



## **REQUEST FOR QUALIFICATIONS**

**RFQ #354-TR24-36**

**Project Title: On-Call Traffic Analysis Reports Services**

**Issue Date:** April 11, 2024

**Due Date:** May 10, 2024 at 5:00 PM ET

**Issuing Department:** Transportation

**Direct all inquiries concerning this RFQ to:**

*John Honey, PE*

*Project Manager*

Email: [John.Honey@carync.gov](mailto:John.Honey@carync.gov)

# Table of Contents

<b>1</b>	<b>INTRODUCTION.....</b>	<b>1</b>
1.1	Purpose .....	1
1.2	Background.....	1
1.3	RFQ Timeline.....	1
1.4	Questions.....	1
1.5	Submittal Requirements and Contact Information.....	2
1.6	Rights to Submitted Material.....	2
1.7	Communications .....	3
1.8	Lobbying.....	3
1.9	Gifts and Favors.....	3
1.10	Proposer Expenses .....	3
1.11	Proposer Acceptance .....	3
<b>2</b>	<b>QUALIFICATIONS PACKAGE.....</b>	<b>4</b>
2.1	Request for Qualifications Required Document Format .....	4
2.2	Hourly Rates .....	5
2.3	Qualifications Package Documents.....	5
<b>3</b>	<b>PROPOSAL EVALUATION.....</b>	<b>6</b>
3.1	Evaluation Criteria.....	6
3.2	Final Selection.....	6
3.3	Notice to Proposers.....	6
<b>4</b>	<b>SCOPE OF SERVICES.....</b>	<b>7</b>
4.1	Project Description.....	7
<b>5</b>	<b>EXECUTION OF PROPOSAL.....</b>	<b>12</b>
	<b>APPENDIX I.....</b>	<b>13</b>
	<b>APPENDIX II.....</b>	<b>15</b>

# 1 INTRODUCTION

## 1.1 Purpose

The Town of Cary (Cary) is seeking proposals from qualified Professional Engineering Consultants (Consultant) to provide On-Call Services for the preparation of Traffic Analysis Reports (TAR) associated with rezoning application requests to Cary. All applications for rezoning that meet trip generation thresholds are required to complete a traffic impact analysis or a TAR in accordance with Land Development Ordinance (LDO) 3.4.1(D)(3).

A detailed scope of services is provided in Section 4 of this solicitation.

Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/solicitations/>.

## 1.2 Background

To determine whether a development project will have negative impacts on the adjacent street network, Cary requires a TAR to be prepared in advance of a rezoning application. Selected Consultants will be chosen by Cary to provide On-Call Services to prepare a TAR during this process. The TAR prepared by the Consultant will be used to understand if the adjacent public facilities can support the rezoning proposal. Also, the TAR would provide recommended transportation improvements that may be needed to help offset the development project's traffic impacts. As rezoning projects are submitted, Cary will rotate the TAR assignments between the chosen Consultants, selected by geographic region or by simple rotation. Prior to beginning the TAR for a specific rezoning project, the selected Consultant will provide a fee proposal specific for each TAR as needed by Cary, complete a scoping meeting, and confirm that there is no conflict of interest associated with the particular rezoning case.

## 1.3 RFQ Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The Town of Cary reserves the right to modify and/or adjust this schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFQ Process	Date and time
RFQ Advertisement Date	April 11, 2024
Deadline for written questions	April 29, 2024
Town Response to Questions (anticipated)	May 3, 2024
<b>Submittal Due Date and Time</b>	<b>May 10, 2024, 5:00 PM</b>
Evaluation Meeting (anticipated)	May 31, 2024
Selection Announcement (tentative)	June 7, 2024

## 1.4 Questions

Requests for clarification and questions to this RFQ must be received by the Town not later than the date shown above in Section 1.3, entitled "RFQ Timeline", for the submittal of written inquiries. The Town will not entertain any further questions after the due date.

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

**John Honey, PE**  
[John.Honey@carync.gov](mailto:John.Honey@carync.gov)

Indicate **“RFQ #354-TR24-36 – Questions”** in the subject of the email. Questions submitted via telephone will not be answered.

The Town shall issue addenda reflecting questions and answers to this RFQ, if any, which shall be posted to the [NC eVP website](#). No information, instruction or advice provided orally or informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

**It is important that all Respondents submitting to this RFQ periodically check the NC eVP website for any Addenda. It is the Respondent’s responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.**

#### **1.5 Submittal Requirements and Contact Information**

Electronic responses ONLY will be accepted through the NC eVP website. Interested parties must be logged in to submit proposals electronically. Registration information is available at [NC Electronic Vendor Portal \(eVP\)](#). Proposals must be clearly marked with name of the submitting company, the RFQ number and RFQ title (**Company Name 354-TR24-36 RFQ On-Call Traffic Analysis Reports Services**).

Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided in Section 1.3. Submissions that do not comply with the stated submission method will be deemed non-responsive.

Cary reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Qualifications (RFQ). Any incomplete proposal may be eliminated from competition at the discretion of Cary.

It is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in Section 1.3 RFQ Timeline.

#### **1.6 Rights to Submitted Material**

All proposals and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the Town. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other Town staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Prospective Proposer agrees that the Town may reveal any trade secret materials contained in such response to all Town staff and Town officials involved in the

selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the Town to assist in the selection process. Proposals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

#### **1.7 Communications**

All communications of any nature regarding this RFQ with any Town staff, elected Town officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.5 prior to the deadline provided in Section 1.3. Violation of this provision may result in the Firm’s proposal being removed from consideration.

#### **1.8 Lobbying**

By responding to this solicitation, the Firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the Town or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

#### **1.9 Gifts and Favors**

Contractor shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

#### **1.10 Proposer Expenses**

The Town of Cary will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Town of Cary and/or its representatives. Further, the Town of Cary shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

#### **1.11 Proposer Acceptance**

Submission of any proposal indicates a Proposer’s acceptance of the conditions contained in this RFQ. The Town of Cary has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Town’s best interests to do so. The Town of Cary reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the Town of Cary’s best interest. Moreover, the Town of Cary reserves the right to make no selection if proposals are deemed not in the best interest of the Town of Cary.

## **2 QUALIFICATIONS PACKAGE**

Responses must follow the format outlined below. The Town may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

### **2.1 Request for Qualifications Required Document Format**

Responses should be divided using tabs to separate each section, listed sequentially as follows:

#### **Section 1: Cover Letter**

Provide an introduction letter summarizing the unique qualifications of your Firm to meet the needs of this project. This letter should be presented on the Firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the Town on behalf of the Firm. Include the name, title, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

#### **Section 2: Corporate Background and Experience**

Include background information on the Firm and provide detailed information regarding the Firm's experience with similar projects. Provide a list of all similar contracts performed in the past five (5) years, accompanied by at least three (3) references, including contact persons, firm, telephone number and email address.

Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the Firm's proposal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

#### **Section 3: Project Understanding, Approach and Schedule**

Provide a comprehensive narrative, outline, and/or graph demonstrating the Firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

#### **Section 4: Team Firm, Experience and Certifications/Qualifications**

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

## **2.2 Hourly Rates**

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor. One copy of the hourly rates for all proposed project personnel should be uploaded as a separate file using the same naming format described in Section 1.6.

## **2.3 Qualifications Package Documents**

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

**REMAINDER OF PAGE LEFT BLANK INTENTIONALLY.**

### 3 PROPOSAL EVALUATION

#### 3.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Firm Experience/Reputation/Workload	25%		
Response to Project Objectives	35%		
Experience of Personnel	20%		
Schedule	15%		
Percentage of Work in Cary/Triangle Area Office	5%		
<b>Final Score</b>			

#### Score Points

0- Missing or Does Not Meet Expectation

1- Partially Meets Expectation

2- Meets Expectation

3- Exceeds Expectation

#### 3.2 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the Town will then pursue negotiations with the next most qualified firm. The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ, including the Contractor's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded Contractor to perform as represented may result in contract cancellation.

#### 3.3 Notice to Proposers

It shall be the Proposer's responsibility to read the Instructions, all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Proposers are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.



## **4 SCOPE OF SERVICES**

Awarded Contractor shall provide all services as set forth in this RFQ, and more particularly as described in this Section 4.

### **4.1 Project Description**

#### **4.1.1 General**

After Cary receives a Traffic Analysis Report (TAR) request by an applicant, following a scoping meeting with NCDOT and/or Cary as needed, a selected Consultant will prepare a final scope of work, fee-based proposal, and schedule for preparation of the TAR.

In addition, the Consultant must provide an acknowledgement that no conflict of interest exists in working on this land development project or rezoning case. After final negotiations regarding scope of work, schedule, and fees are completed by Cary and Consultant, Cary will execute the proposal and release the Consultant to begin the TAR.

#### **4.1.2 Parameters included in a Traffic Analysis Report (TAR)**

Basic parameters and information that needs to be included in each TAR is as follows:

- 1) Study Area – The extent of the study area for the TAR depends upon the location and size of the proposed project and the prevailing conditions of the surrounding area. Cary will determine the boundary area and the number of intersections to be studied consistent with the LDO and/or discussions with NCDOT.
- 2) Build-out Year – the study year time frame will consist of the existing year and the year in which the development project will be completed (which is assumed to be five (5) years from the date the rezoning application was submitted, or in special site plans requiring quasi-judicial hearings, it will be the build-out of the site).
- 3) Existing Background Traffic – Peak hour traffic counts to capture the two highest weekday traffic peaks will be performed for each intersection evaluated in most traffic studies; however, for projects where Cary may feel that there is a considerable weekend and/or mid-day traffic peak, additional peak hours may be studied. Existing traffic count data at each intersection will be gathered by the Consultant, including gathering information on lane geometry, speed limits, existing signal timing, sign control at analyzed intersections, developer or municipal committed improvements, etc. Pedestrian counts may be needed for some studies. The Consultant will be provided access to probe data subscription (if available) and may be required to utilize this in place of standard data collection or for data comparison purposes. The Consultant may also need to contact the NCDOT, Town of Morrisville, Town of Apex, Town of Holly Springs, Wake County, Durham County, Chatham County and Research Triangle Park for additional pertinent information as needed.

- 4) Approved Developments – the Consultant may be provided information from Cary regarding approved developments in the immediate area that need to be accounted for in the TAR.
- 5) Future Traffic – Traffic conditions in the future build-out year will be indicated by increasing the existing background traffic at an annualized rate for the build-out year. This growth rate predicted by the Consultant will generally be approved by Cary and/or NCDOT.
- 6) Funded Infrastructure Projects – the Consultant may be provided information regarding funded capital roadway improvement projects or NCDOT Transportation Improvement Projects (TIP) in the immediate area that will be accounted for in the TAR.
- 7) Site Traffic – The Consultant will determine trip generation, distribution, and assignment of proposed site trips to the adjacent roadway system. The Consultant may also ask to account for trip reductions, like pass-by trips and internal capture trips associated with mixed use developments. Depending on the development type and location, the Consultant may be required to utilize probe data to validate trip distribution derived by traditional methodologies.
- 8) Traffic Analysis Time Periods – intersection analyses during the A.M. and P.M. peak travel periods will be performed for each analysis scenario prescribed. Mid-day or weekend analyses may be needed for certain development types.
- 9) Analysis Scenarios – the Consultant will generally be asked to evaluate intersections for various analysis build-out scenarios, such as:
  - a) Existing Conditions (current year w/o site traffic)
  - b) Future Conditions (build-out year w/o site traffic)
  - c) Build-out Conditions (build-out year w/ site traffic)
  - d) Build-out Conditions w/ Improvements (build-out year w/ site traffic & improvements)
- 10) Recommendations / Improvements
  - a) The Consultant will indicate improvements that may be needed to mitigate site traffic impacts to the adjacent roadway system and achieve desired levels of service as specified in the LDO.
  - b) The Consultant will account for ultimate roadway sections generally based on the Cary Community Plan.
  - c) In some cases the Consultant may indicate constructability and right-of-way acquisition challenges or others as appropriate, which may require further evaluation by the applicant.
  - d) Upon discussion with Cary staff, the Consultant may include additional discussion at study intersections by applying NCDOT's level of service/delay and queuing criteria that require improvements.
  - e) Upon discussion with Cary staff, some traffic studies may include bike and pedestrian counts as well as recommendations for improving bike and pedestrian safety and connectivity.
- 11) In a separate document, the Consultant will be required to provide a summary of the TAR formatted in a way that is suitable for seamless inclusion in the

development's rezoning staff report. Consultant will work with Cary staff on a template to standardize this deliverable.

- 12) Consultant will be required to coordinate with Cary's Traffic and/or Planning staff on any questions associated with comparison of the recommended improvements of the TAR and developer proposed rezoning conditions.
- 13) Upon completion of the Final Draft TAR, the Consultant will be required to make a formal submission to NCDOT as needed. Upon receiving recommendations from NCDOT, the Consultant will be required to communicate these recommendations to the applicant's team in a timely manner.

#### **4.1.3 Traffic Analysis Report (TAR)**

After the TAR is complete, the Consultant will prepare a traffic analysis report that should include, but is not limited to:

- Executive summary of the analysis,
- Site Plan and Summary Data Information,
- Assumptions Used in Analysis,
- Traffic Counts and Forecasts,
- Existing Lane Diagram,
- Existing Traffic Diagram,
- Projected Growth Traffic Diagram,
- Approved Development Traffic Diagram,
- Projected Background Traffic Diagram,
- Unadjusted Trip Generation,
- Trip Reductions (pass-by, internal capture),
- Distribution Chart,
- Site Traffic Assignment Diagram,
- Total Projected Traffic Assignment Diagram,
- Analysis Results,
- Recommended Lane Improvements Diagram (developer improvements, Cary and/or NCDOT required improvements),
- Summary of Recommended Improvements / Mitigation, and
- Synchro/SimTraffic analyses.

#### **4.1.4 Resources & Analysis Software**

Trip generation rates for all proposed rezoning projects will be calculated using the *Institute of Transportation Engineers Trip Generation Manual, Latest Edition*. In special cases, Cary may ask the Consultant to collect local trip generation data for proposed developments that are not well documented in the *Trip Generation Manual*.

System analysis software should be used for arterials and networks of multiple signalized and/or stop/yield – controlled intersections. Simulation software should be utilized to aid in determining storage lengths, verifying lane geometry and lane continuity, and to identify overall network operations. Analysis procedures utilizing gap acceptance methodology will be used for roundabout analysis.

- **Synchro** software is the preferred software for analysis of multiple intersections, isolated signalized intersections, and isolated unsignalized intersections.
- **SimTraffic** software is the preferred software for simulation analysis.
- **SIDRA** or **VISSIM** software is the preferred software for roundabout analysis.
- **HCS** software is the preferred software for roadway segment, merge, diverge, and weave analysis.

#### **4.1.5 Other Considerations**

The Consultant will need to be familiar with NCDOT policies and practices for the preparation of TAR's where development sites are located on State or US routes. Cary will ask that the Consultant incorporate NCDOT Congestion Management Capacity Analysis Guidelines in these situations. In special cases, Cary may also ask the Consultant to attend meetings at the request of Cary or perform additional analysis scenarios upon request.

Development plans that are of certain size and magnitude may require Town of Cary Council (Council) approval through a quasi-judicial development plan hearing. Cary may ask the Consultant to prepare a traffic impact analysis for these cases or provide expert testimony on traffic issues that may be prepared by the Consultant or prepared by a traffic consultant chosen by the applicant.

The Consultant will be required to verify for potential conflicts of interest with the applicant prior to agreeing to complete a TAR. Specifics of conflict verification will be provided upon contract execution with Cary.

Cary reserves the right to alter the scope of work or deliverables from time to time as needed, as outlined in this RFQ, to reflect changes to the LDO as adopted by the Council, or as may be directed in written or unwritten policies and guidelines established by the Council.

#### **4.1.6 Project Deliverables**

Initially, the Consultant will be requested to provide the following deliverables:

- "Draft" TAR in PDF
- Appendices in PDF and analysis files if requested by staff
- Traffic Counts by intersection in individual PDFs titled appropriately (this data will need to be sent directly to the Traffic Management Center staff)

After Cary has reviewed the "Draft" report, Cary may issue comments to the Consultant for consideration and inclusion into the Final Draft report. After Cary comments are reconciled, the Consultant will provide the following deliverables that will be distributed to the rezoning applicant and Cary staff:

- "Final Draft" Executive Summary and TAR in separate PDFs
- Appendices in PDF
- Analysis files
- TAR Summary for Staff Report in Word

After Cary and the applicant have reviewed the “Final Draft”, Cary may issue additional comments to the Consultant for inclusion into a “Final” TAR document. A Final report will be issued by the Consultant and the following deliverables provided:

- One (1) paper copy of the entire “Final” TAR, signed and sealed by the Engineer along with the analysis files on a flash drive or similar attached to the paper copy
- Electronic version of the entire “Final” TAR signed and sealed by the Engineer to include the following:
  - “Final” Executive Summary and TAR in separate PDFs
  - Appendices in PDF
  - Analysis files

All project deliverables and their review during the Draft, Final Draft and Final TAR stages will be completed thru Cary’s electronic plan review portal (IDT/GeoCivix).

#### **4.1.7 General Provisions**

It is Cary’s intent to select up to three (3) consultants as a result of this RFQ that are currently licensed to perform consulting engineering services in the State of North Carolina.

The selected firm(s) will report directly to Cary. The selected firm(s) will administer the contract and ensure that all work is performed in accordance with the contract requirements.

The selected firm(s) will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The firm(s) will be directly responsible for oversight of the project for Cary.

#### **4.1.8 Duration of On-Call Services**

The Master Agreement for On-Call Services will have a term of at least two (2) years, and will expire on June 30, 2026, with an option to extend one more year to June 30, 2027.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

## 5 EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential contractor has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX I

### References

Offeror **must** supply at least (3) three Governmental Agency or Private Company references for which Traffic Analysis services have been performed during the past (5) five years. Offerors are cautioned to provide accurate reference information. References will be checked during evaluation period.

**OFFEROR:**

\_\_\_\_\_

**CITY, STATE, ZIP:**

\_\_\_\_\_

**Reference #1**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #2**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #3**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #4**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #5**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_



## APPENDIX II

### Hourly Rate Schedule

Awarded Contractor shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 5 utilizing the following hourly rate schedule below.

Position Title	Hourly Rate

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signed by: \_\_\_\_\_  
[Type or Print Name]

Title of Signer: \_\_\_\_\_