: _____

PROJECT POINT OF CONTACT:

NAME: _____

TITLE: _____

EMAIL: _____

XIII. ATTACHMENT A - TERMS AND CONDITIONS

TERMS AND CONDITIONS

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

This document and the Contract are intended to be complementary and shall be construed accordingly. However, should there be a direct contradiction between the terms and conditions contained herein and the Contract, then the Contract shall govern and control those contradictory terms and conditions. As used herein, the term "MWCOC" includes MWCOC, its various members, agencies, employees or agents as may be appropriate. The term "Contract" shall include a document entitled "agreement" or any other title on a document that is denoting a contract.

I. Amendment

The resulting Contract will constitute the entire agreement between the parties and all other communications prior to its execution, whether written or oral, with reference to the subject matter of this Contract will be superseded by the Contract. No amendment to this Contract shall be binding unless in writing and signed by the parties.

II. Bankruptcy

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

III. Compliance with Law

The Contractor hereby represents and warrants that:

- A. It has the power and authority to enter into and perform the Contract, that the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor, enforceable in accordance with its terms;
- B. Its performance under the Contract shall be in a good and workmanlike manner and in accordance with all applicable professional standards;
- C. It is qualified to do business in the jurisdictions covered by the Contract and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- D. It is not in arrears in the payment of any obligations due and owing to any agency involved in this agreement, including but not limited to the payment of taxes and

employee benefits, and that it shall not become so in arrears during the term of this Contract;

- E. It shall comply with all federal, state and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and
- F. It shall obtain, at its expense, all licenses, permits, insurance and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

IV. Contingent Fee Prohibition

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

V. Counterparts

This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.

VI. Force Majeure

Neither MWCOG and/or its members nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, declaration of emergency, or war where such cause was beyond, respectively, MWCOG's and/or its members or Contractor's reasonable control. MWCOG and/or its members and Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

VII. Governing Law

The contract resulting from this solicitation shall be governed by and construed in accordance with the laws of the State/jurisdiction in which the participating entity officially is located.

VIII. Additional Terms and Conditions

Participating entities may also have need of additional terms and conditions specific to their local requirements.

IX. Indemnification

The Contractor shall protect, hold free and harmless, defend and indemnify MWCOG and its members including their officers, agents and employees from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments (including attorney's fees) resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is in any way connected with the performance of the work or failure to perform its obligations under this Contract.

This obligation of indemnification shall apply to any acts or omissions, negligent conduct, whether active or passive, including acts or omissions of Contractor's agents or employees; except that it shall not be applicable to injury, death or damage to the property arising from the sole negligence of MWCOG and/or members, their officers, agents and employees.

X. Independent Contractor

- A. Contractor shall perform the work required by this Contract as an "Independent Contractor." Although MWCOG and/or members reserves the right to determine the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, MWCOG and/or members cannot and will not control the means or manner of the Contractor's performance. The Contractor shall comply promptly with any requests by MWCOG and/or members relating to the emphasis or relative emphasis to be placed on various aspects of the work or to such other matters pertaining to the work under this Contract. Contractor is responsible for determining the appropriate means and manner of performing the work.
- B. Contractor represents and warrants that Contractor is not an employee of MWCOG and/or members, is not currently employed by the Federal Government, and is not an officer, employee or agent of MWCOG and/or members.
- C. Contractor shall be responsible for all federal or state taxes applicable to any compensation or payments paid to Contractor under this Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments paid to Contractor under this Contract.
- D. Contractor agrees to immediately provide MWCOG and/or members notice of any claim made against Contractor by any third party. Contractor also agrees not to assign to any third party, without MWCOG's written consent, any obligation of MWCOG to indemnify Contractor for any actions under this Contract.

XI. Insurance Requirements

- A. Contractor shall obtain, and at all times keep in effect, Commercial General Liability Insurance in the amounts listed below for its activities and operations. The insurance shall include coverage for personal injury, discrimination and civil rights violation claims. All such insurance shall name MWCOG, individual members, their employees, and agents as ADDITIONAL INSURED. A copy of the certificate of insurance shall be filed with MWCOG and/or members prior to the time any services are rendered. Contractor shall maintain coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate and \$500,000 for property damage. Coverage shall be written on an occurrence form.
- B. Contractor shall obtain, and at all times keep in effect, automobile insurance on all vehicles used in this Contract with MWCOG and/or members to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations of any owned or hired automobiles used by Contractor in connection with the carrying out of this Contract. All such insurance shall name MWCOG and/or individual members, their employees, and agents as ADDITIONAL INSURED.

- C. Contractor shall, upon request, provide MWCOG and/or members with certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required the governing jurisdiction's law in effect for each year of this Contract.
- D. All insurance policies shall have a minimum 30 days' notice of cancellation. Immediate written notice to MWCOG and members involved in the contract shall be required in the event of cancellation or restriction by the insurance company of any insurance policy referred to in this section.
- E. When insurance coverage is renewed, Contractor shall provide new certificates of insurance prior to expiration of current policies to all contracting agencies.

XII. Nondiscrimination

- A. A contractor who is the recipient of MWCOG and/or member funds, or who proposes to perform any work or furnish any goods under this Contract shall not discriminate against any worker, employee or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability.
- B. Contractor further agrees that this provision will be incorporated in all sub-contracts entered into in connection with this Contract.

XIII. Ownership of Documents and Materials

- A. The Contractor agrees that all documents and materials, including but not limited to, reports, drawings, studies, specifications, estimates, maps, photographs, designs, graphics, mechanicals, artwork, and computations prepared by or for the Contractor under the terms of this Contract shall at any time during the performance of the services be made available to MWCOG and/or members upon request and shall become and remain the exclusive property of MWCOG and/or members upon termination or completion of the services. These jurisdictions shall have the right to use the same without restriction or limitation and without compensation to the Contractor other than that provided in this Contract. MWCOG and/or members shall be the owner for the purposes of copyright, patent or trademark registration.
- B. If the Contractor obtains or uses for purposes of this Contract, or subcontracts for, any design, device, material, or process covered by letters of patent for copyright, it shall provide an assignment to MWCOG and/or members of ownership for purposes of copyright, patent or trademark and of all right to possess and to use such design, device, material or process and a legally sufficient agreement with the patentee or owner, and a copy of such agreement shall be filed with MWCOG and/or members.
- C. The Contractor shall indemnify and save harmless MWCOG and/or members from any and all claims for infringement by reason of the use of any such patented design, device, materials, or process, or any trademark or copyright, and shall indemnify, protect and save harmless MWCOG and/or members, their officers, agents, and employees with respect to any claim. Action, costs or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment or services covered by this Contract.

XIV. Payments

Electronic Payment means the payment of money to a vendor by electronic means, including by means of a Purchase Card (P-card) or Automated Clearing House (ACH) funds transfer method.

COG has implemented a P-Card Program utilizing MASTERCARD networks. Payments for this contract will be made utilizing COG's P-Card.

Contractors will receive payment from the P-Card in the same manner as other credit card purchases. The payments typically are transferred within 48 hours.

Accordingly, contractors must presently have the ability to accept these P-Cards or take whatever steps necessary to implement their ability before the start of the contract term, or contract award by the COG. COG reserves the right to revise this program as necessary.

In rare cases, ACH transactions will be acceptable as a form of payment to our vendors. Please keep in mind the turn-around time on ACH transactions can be as long as 30 days.

XV. Records

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

XVI. Remedies

- A. Corrections of errors, defect and omissions. Contractor agrees to perform the work as may be necessary to correct errors, defects, and omissions in the services required under this Contract, without undue delays and without cost to MWCOG and/or members. The acceptance of the work set forth herein by MWCOG and/or members shall not relieve the Contractor of the responsibility of subsequent corrections of such errors.
- B. Set Off. MWCOG and/or members may deduct from and set-off against any amounts due and payable to the Contractor any back-charges, penalties, or damages sustained by MWCOG and/or members, their agents, employees of recipients of its services, by virtue of any breach of this Contract by the Contractor or by virtue of the failure or refusal of the Contractor to perform the services or any part of the services in a satisfactory manner. Nothing herein shall be construed to relieve the Contractor of liability for additional costs resulting from a failure to satisfactorily perform the services.

- C. Cumulative. All rights and remedies of MWCOG/ members and Contractor shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of the MWCOG and/or members by law.

XVII. Responsibility of Contractor

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

XVIII. Severability/Waiver

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

XIX. Subcontracting or Assignment

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

XX. Survival

The terms, conditions, representations, and all warranties contained in this Contract shall survive the termination or expiration of this Contract.

XXI. Termination

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

XXII. Termination of Contract for Convenience

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

XXIII. Termination of Multi-Year Contract

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

XXIV. Time is of the essence

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

XXV. Whole Contract

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

(Revised 4/2/2020)

XIV. ATTACHMENT B - NON-COLLUSION AND DEBARMENT AFFIDAVIT

DATE _____

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

To Whom It May Concern:

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

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

Bid _____

Name of Bidder _____

Signature

Title of Authorized Representative

Swore to and subscribed before me this _____ day of _____, 20____

My commission expires _____, 20____.

Notary Public

(Notary Seal)

XV. ATTACHMENT C - CONTRACT REFERENCES

CONTRACTOR: _____

PROVIDE THE INFORMATION REQUESTED BELOW ON ALL CONTRACT PROJECT WORK FOR THE PAST FIVE (5) YEARS TO DATE. YOU MAY ATTACH AN ADDITIONAL PAGE IF NECESSARY. It is imperative that accurate contact names and phone numbers be given for the projects listed. Client information should include a contact person who can comment on the company's ability to perform the services required under this contract. The company should insure that telephone numbers and contact names given are up-to-date and accurate.

Project Number 1

1. Name of Client Organization: _____

2. Name and Title of Point of Contact (POC) for Client Organization:

Phone Number of POC: _____

Email: _____

3. Approximate Value of Contract: _____

4. Duration of Contract: _____

5. Description of Services Provided: _____

6. Team Member(s) Involved: _____

Project Number 2

1. Name of Client Organization: _____

2. Name and Title of Point of Contact (POC) for Client Organization:

Phone Number of POC: _____

CONTRACT REFERENCES (cont'd)

Email: _____

3. Approximate Value of Contract: _____

4. Duration of Contract: _____

5. Description of Services Provided: _____

6. Team Member(s) Involved: _____

Project Number 3

1. Name of Client Organization: _____

2. Name and Title of Point of Contact (POC) for Client Organization:

Phone Number of POC: _____

Email: _____

3. Approximate Value of Contract: _____

4. Duration of Contract: _____

5. Description of Services Provided: _____

6. Team Member(s) Involved: _____

Project Number 4

1. Name of Client Organization: _____

2. Name and Title of Point of Contact (POC) for Client Organization:

CONTRACT REFERENCES (cont'd)

Phone Number of POC: _____

Email: _____

3. Approximate Value of Contract: _____

4. Duration of Contract: _____

5. Description of Services Provided: _____

6. Team Member(s) Involved: _____

Project Number 5

1. Name of Client Organization: _____

2. Name and Title of Point of Contact (POC) for Client Organization:

Phone Number of POC: _____

Email: _____

3. Approximate Value of Contract: _____

4. Duration of Contract: _____

5. Description of Services Provided: _____

6. Team Member(s) Involved: _____

XVI. ATTACHMENT D- COG COOPERATIVE RIDER CLAUSE

The COG Cooperative Purchasing Program works to aggregate the public entity and non-profit purchasing volumes in the National-Capital region of Maryland, Virginia and Washington, D.C.

I. Format

COG serves as the Lead Agency of this procurement and has included this Cooperative Rider Clause indicating its willingness to allow other public entities to participate in this procurement ("Participating Agency") pursuant to the following Terms and Conditions:

II. Terms

- A. A Participating Agency, through their use of this Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the Participating Agency.
- B. A Participating Agency may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

III. Other Conditions - Contract and Reporting

- A. The resulting contract shall be governed by and "construed" in accordance with the laws of the State/jurisdiction in which the Participating Agency is officially located.
- B. Contract obligations rest solely with the Participating Agency only.
- C. Contractor must provide semi-annual contract usage reporting information to COG, including but not limited to quantity, unit pricing and total volume of sales by entity on demand and without further approval of Participating Agency;

Semi-annual reporting Due Dates beginning from Contract execution:

- November 30, covering May 1 – October 31
 - May 31, covering November 1 – April 30
- D. Contractor is required to report any Participating Agency that is added to the contract and a **COG Rider Clause Approval Form** must be filled out by the Participating Agency and approved by COG (see form below).
- E. Significant changes in total contract value may result in further negotiations of contract pricing with the Lead Agency and any Participating Agency.

In pricing and other conditions, contractors are urged to consider the broad reach and appeal of public and non-profit entities in the National Capital region.

II. Participating Members

COG Member Governments

- **District of Columbia**

- **Maryland**

- Town of Bladensburg
 - City of Bowie
 - City of College Park
 - Charles County
 - City of Frederick
 - Frederick County
 - City of Gaithersburg
 - City of Greenbelt
 - City of Hyattsville
 - Montgomery County
 - Prince George's County
 - City of Rockville
 - City of Takoma Park

- **Virginia**

- City of Alexandria
 - Arlington County
 - City of Fairfax
 - Fairfax County
 - City of Falls Church
 - Loudoun County
 - City of Manassas
 - City of Manassas Park
 - Prince William County

- **Other Local Governments**

- Town of Herndon
 - Spotsylvania County
 - Stafford County
 - Town of Vienna

- **Public Authorities/Agencies**

- Alexandria Renew Enterprises
 - District of Columbia Water and Sewer Authority
 - Metropolitan Washington Airports Authority
 - Montgomery County Housing Opportunities Commission
 - Potomac & Rappahannock Transportation Commission/ Omni Ride
 - Prince William County Service Authority
 - Upper Occoquan Service Authority

- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission

School Systems

- Alexandria Public Schools
- Arlington County Public Schools
- Charles County Public Schools
- District of Columbia Public Schools
- Frederick County Public Schools
- Loudoun County Public Schools
- City of Manassas Public Schools
- Montgomery College
- Montgomery County Public Schools
- Prince George's County Public Schools
- Prince William County Public Schools
- Spotsylvania County Schools
- Winchester Public Schools

State Agencies

- Maryland-National Capital Park and Planning Commission
-

BALTIMORE METROPOLITAN COUNCIL

- City of Annapolis
- Anne Arundel County
- Anne Arundel County Public Schools
- Anne Arundel Community College
- City of Baltimore
- Baltimore City Public Schools
- Baltimore County
- Baltimore County Public Schools
- Community College of Baltimore County
- Carroll County
- Harford County
- Harford County Public Schools
- Harford Community College
- Howard County
- Howard County Public Schools System
- Howard Community College
- Queen Anne's County
- Queen Anne's County Public Schools

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
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JBAB COMPATIBLE USE STUDY

ATTACHMENT D
COG RIDER CLAUSE

Sample Approval Form Only – Do not fill out

This form must be executed for any Participating Agency, both within and outside of the Metropolitan Washington Council of Governments (COG) region, to use the COG Cooperative Rider Clause to ride solicitations and contracts.

NOTE: Effective January 1, 2019, COG does not authorize the use of the MAPT/COG Cooperative Rider Clause without this form being completed and approved.

Participating Agency Name _____

Contact Person _____

Phone _____ Email Address _____

Solicitation/Contract Information:

Name Solicitation/Contract _____

Lead Agency/Contract Holder _____

Contact Person _____

Solicitation/Contract Number _____ Other Reference _____

Vendor Information:

Contractor Name _____

Address _____

City/State/Zip _____

Contact Person _____

Phone _____ Email Address _____

See questions on next page.

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
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JBAB COMPATIBLE USE STUDY

Questions –

	<u>YES</u>	<u>NO</u>
1. Is the Contract active and currently in force?	_____	_____
2. Is the Participating Agency's specifications/scope of work the same or very similar to that in the Contract?	_____	_____
3. Is riding this Contract within the rules and regulations of the Participating Agency and approved by the Participating Agency's Purchasing Department?	_____	_____

Participating Entity

Metropolitan Washington Council of Governments

Name _____

Name _____

Title _____

Title _____

Signature _____

Signature _____