



RFP NO. 23-030

**REQUEST FOR PROPOSALS
FOR
STRATEGIC PLANNING SERVICES**

July 28, 2023

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ADVERTISEMENT

REQUEST FOR PROPOSALS

SOLICITATION NO. 23-030 FOR STRATEGIC PLANNING SERVICES

GoTriangle seeks qualified consultants to develop the agency's new Strategic Plan. This Request for Proposals (RFP) will lead to selecting a consultant to lead the agency's strategic planning process. It is desired that the selected consultant has experience preparing strategic plans for public agencies, preferably in transit.

The Strategic Plan will shape GoTriangle's direction to improve transit operations, enhance system performance, and update its business practices for the next three to five years. The plan will serve as a guide for the Board and leadership, program management and development, external communications, integration of outreach efforts, and internal capacity building.

We expect this process to include evaluation, stakeholder outreach, and strategic advisory services. We are looking for innovation and an approach that leads to a proper assessment of GoTriangle's services and our path forward. The strategy development approach and schedule will be refined as the scope of work is finalized between GoTriangle and the selected consultant.

To obtain a copy of the Request for Proposals (RFP) document, firms shall download the document from the GoTriangle's website at <https://gotriangle.org/procurement-opportunities>. In practicing social distancing, Proposals will be received via email at **3:00 p.m. (EDT) on, August 25, 2023** at procurement@gotriangle.org. Questions regarding the RFP shall be directed to David Moore, Procurement Manager at procurement@gotriangle.org. GoTriangle reserves the right to reject any or all Proposals.

1 BACKGROUND

State lawmakers established GoTriangle in 1989 to serve Durham, Orange, and Wake Counties. The agency has approximately 240 employees and is governed by a 13-member board of trustees, which is authorized to make decisions and enact policy. To carry out the work, GoTriangle has six major departments including: Communications and Public Relations, Finance and Administration, Legal, Planning and Capital Development, Transit Operations, and Human Resources and Diversity Management.

In recent years, voters in all three counties passed referenda to implement a half-cent sales tax to support expanding transit systems. As the tax district administrator, GoTriangle oversees the administration of funds in the county transit plans and works with partners to implement the region's transit priorities. County transit plans have funded expansion of transit services in all three counties. Large capital projects funded by the county transit plans include:

- Building a state-of-the-art bus transfer facility in downtown Raleigh.

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- Developing bus rapid transit corridors.
 - Studying the feasibility of a commuter rail service.
 - Studies of the relocation of the Regional Transit Center and the expansion of the Bus Operations and Maintenance Facility

As a public transit agency, GoTriangle is responsible for planning regional and local bus services and delivery of capital projects through the three-county Triangle region of North Carolina. The agency also improves connections, access, and environmental health across the area by providing regional bus service, paratransit, ride-matching, and contracting with private providers for vanpooling, rideshare, and emergency rides. With 78 buses traveling 22 regional routes, GoTriangle provides roughly 6,500 daily passenger trips or about 1.8 million trips annually (pre-COVID). In addition, GoTriangle promotes alternative commuter options and houses the Regional Transit Information Center.

2 SCOPE OF SERVICES

GoTriangle adopted a five-year Strategic Business Plan in 2017. The strategic planning process for the current plan was conducted using internal staff resources. The new strategic planning effort will be consultant facilitated. It will include a review of key aspects of the organization, including but not limited to the mission, vision, organizational operations, structure, board governance, and facilitation of local, state, and federally required products. The selected consultant will lead and facilitate a series of productive meetings and workshops with board members, staff and external stakeholders. The expected outcomes should be consistent with current trends and the best practices of other transit agencies.

GoTriangle is issuing this Request for Proposal (“RFP”) seeking qualified consultants who have transportation/transit consulting experience to provide services to assist in planning and implementing organizational change, strategic planning, and leadership development. The work of this RFP is focused around four primary themes:

1. Revisit Mission, Vision, Core Values and Goals;
2. Organizational Change Management;
3. Leadership Development; and
4. Strategic Planning for the next three to five years (GoTriangle’s future).

Additionally, the selected consultant will:

1. Provide example strategic plan documents from other agencies/organizations for GoTriangle to review to guide scope development and framework for final GoTriangle document. These examples may be prepared by the selected consultant, or prepared by others but must be identified by the selected consultant as good examples relevant to this GoTriangle effort. Of special interest are samples developed with post-Covid impacts on transit addressed. One example is [Transit is the Answer \(rtachicago.org\)](https://www.rtachicago.org/).

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2. Work with GoTriangle to develop final project scope of work and schedule to include project milestones and deliverables during contract negotiations, however; some of the work and deliverables should consist of:
 - a. Facilitation, strategy coaching, training, and support;
 - b. Facilitate meetings and focus groups.
 - c. Facilitate updating mission, vision, core values, and goals.
 - d. Facilitate and update the strategic plan.
 - e. Facilitate and develop a plan for communication with a focus on change management.
 3. Hold a project kickoff meeting with key stakeholders to share the project schedule, milestones, and communications protocols.
 4. Participate in orientations/interviews with the agency's executive team and others identified by the executive team to cover topics identified by the consultant which could include but are not limited to: bus service and short-range plan, pre-pandemic vs current ridership insights, ongoing bus operator shortage, IT security, fleet and facilities plans, technology implementation including evaluating and providing recommendations for existing IT, HR and Accounting systems, regional rail planning, GoTriangle's role as both transit operator and regional transit planning agency, and organizational maturity,
 5. Review **reference documents** including, but not limited to:
 - a. 2017-2021 GoTriangle Strategic Plan
 - b. 2023 Draft Short Range Transit Plan
 - c. Wake, Durham, and Orange County Transit Plans
 - d. DCHC MPO and CAMPO MTP and CTP
 - e. Organizational Structure and Selected Policies
 - f. Diversity, Equity, and Inclusion Report Summary
 - g. Capital Development Documents (CRT studies, Bus Plan, RFFS, etc.)
 - h. Review of board bylaws, policies and documents
 - i. GoTriangle Safety Plan
 - j. Strategic Planning documents received from Christian Kent
 - k. Identify other documents to be reviewed
 1. ILAs
 2. Master Agreements
 3. Title VI Plan
 4. EEO Plan
 5. DBE Plan
 6. **Discovery, Research, and Validation** – establish the analysis and details desired in the strategic plan and summary.
 7. **Organizational Overview and Change Management** – assess the organization's strengths, weaknesses, and competencies.

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1. Organizational evaluation to ensure financial resources, human capital, and organizational structure are adequate to fulfill the mission.
 8. **Trends, Gaps, and Needs Analysis** – assess the opportunities and threats facing GoTriangle in the coming years.
 9. **Methodology** – describe the methods used to identify vital challenges and opportunities.
 10. **Identification of Opportunities, Strategies, and Vision** – refine the vision for GoTriangle, which identifies its priorities, opportunities, and strategies, clarify GoTriangle's role, and confirm its mission and values.
 11. **Defining the Future Access or Limiting Factors** – identify fiscal needs/implications related to potential strategic pathways.
 12. **Values and Goal Setting** – work with GoTriangle to determine organizational and departmental values and goals.
 13. **Performance Measures and Targets** – identify GoTriangle's performance measures to track progress toward shared goals.
 14. **Stakeholder Engagement** – work with GoTriangle's board, staff and external stakeholders to gather information and input. This will include general public engagement.
 15. **Identify strategic goals and strategic plan development** – identify strategic goals and develop an actionable strategic plan.
 16. **Education and Implementation Strategy** – plan's rollout to the agency

DELIVERABLES

Below is a list of deliverables the consultant is responsible for submitting for GoTriangle's approval. The list below is not final, and other deliverables may be added as the scope of work is finalized.

1. A timeline to complete project (preferably in a 6-12 months) the implementation and integration of adopted plans throughout the organization;
2. A written report on values and goals used by other transit agencies;
3. A written report on transit agency best practices in strategic plans and organizational and data needs;
4. A written report on board governance and education;
5. Updated strategic plan document (three to five years) and executive summary;
6. Update of mission, vision, values, and goals;
7. A written communication plan with a focus on change management;
8. A written leadership/management team development plan;
9. Training documents, resources, and curriculum; and
10. Facilitate coaching, training, meetings, stakeholder outreach, focus groups, interviews (number and hours to be determined by GoTriangle).

3 PROPOSAL SUBMITTAL

All Proposals shall be submitted to GoTriangle by **August 25, 2023 3:00 p.m. EDT**. Proposals received after the time and date will not be accepted.

GoTriangle reserves the right to postpone the RFP due date for its own convenience. GoTriangle will provide the final addendum, if any, a minimum of five (5) working days prior to receipt of Proposals.

Proposals shall be submitted via email that is clearly titled with the Submitter's name and Solicitation No. 23-030 – “**STRATEGIC PLANNING SERVICES**”.

Proposers must prepare and submit a PDF copy, of their submission organized in the manner and sequence in which the information is requested in this section. **The proposed pricing must be in a separate PDF entitled “Pricing”**. Proposals shall be concisely prepared in letter size form (8 1/2" x 11"), Times New Roman, 12-point font. Failure to include any requested information may result in the elimination of the proposer from consideration. Materials other than those specifically requested at each stage of the selection process will not be considered and must not be submitted at any time during the selection process.

Please note the remit to email addresses below:

Email Only
Procurement@gotriangle.org

The procurement department shall reply to all Proposals received. If you do not receive a reply to your submittal, please assume we did not receive it and contact us immediately at 919-485-7559 or dmoore@gotriangle.org.

3.1 Contents and Format of Submittal

Proposals will be limited to 10 pages (not including cover letters or mandatory forms).

The following information shall be presented in a clear, comprehensive, and concise manner and in the prescribed format. The Proposals shall be prepared simply and economically, providing straightforward and concise information. Materials other than those specifically requested at each stage of the selection process will not be considered and shall not be submitted at any time during the selection process.

Proposers shall limit their submissions to the following information unless otherwise stated.

a. Cover Sheet and Table of Contents

The cover sheet shall clearly present the project title, the Submitter's name, and the RFP number and table of contents.

b. A Concise Letter of Interest including:

- a. the name and address of the prime Consultant and the state in which it is incorporated and chiefly located; and,
- b. a brief description of the Submitter (prime, subconsultants and third-party consultants) and its interest in performing the required professional services; and,
- c. the name, address, phone and facsimile numbers and e-mail address of the designated contact for the Submitter (prime consultant); and,
- d. acknowledgment of all addenda to the RFP document (each addendum must be identified); and,
- e. Signature of a duly authorized official of the prime Consultant firm.

c. A statement indicating any judgments against the Submitter (prime, subconsultants and third-party consultants) within the last five (5) years, or pending litigation, related to professional conduct or services.

d. Qualifications

Based upon the Proposal's project description and scope of services, the Proposal should address the disciplines and expertise required to perform the necessary services. The following information is requested:

- a. Your approach to strategic planning
- b. A summary of strategic planning experience
- c. Organizational table of team members
- d. A general plan for staff performing the work shows each design team member's key management and technical personnel and their function on the project.
- e. Statement of recent relevant experience of each member of the team with similar projects of comparable size and scope for similar facilities
- f. Three references from similar projects in size or scope from public agencies, preferably transit agencies

e. Project Understanding

The following information is requested to ensure the team has an understanding of the intent of this project:

- a. The consultant should provide a detailed description of the primary considerations involved in performing the required services.
- b. The consultant should describe its approach to the work effort involved to perform the project scope, indicating how the proposed methodology will benefit GoTriangle.

f. Project Management and Work Plan

The project management plan must describe the consultant's organization of the project.

- a. It must detail the number and regularity of all meetings associated with completing the strategic plan.
- b. Provide an implementation schedule by week number from the project start-up date.

g. References from Previous Clients

Provide at least three (3) references for similar projects or services completed within the past three years. The references shall include the following details:

- a. Name of the Client/Organization: Provide the full name of the client or organization for whom the project or service was delivered.
 - b. Contact Person: Include the name and designation of the primary contact person at the client's organization
 - c. Contact Information: Provide the contact details, including email address and phone number, for the reference.
 - d. Project/Service Description: Briefly describe the nature and scope of the project or service delivered to the client.
 - e. Indicate the level of involvement as a prime or subconsultant.
- h. Price Proposal** — include a listing of fully burdened rates of individuals or personnel categories anticipated to be assigned to the project, that includes labor rate, overhead rate, profit, and other proposed costs if any.
- i. Proposal Submittal Form (Attachment A)**
- j. Subcontractor Form (Attachment A1)**
- k. E-Verify Form (Attachment B)**
- l. Certificate Regarding Conflict of Interest Form (Attachment C)**
- m. Price Schedule (Attachment D)**
- n. Non-Collusion Form (Attachment E)**
- o. Iran Divestment Act Form (Attachment G)**
- p. Companies Boycotting Israel Divestment Act Form (Attachment H)**
- q. EEO Forms (Attachment I)**
- r. RFP Response Checklist (Attachment J)**

3.2 Schedule of Events

The selection process will proceed as outlined below.

<i>DATE</i>	<i>EVENTS</i>
July 28, 2023	RFP distributed and posted to GoTriangle website
August 11, 2023 3:00 PM EDT	Inquiries must be received in writing by (e-mail only) to David Moore at procurement@gotriangle.org
August 16, 2023 3:00 PM EDT	Responses to all questions received will be posted on the GoTriangle website. All firms that have previously registered and downloaded the RFP documents from the GoTriangle website will be notified of responses via e-mail.
August 25, 2023 3:00 PM EDT	Proposals due via email at procurement@gotriangle.org
August 28-September 1	Evaluations
September 7, 2023 (tentative)	O&F Award Recommendation
September 27, 2023 (tentative)	Board Approval

GoTriangle reserves the right to modify the procurement schedule set forth above as circumstances may warrant.

3.3 Addenda

Any changes to this RFP document shall be made by written addenda issued by GoTriangle. Upon issuance, the addenda shall be considered part of the RFP document and will prevail over inconsistent or conflicting provisions contained in earlier versions of the RFP document. Addenda will be available for download from the GoTriangle website in the same manner as the RFP document. All Submitters that downloaded the RFP will be notified via e-mail that an addendum is available for download. This process shall be repeated each time an addendum is posted to the GoTriangle website.

A valid e-mail address shall be provided upon download of the RFP document in order for GoTriangle to notify Submitters of the availability of addenda. GoTriangle will not be responsible for Submitters failing to receive notification of the availability of addenda if an invalid e-mail address or no e-mail address was provided to GoTriangle.

Submitters shall acknowledge their receipt of all addenda in the Letter of Interest submitted with their Proposal submission. As with other required documentation, Proposals that fail to provide a detailed listing of addenda received may be excluded from further consideration for this solicitation.

3.4 Questions and Clarifications

It is the desire of GoTriangle to provide the same information to all interested parties to ensure fairness and impartiality in the procurement process. To that end, GoTriangle will not respond to telephone inquiries or personal visits. Visitation by respondents or their representatives may be made to GoTriangle only at the Pre-Proposals meeting, if held. All questions are to be submitted in writing. *Submit written questions via e-mail to the GoTriangle Procurement Manager at the email address indicated in Section 3.2 above no later than the date and time indicated on the Schedule of Events above.* Responses to questions will be posted on the GoTriangle website no later than the date and time indicated on the Schedule of Activities above. Answers to questions or directives to Submitters regarding the RFP process by any GoTriangle employee other than Mr. Moore and verbal answers to questions are not binding on GoTriangle. All Submitters that downloaded the RFP will be notified via e-mail that an Addendum is available for download on the website.

A valid e-mail address shall be provided upon download of the RFP document in order for GoTriangle to notify Submitters of the availability of an Addendum. GoTriangle will not be responsible for Submitters failing to receive notification of the availability of an Addendum, if an invalid e-mail address or no e-mail address was provided to GoTriangle.

3.5 Selection Procedures

Proposals will first be reviewed for completeness and inclusion of the components specified in Section 3.1 of this RFP document. The absence of any required information will result in exclusion from further analysis.

GoTriangle will make the award to the responsible Consultant whose Proposal is most advantageous to the GoTriangle and offer the “Best Value”. Accordingly, GoTriangle may not necessarily make an award to the Consultant with the highest technical ranking nor award to the Consultant with the lowest Price Proposal if doing so would not be in the overall best interest of GoTriangle.

GoTriangle may waive any irregularities in any Proposal that does not prejudice other Consultants. GoTriangle further reserves the right to negotiate with any source whatsoever. A Purchase Order or Contract may be negotiated with the Consultant whose Proposal is considered by GoTriangle in its sole discretion to be most advantageous to GoTriangle.

Proposal shall be submitted to GoTriangle on the most favorable of terms possible from the standpoint of cost, quality and technical capability. No Consultant shall have any cause of action against GoTriangle arising out of the methods by which Proposals are assessed. The selection of the successful Consultant shall be at the sole discretion of GoTriangle.

Submission of a Proposal indicates acceptance by the Consultant of the conditions contained in this RFP unless clearly and specifically noted in the Consultant’s submittal and confirmed in the Purchase Order or Contract between GoTriangle and the selected Consultant.

Consultants should read and fully understand the circumstances and procedures under which a Contract will be awarded. A Consultant's signed response to this RFP on the Proposal Form signifies its acceptance of the obligations and rights specified herein.

GoTriangle reserves the right to reject any and all Proposals.

3.6 Evaluation Criteria

The criteria outlined below will be used in evaluating the Proposals.

No.	Criterion
1	Qualifications
2	Project Understanding
3	Price Schedule
4	Project management plan and work plan
5	Past performance – includes references and relevant project history

3.7 Submittal Review Process

The Review and Selection Committee (Committee) will be composed of representatives from GoTriangle. The Committee will make such reviews and investigations, as it considers necessary and appropriate, for evaluation of the Proposals. Following evaluation of the Proposals, by the Committee, GoTriangle may invite Firms to make a presentation and participate in an interview.

GoTriangle will not compensate or reimburse Submitters for any costs incurred as a result of this selection process and subsequent contract negotiations.

3.8 Proprietary Information

Any reservations on the use of data contained in the Proposals shall be clearly stated in writing. GoTriangle will attempt to comply with a Submitter's designation of proprietary/confidential information. However, GoTriangle may not be able to withhold a record (data, document, etc.) or deny access to a record requested by an individual (the public) when an obligation is imposed upon GoTriangle under the North Carolina Public Records Act (Act). GoTriangle's determination to withhold or disclose a record will be based upon the particular circumstances involving the record in question and whether the record may be exempted from disclosure under the Act. Records which the Submitter considers to be trade secrets and privileged or confidential must be identified by the Submitter as indicated above.

4 IDENTIFYING AND REMEDYING CONFLICTS OF INTEREST

Conflicts of interest for proposers refer to situations where the bidders or entities submitting Proposals have personal, financial, or other interests that could potentially bias their Proposal or influence the outcome of the solicitation process. These conflicts can compromise the

fairness, transparency, and integrity of the competition, leading to an unequal playing field for all proposers.

Examples of Conflicts of Interest for proposers may include:

1. **Dual Roles:** When a proposer has a dual role, such as being involved in the preparation of the solicitation documents while also intending to submit a Proposal, creating a potential advantage in understanding the requirements and evaluation criteria.
2. **Financial Interests:** If a proposer has a financial interest in another bidder or a competitor, which could lead to collusion or biased decision-making to favor that bidder.
3. **Family or Personal Relationships:** When proposers have family or personal relationships with individuals in the procuring organization, the evaluation committee, or other proposers, potentially leading to biased treatment or preferential treatment.
4. **Conflicting Obligations:** If a proposer has existing contractual or business obligations that could compromise their ability to fulfill the requirements of the solicitation fairly and impartially.
5. **Use of Insider Information:** If a proposer has access to confidential or insider information that provides an unfair advantage in preparing their Proposal.
6. **Inadequate Disclosure:** Failure of a proposer to disclose any conflicts of interest or relevant affiliations, creating a lack of transparency in the solicitation process.

To ensure an equitable and unbiased solicitation process, proposers are required to disclose any potential conflicts of interest on **Attachment C**. Additionally, it is GoTriangle's goal to promote a level playing field and foster a competitive, fair and equal solicitation process for all proposers.

5 GENERAL REQUIREMENTS

5.1 Contract Relationship

GoTriangle will execute a Contract for Services to be performed with the selected Submitter. The selected Submitter's contractual responsibility must solely rest with one Contractor or legal entity, which shall not be a subsidiary or affiliate with limited resources. Submitter's Proposal must clearly indicate the Contractor or entity responsible for Contract execution (**Attachment A**).

GoTriangle will not be a party to agreements between the selected Submitter and/or any subcontractors it may choose to employ during fulfillment of the Contract; however, the selected Submitter shall execute fair and reasonable agreements with its subcontractors (if any) and shall provide GoTriangle with copies of said agreements not later than five (5) business days prior to their execution. Prior to the execution of a contract between the selected Submitter

and GoTriangle, the selected Submitter shall provide GoTriangle with a schedule indicating the manner in which subcontractors are anticipated to participate in the execution of Services.

5.2 Disadvantage Business Enterprise (DBE) Participation

Pursuant to 49 C.F.R. Part 26, GoTriangle has established a Disadvantaged Business Enterprise (DBE) Program that states “GoTriangle shall not discriminate in any manner on the basis of race, color, sex or national origin, and shall take all reasonable steps to ensure that certified Disadvantaged Business Enterprises have the maximum opportunity to participate in the performance of contracts.

In conformity with North Carolina State law, it is the policy of GoTriangle to encourage and promote the use of minority contractors, physically handicapped contractors, and women contractors in the purchasing of goods and the provision of services. Submitters are encouraged to utilize minority, handicapped and women-owned businesses to the extent possible when assembling its team.

Sylvester Goodwin, GoTriangle Director of Equal Opportunity Employment/Disadvantaged Business Enterprises may be reached at 919-485-7518 or sgoodwin@GoTriangle.org with questions about GoTriangle’s DBE Program.

5.3 Modification and Withdrawal of Proposals

Submitters may without prejudice, modify or withdraw its Proposals by written request provided that such request is received by GoTriangle not later than 24 hours prior to the time and date that Proposals are due.

It is expected that all of the principals, partners and professional staff assigned to the proposed Services with GoTriangle in the Proposals will perform the work described on behalf of GoTriangle. Changes to the principals, partners and professional staff assigned to work on behalf of GoTriangle following contract award must be submitted to GoTriangle in writing for prior approval.

GoTriangle may request additional information or clarification from any or all Submitters. GoTriangle reserves the right to include as contractual obligations any additional requirements that arise or result from contract negotiations between GoTriangle and the successful Submitter.

5.4 Proposal Rejection / Reserved Rights

GoTriangle reserves the right to reject any or all Proposals received and to re-solicit or to cancel the procurement if deemed to be in the best interest of GoTriangle. GoTriangle shall not be obligated to indicate its reasons for rejecting all Proposals, for re-soliciting, or for canceling the procurement.

GoTriangle reserves the right to split the work among multiple firms.

GoTriangle makes no representation that any contract will be awarded to a Submitter responding to the RFP. Issuance of the RFP and receipt of Proposals does not commit GoTriangle to award a contract.

GoTriangle reserves the right to waive any minor Proposal informalities or irregularities that do not materially prejudice other Submitters.

GoTriangle also reserves the right to enter into a contract with any Submitter based solely upon its initial Proposal.

Execution of a contract pursuant to this procurement is expressly dependent upon appropriation by the GoTriangle Board of Trustees of necessary funding.

5.5 News Releases

Submitters shall not make news releases pertaining to this RFP, or the project to which it relates, without prior GoTriangle and Project Team approval

5.6 Changes

Any proposed changes or modifications to a Task Order, initiated by GoTriangle or the Contractor, that will result in a change to the scope of work, price, schedule, or any other element of the Task Order shall require a change order. Such change order shall include a detailed description of the rationale for the change.

GoTriangle and the contractor may agree to change or modify a Task Order to correct, errors, omissions, or discrepancies; to cover acceptable overruns; to expand or reduce the scope of work; or to direct the changes in contract execution. GoTriangle and the Contractor will negotiate such changes and modify the Task Order and/or other provisions and exhibits of the On-Call A&E Services contract between GoTriangle and the Contractor through a written amendment executed by the Contractor and GoTriangle.

6 PROTEST PROCEDURES

6.1 Protests Received Prior to Receipt of Proposals

Protests concerning the procedures of this solicitation must be submitted in writing to the GoTriangle President and CEO not later than five (5) working days prior to the date set for the receipt of Proposals. Upon receipt of a protest, the President and CEO may, at his/her discretion, extend or postpone the deadline for receipt of Proposals. The President and CEO will answer the protest in writing not later than three (3) working days prior to the deadline date for receipt of Proposals.

6.2 Selection Protests

The Review and Selection Committee recommendation will be based on the highest ranked Submitter. GoTriangle will announce the highest ranked Submitter and following the announcement, a Submitter may file a protest. A protest of the recommendation must be in

writing and must be received by the GoTriangle President and CEO not later than five (5) working days after the announcement. GoTriangle will consider all protests regarding the recommended Submitter prior to executing the contract.

6.3 Filing Procedures

Any and all protests filed with the GoTriangle President and CEO shall:

1. Include the name and address of the protester.
2. Identify the procurement.
3. Contain a statement of the legal and factual grounds for the protest and any supporting documentation. The grounds for the protest must be fully supported.
4. Indicate the ruling or relief desired from GoTriangle.

Protests shall be filed with the GoTriangle President and CEO, via personal delivery or courier to 4600 Emperor Boulevard, Suite 100, Durham, NC 27703; or by mail to P.O. Box 13787, Research Triangle Park, NC 27709. The President and CEO will respond in detail to each substantive issue raised in the protest. With regard to a properly filed protest, GoTriangle's determination will be final. Violations of federal law or regulations will be handled by the complaint process stated within that law or regulation. Violations of state law, or state or local regulations will be under the jurisdiction of the appropriate state or local authorities.

6.4 Protests Referred to the FTA

The FTA will only entertain a protest that alleges GoTriangle failed to follow the above protest procedures. Any such protest must be filed in accordance with FTA Circular 4220.1F.

7 COSTS AND DAMAGES

All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense. GoTriangle will not be liable for damages to the Submitter filing the protest or to any participant in the protest, on any basis, expressed or implied.

Attachment-A

SUBMITTAL FORM PROPOSER INFORMATION AND SIGNATURE

Firm's Legal Name/Address: _____ Date Prepared: _____

Date Firm Established: _____

Principal to Contact/Title: _____

Business Telephone: _____

Business Email: _____

Is this address the: Main Office Regional Office Branch Office Other _____

Former Firm Name(s), if any. Year Established Name/Address/Telephone of Parent Company, if any

Corporate Structure:

Sole Proprietorship Corporation Joint Venture
 Parent Company Partnership Other (specify): _____

Other offices of the firm:

City/State Telephone No. No. of personnel Identify home office with *

1. State of Incorporation: _____
2. State of North Carolina Registration #: _____
3. Federal Tax Identification #: _____
4. Acknowledge Addendum(a) by specifying Addendum(a) in spaces provided: _____
5. Licenses No. _____

Certification

The undersigned prime proposer certifies that, to the best of his/her knowledge, the information presented in this Request for Proposals is a statement of facts and that the firm has the financial capability to perform the work being applied for. The undersigned prime proposer further certifies that it knows of no personal and/or organizational conflict of interest prohibited under federal, state, and local law.

I certify (or declare) under penalty of perjury under the laws of the State of North Carolina that the foregoing is true and correct.

Signature _____

Name: _____

Title: _____

Date: _____

Place: _____

(City and State)

END OF FORM

**ATTACHMENT A1
SUBCONTRACTOR LIST**

Project Number: 23-030

The Bidder will provide a list of all subcontractors anticipated to be used on this project.

Use a copy of this page as a master for attachment if necessary.

If no subcontractors are listed, it will be considered the bidder's affirmation that it does not intend to use any subcontractors on this project.

Type of work - _____
Name of Firm (please print): _____
Physical Address: _____
City, State, Zip: _____
Telephone/Fax Numbers: _____
NC Contractors Registration Number: _____
Federal Tax Identification Number: _____

Person/Entity Name: _____ Signature of Bidder _____



GOTRIANGLE
E-VERIFY EMPLOYER COMPLIANCE STATEMENT

E-Verify for Public Contracts: HB 786 (S.L. 2013-418)

The legislation referenced prohibits governmental units from awarding to or entering into contracts unless the contractor and the contractor’s subcontractors comply with the E-Verify requirements of Article 2 of Chapter 64 of the NC General Statutes.

Contractor, hereafter Employer, understands that E-Verify is a federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. Employer is defined as: Any person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. This term does not include State agencies, counties, municipalities, or other governmental bodies.

Employer understands that Employers, as Defined Herein, Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).

Therefore, all employers must be in compliance with the E-Verify requirements to enter into contracts with Triangle Transit.

Below check the type of employer and complete the information.

A) Employer with less than 25 employees, not required to use E-Verify: _____

Company Name Signature and Title Date

OR:

B) Employer with 25 or more employees required by NC S.L.213-418 to use E-Verify:

Yes, we comply: _____

Company Name Signature and Title Date

ATTACHMENT-C



CERTIFICATION REGARDING CONFLICT OF INTEREST

The Submitter is required to certify that performance of the work will not create any conflicts of interest or disclose any actual or potential conflicts of interest by completing and signing one of the following statements:

The Submitter hereby certifies that to the best of its knowledge and belief of the services described in the Scope of Work will not create any conflicts of interest for the Submitter, any affiliates, any proposed subconsultants, and key personnel of any of these organizations.

DATE: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

SUBMITTER/COMPANY NAME: _____

OR

The Submitter hereby discloses the following circumstances that could give rise to a conflict of interest for the Submitter, any affiliates, any proposed subconsultants, and key personnel of any of these organizations. (Attach additional sheets as needed.)

Name of the Individual/Company to which potential conflict of interest might apply:

Nature of potential conflict of interest:

Proposed Remedy:

ATTACHMENT-C

DATE: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

SUBMITTER/COMPANY NAME: _____

**ATTACHMENT D
PRICE SCHEDULE**

**REQUEST FOR PROPOSAL 23-030
STRATEGIC PLANNING SERVICES**

DATE _____ BIDDER NAME _____

The undersigned, having carefully examined the Request for Proposal **23-030 for STRATEGIC PLANNING SERVICES**, hereby proposes and agrees to furnish all tools, equipment, services, apparatus, facilities, labor and materials necessary to complete the service in strict conformity with the Request for Proposal at the following Fully burdened labor rate cost:

PROFESSIONAL FEES – (Proposed Team)

- 1. Title _____ Per Hour\$ _____
- 2. Title _____ Per Hour\$ _____
- 3. Title _____ Per Hour\$ _____
- 4. Title _____ Per Hour\$ _____
- 5. Title _____ Per Hour\$ _____

I hereby certify that the statements herein are a clear representation of the firm submitting this price proposal.

Firm: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Printed Name: _____

Title: _____

Email: _____

Signature of Authorized Agent: _____

ATTACHMENT- E
PROPOSER STATEMENT OF NON-COLLUSION

BY SUBMISSION OF THIS PROPOSAL, PROPOSER AND EACH PERSON SIGNING ON BEHALF OF PROPOSER CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

- (1) The prices of this proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other Proposer or competitor, for the purposes of restricting competition or as to any matter relating to price.

- (2) Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by Proposer and will not be disclosed by Proposer directly or indirectly to any other Proposer or competitor before proposals are opened.

- (3) No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a bid on any portion of the Project work.

IF, FOR ANY REASON, PROPOSER CANNOT CERTIFY AS SET FORTH ABOVE, PROPOSER SHALL SO STATE AND SET FORTH THE REASONS IN DETAIL BELOW:

Subscribed to under penalty of perjury under the laws of the State of North Carolina, this _____ day of _____, 20__ as the act and deed of said corporation or partnership.

Name (print):
Title:
Company:

Attachment F

Minimum Insurance Requirements

1. Definitions. “Contractor” as used in this Exhibit shall mean **Consultant** “GoTriangle” as used in this Exhibit shall mean the Research Triangle Regional Public Transportation Authority dba GoTriangle. “Contract” as used in this Exhibit shall mean the agreement or contract to which this Exhibit is attached.
2. Commercial General Liability. Contractor shall secure and maintain occurrence-form Commercial General Liability insurance, including coverage for premises and operations, products and completed operations, independent contractors, personal injury and blanket contractual liability, with limits of not less than: General Aggregate (\$2 million); Products and Completed Operations Aggregate (\$2 million); Personal and Advertising Injury Aggregate (\$1 million); and Each Occurrence (\$1 million). Such insurance shall be primary and non-contributory with any insurance carried by GoTriangle.
3. Worker’s Compensation and Employer’s Liability. Contractor shall secure and maintain Worker’s Compensation insurance complying with North Carolina statutory requirements covering all employees and owners, and including Employer’s Liability coverage with limits of not less than \$1 million per accident, \$1 million disease per policy limit, and \$1 million disease per employee limit. Coverage shall extend to all states in which operations are conducted.
4. Automobile Liability. Contractor shall secure and maintain Automobile Liability insurance with a limit of not less than \$1 million combined single limit. Such insurance shall include coverage for all owned, hired, and non-owned motorized vehicles both on and off the project site. Such insurance shall be primary and non-contributory with any insurance carried by GoTriangle.
5. Umbrella/Excess Liability. Contractor shall secure and maintain Umbrella or Excess Liability insurance on a “following form” basis with a limit of not less than \$1 million providing excess coverage over and above Contractor’s primary insurance for Commercial General Liability, Automobile Liability, and Employer’s Liability. Such insurance shall be primary and non-contributory with any insurance carried by GoTriangle.
6. Professional Liability. Contractor shall secure and maintain Professional Liability insurance providing coverage for errors or omissions committed in the course of Contractor’s performance under this Contract. The coverage shall be maintained during the term of this Contract and for at least 3 years following completion of Contractor’s performance. The policy shall have limits of not less than \$5 million per claim and in the annual aggregate. The policy may contain a deductible of a maximum of \$250,000, but in such case the deductible shall be the sole responsibility of Contractor, and no portion of the deductible is the responsibility of GoTriangle.
7. Privacy and Network Liability (Cyber). Contractor shall secure and maintain Privacy and Network Liability (Cyber) insurance with a limit of not less than \$5 million aggregate and

providing coverage for network security, third party liability, notification services, and cyber extortion.

8. Other Terms.

8.1. Qualified Insurers. Contractor shall secure and maintain the required insurance policies from insurance carriers authorized to conduct business in the State of North Carolina with a current A.M. Best rating of “A-” or better.

8.2. Waiver of Subrogation. The following policies of insurance shall include a waiver of subrogation in favor of Research Triangle Regional Public Transportation Authority dba GoTriangle: Commercial General Liability; Worker’s Compensation and Employer’s Liability; Automobile Liability; and Umbrella/Excess.

8.3. Additional Insured. The following policies of insurance shall name Research Triangle Regional Public Transportation Authority dba GoTriangle as an additional insured: Commercial General Liability; Automobile Liability; and Umbrella/Excess Liability.

8.4. Notice to GoTriangle. If any required coverage lapses for any reason, Contractor shall provide immediate written notice to GoTriangle. Each policy shall also contain notification provisions whereby GoTriangle will receive not less than 30 days’ written notice prior to the cancellation of the policy.

8.5. Claims-made Insurance. If any insurance policy required by this Exhibit is secured on a claims- made basis, then such policy shall provide that:

8.5.1. The retroactive date shall coincide with or precede Contractor’s commencement of performance under this Contract (including subsequent policies purchased as renewals or replacements);

8.5.2. The policy shall allow for the reporting of circumstances or incidents that might give rise to future claims;

8.5.3. Contractor shall maintain similar insurance under the same terms and conditions for at least 3 years following completion of all performance under this Contract; and

8.5.4. If insurance is terminated for any reason, Contractor shall purchase an extended reporting provision of at least 3 years to report claims arising from Contractor’s performance.

9.5 Deductibles and Self-insured Retention. GoTriangle will review all deductible and self-insured retention (SIR) amounts and may require Contractor to secure alternate insurance when in GoTriangle’s sole discretion such amounts are not reasonable under the circumstances. The payment of any deductible is the sole

responsibility of Contractor.

9.7 Certificates of Insurance. Before commencing performance under this Contract, for each required policy Contractor shall furnish a certificate of insurance (COI) to GoTriangle that demonstrates coverage in compliance with the requirements of this Exhibit and includes the following:

- 9.7.1 Effective and expiration dates of the policy
- 9.7.2 Amount of any deductible or self-insured retention
- 9.7.3 Any exclusions to the policy which are not part of the standard form
- 9.7.4 Reference to GoTriangle Contract Number identified on the first page of this Exhibit
- 9.7.5 Title block formatted as follows:

**Research Triangle Regional Public Transportation Authority dba
GoTriangle, PO Box 13787, Research Triangle Park, NC 27709**

ATTACHMENT-G

RFP Number (if applicable): _____

Name of Vendor or Bidder: _____

IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. 143C-6A-5(a)

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

Attachment - H

Companies Boycotting Israel Divestment Act Certification Form

RFP/RFQ Number (if applicable): _____

Name of Contracting Party or Bidder: _____

COMPANIES BOYCOTTING ISRAEL DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. §147-86.81et seq. *

Pursuant to N.C.G.S. §147-86.81, any person identified as engaging in a boycott of Israel, as defined by this Act. In addition, State agencies must divest from investments in such restricted companies, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.81, is ineligible to contract with the State of North Carolina or any political subdivision of the State.

As of the date listed below, the supplier or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. §147-86.81.

The undersigned hereby certifies that he or she is authorized by the contracting party or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

N.C.G.S. §147-86.81 requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. § 147-86.81(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Divestment-Acts-Resources.aspx> and will be updated every 180 days.

* Note: Enacted by Session Law 2017-193 as N.C.G.S. §147-86.81et seq.

Attachment I

EQUAL EMPLOYMENT OPPORTUNITY - STAFFING PLAN (Instructions on Page 2)

Applicant Name: _____

Telephone: _____

Address: _____

Federal ID No.: _____

City, State, ZIP: _____

Project No: _____

Report includes:

Work force to be utilized on this contract OR

Applicant's total work force

Enter the total number of employees in each classification in each of the EEO-Job Categories identified.

EEO - Job Categories	Total Work Force	Race/Ethnicity - report employees in only one category																	
		Hispanic or Latino		Not-Hispanic or Latino										Female					
				Male															
		Male	Female	White	African-American or Black	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Disabled	Veteran	White	African-American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	Disabled	Veteran
Executive/Senior Level Officials and Managers																			
First/Mid-Level Officials and Managers																			
Professionals																			
Technicians																			
Sales Workers																			
Administrative Support Workers																			
Craft Workers																			
Operatives																			
Laborers and Helpers																			
Service Workers																			
TOTAL																			

PREPARED BY (Signature): _____
 NAME AND TITLE OF PREPARER: _____

DATE: _____
 TELEPHONE/EMAIL: _____

(Print or type)

STAFFING PLAN INSTRUCTIONS

General Instructions: All Bidders/Applicants in the proposal/application must complete an EEO Staffing Plan and submit it as part of the package. Where the work force to be utilized in the performance of the contract/project can be separated out, the Bidder/Applicant shall complete this form only for the anticipated work force to be utilized on the contract/project. Where the work force to be utilized in the performance of the contract/project cannot be separated out, the Bidder/Applicant shall complete this form for Bidder/Applicant's total work force.

Instructions for Completing:

1. Enter the Project number that this report applies to, along with the name, address, and federal ID number of the Bidder.
2. Check the appropriate box to indicate if the work force being reported is just for the contract/project or the Bidder/Applicant's total work force.
3. Check off the appropriate box to indicate if the Bidder completing the report is the contractor or subcontractor.
4. Enter the total work force by EEO job category.
5. Break down the total work force by gender and race/ethnic background and enter under the heading Race/Ethnicity. Contact the EEO/DBE Director, sgoodwin@gotriangle.org, if you have any questions.
6. Enter the name, title, phone number and email address for the person completing the form. Sign and date the form in designated areas.

RACE/ETHNIC IDENTIFICATION

For purposes of this form GoTriangle will accept the definitions of race/ethnic designations used by the federal Equal Employment Opportunity Commission (EEOC), as those definitions are described below or amended hereafter. (Be advised these terms may be defined differently for other purposes under NC statutory, regulatory, or case law). Race/ethnic designations as used by the EEOC do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The race/ethnic categories for this survey are:

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.
- **Disabled** - Any person who has a physical or mental impairment that substantially limits one or more major life activity; has a record of such an impairment; or is regarded as having such an impairment
- **Vietnam Era Veteran** - a veteran who served at any time between and including January 1, 1963 and May 7, 1975.

ATTACHMENT- J

RFP RESPONSE CHECKLIST

Table of Contents

1.0 Vendor Response Checklist 2
2.0 Vendor Attachments..... 3

1.0 Proposer Response Checklist

ALL FORMS AND REQUIRED INFORMATION BELOW MUST BE COMPLETED AND INCLUDED WHEN YOU SUBMIT YOUR PROPOSAL PACKAGE:

Table 1 Vendor Response Checklist

Item #	Proposal Response Item	Completed and Provided as Instructed	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
1	A. Cover Sheet & Table of Contents	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	B. Concise Letter of Interest	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	C. Statement of Judgments	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	D. Qualifications	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	E. Project Understanding	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	F. Project Management and Work Plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	G. References from Previous Clients	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2.0 Proposer Attachments

The Proposer must complete the following table identifying all the other documents that are being attached as part of the RFP response.

Table 2 Vendor Attachment Checklist

Item #	Attachment Name	Attachment Provided?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
1	A. Proposal Submittal Form (Attachment A)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	B. Subcontract Form (Attachment A1)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	C. E-Verify Form (Attachment B)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	D. Certificate Regarding Conflict of Interest Form (Attachment C)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	E. Price Schedule (Separate PDF Attachment D)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	F. Non-Collusion Form (Attachment E)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	G. Iran Divestment Act Form (Attachment G)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8	H. Companies Boycotting Israel Divestment Act Form (Attachment H)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9	I. EEO Staffing (Attachment I)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10	J. RFP Response Checklist (Attachment J)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

REFERENCE A
TRAVEL AND BUSINESS RELATED EXPENSE
POLICY NUMBER 3.8.1

3.8.1.1 POLICY PURPOSE

The purpose of **TRAVEL AND BUSINESS RELATED EXPENSE POLICY NUMBER 3.8.1** (Policy) is to establish the overview, scope, responsibilities, and guidelines for Travel and Business Related Expenses for the Research Triangle Regional Public Transportation Authority d/b/a GoTriangle (GoTriangle).

3.8.1.2 POLICY OVERVIEWS

- A. This Policy applies to all divisions of GoTriangle, GoTriangle's consultants and contractors, GoTriangle's employees (employees) and the GoTriangle Board of Trustees (Board).
- B. Board members and employees may have their Travel and Business Related Expenses reimbursed by GoTriangle subject to the limitations contained in this Policy. Under no circumstances shall duplicate reimbursement be made for that portion of a Board member's or employee's expenses paid or reimbursed from a non-GoTriangle source.
- C. All travel is contingent upon the availability of funds in the proper budget categories.
- D. A Board member, employee, or GoTriangle consultant traveling on GoTriangle business shall exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this Policy. Board members, employees, and GoTriangle consultants shall be responsible for unauthorized costs and any additional expenses incurred due to personal preference or convenience.

3.8.1.2 POLICY PRINCIPLES

- A. All reimbursable Travel and Business Related Expenses must be generated for a business purpose. The purchase of personal items unrelated to related travel expenses will not be reimbursed by GoTriangle (e.g., room service, alcoholic beverages consumed while on company business). The application of this Policy shall be consistent throughout GoTriangle and any exceptions must be reported and reviewed by the Chief Financial Officer.
- B. The timely reporting of Travel and Business Related Expenses is important for GoTriangle to maintain accurate financial records and ensure the items purchased are recorded as expenses in the correct fiscal period. Expenses incurred during the period but not recorded in the financial records may result in the misstatement of GoTriangle's reported financial results or its failure to follow Generally Accepted Accounting Principles (GAAP). The GAAP rules require expenses to be recorded in the period that they were incurred.

3.8.1.4 POLICY SCOPE

- A. With prior approval of Travel and Advance Authorization Form, GoTriangle will pay and/or reimburse for the following expenses:
 - A.1 All registration costs, including charges for any meals that are included as part of a registration fee, for a meeting, training, conference, workshop, or seminar.
 - A.2 Round trip train, bus, or coach air fare to destination and cab or transit fare between airports, hotels, and activity sites. The use of economy priced rental cars may be allowed upon prior approval by the Department Manager/Approving Authority when cost effective.
 - A.3.0 Employees on the basis of mileage for the use of a privately owned automobile (POA), providing this cost does not exceed the cost of air travel. Local travel by GoTriangle vehicles is encouraged whenever available.
 - A.3.1 For transportation by a POA, employees and Board members are eligible for reimbursement at the current U.S. General Services Administration rate per mile of travel (as updated or implemented annually by GoTriangle as the "GoTriangle Reimbursable Mileage Rate"; see **Reference A**, which is attached hereto and specifically incorporated by reference) and the actual costs of road, bridge, and ferry tolls paid.
 - A.3.2 For transportation by a POA, GoTriangle Consultants are eligible for reimbursement at the current U.S. Internal Revenue Service standard business rate per mile of travel (as updated annually by the IRS; see **Reference A**) and the actual costs of road, bridge and ferry tolls paid.
 - A.3.3 Employees, Consultants, and Board members are cautioned that use of a POA is at their own risk. In the event of an accident, the owner or operator of the vehicle is responsible for losses or damages of any kind. GoTriangle will not be responsible for any further payment other than the reimbursement detailed above.
 - A.3.4 For transportation by airline, bus, railroad, or other conveyance, the actual coach fare will be reimbursed. Ticket stubs or boarding passes must be included with expense reports.
 - A.4 The actual cost of lodging, including reasonable gratuities as shown in **Reference A**. If an activity is being held at a hotel, the employee may select that hotel for lodging. Itemized receipts are required.
 - A.5 Per Diem for meals including reasonable gratuities as shown in **Reference A**. Itemized receipts are required. However, a per diem allowance for GoTriangle consultants may be considered on a case-by-case basis; any exception(s) to the requirement for itemized receipts shall be expressly approved in writing by the Chief Financial Officer, in consultation with the Office of General Counsel.
 - A.6 Meals or banquets that are included in an activity's program or meals where the employee has no practical control over the site or food selection.

- A.7 Lunch expenses only, for day activities. Exceptions due to early arrival or late departure must be approved in advance by the Department Manager/Approving Authority.
 - A.8 Any necessary and reasonable out-of-town laundry costs only if the travel exceeds four (4) business days.
 - A.9 Expenses for extended overnight stay when significant savings may be realized. Such extended stay must be approved in advance by the Department Manager/Approving Authority.
- B. GoTriangle shall not pay for personal expenses that are unrelated to the purpose of the travel activity. Expenses such as, but not limited to, alcoholic beverages, personal telephone calls (exception, reasonable calls, 15-minute maximum), newspapers, magazines, room service (exception, Refer to Travel and Business related Expense Standard Procedure for detail), movies, premium TV channels, and other entertainment shall not be reimbursed.

3.8.1.5 POLICY RESPONSIBILITIES

- A. **A member of the Board** shall approve in advance, all requests to travel on GoTriangle business by the Board Chair, General Counsel and General Manager. Reimbursement for expenses incurred relative to this travel also requires Board member approval. GoTriangle will pay the actual costs of meals for official GoTriangle guests (including GoTriangle and non- GoTriangle employees) when accompanying the GoTriangle Board Chair, General Counsel or General Manager in the course of conducting official GoTriangle business.
- B. **The Board Chair** shall approve in advance, all requests to travel on GoTriangle business by the GoTriangle Board officers, including the Vice-Chair, Secretary, and Treasurer, and other members of the Board. Reimbursement for expenses incurred relative to this travel also requires Board Chair approval. GoTriangle will pay the actual costs of meals for official GoTriangle guests (including GoTriangle and non- GoTriangle employees) when accompanying Board members in the course of conducting official GoTriangle business.
- C. **The Department Manager/Approving Authority** (or equivalent employee performing this function) shall approve, in advance, all requests to travel on GoTriangle business made by those in his or her department. Reimbursement for expenses incurred relative to this travel also requires approval of the Department Manager/Approving Authority. Because of his or her familiarity with the purpose of the travel and the personnel involved, the Department Manager/ Approving Authority shall closely monitor expenses and question any unreasonable charges incurred.
- D. **The Finance Department** shall review all travel related transactions and advise the Department Manager/Approving Authority of any apparent deviations from these procedures.
- E. **The General Manager** shall rule on any differences of opinion in the interpretation of the terms of this Policy that cannot be resolved to the mutual satisfaction of the Department Manager/Approving Authority and the Finance Department.

3.8.1.6 POLICY PRACTICE STATEMENT

- A. Travel and Advance Authorization and Travel and Business related Expense Reports must be completed in order for an employee to be reimbursed for expenses. Refer to Travel and Business

Related Expense Standard Procedure for detail.

- B. Receipts – GoTriangle requires all receipts to be attached to the expense report for reimbursement.
- C. Per Diem Plan – GoTriangle currently provides a per diem plan for travel and entertainment expenses. **See Reference A** and refer to Travel and Business Related Expense Standard Procedure for detail.
- D. Travel and Entertainment Advances – Refer to Travel and Business Related Expense Standard Procedure for detail.
- E. Reimbursement – Refer to Travel and Business Related Expense Standard Procedure for detail.



**TRAVEL AND BUSINESS RELATED EXPENSE
POLICY NUMBER 3.8.1**

REFERENCE A

3.8.1.7 POLICY SCOPE

- A. The GoTriangle Reimbursable Mileage Rate and the U.S. Internal Revenue Service (IRS) standard business rate per mile of travel are updated annually.
 - A.1 The GoTriangle Reimbursable Mileage Rate for Employees, Consultants, and Board members for use of a Personally Operated Automobile (POA) when used for GoTriangle business travel is updated annually.
- B. Gratuities – a reasonable dollar amount per day will be considered for reimbursement. A receipt is optional, unless included with receipt for a meal.
- C. GoTriangle Reimbursable Rates –

Region	MEALS	LODGING	MAX REIMBURSABLE RATE
ZONE 1 - Midwest	\$60	\$175	\$235
ZONE 2 - Northeast	\$70	\$200	\$270
ZONE 3 – South	\$50	\$150	\$200
ZONE 5 –West	\$70	\$200	\$270

GoTriangle Reimbursable Region

