

## REQUEST FOR PROPOSALS

### GCO and Regional Modal (Bike) Promotions

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#### Introduction

The Atlanta Regional Commission (ARC) is seeking proposals from firms or individuals experienced in developing, implementing, and measuring the impacts of promotions aimed at increasing bicycling.

The promotions will operate under the regional brand of Georgia Commute Options (GCO). The goal of GCO is to increase the use of travel modes other than single-occupant vehicles (SOV) by establishing, maintaining, and enhancing partnerships with employers, property managers, local governments and commuters in designated areas and working with those partners to implement behavior change strategies. Effective implementation of these programs will result in spreading peak period congestion, decreased SOV trips, reduced vehicle miles traveled (VMT), and reduced emissions throughout the region.

ARC intends to award a contract to one Consultant or a team of Consultants who will lead the development and implementation of two annual bike promotions with direct oversight by ARC staff. The Consultant will also work with ARC staff as well as GCO consultant teams to develop the marketing and outreach plans necessary to implement each promotion. The Consultant will work in conjunction with the ARC evaluation team to develop the plan for measuring the impacts and behavior changes that can be attributed to each promotion – this may include, but is not limited to, pre and post surveys, active and/or passive trip recording, data/trip analysis, etc.

ARC intends to award a one-year contract, with the option of two additional one-year renewals. Each contract year will include an updated scope and work plan with the first year's work to begin in July 2026 and conclude by June 2027. It is anticipated that available funds for the project will be \$100,000 per year. The funding for this work is provided through a federal-aid program, Congestion Mitigation and Air Quality (CMAQ) and state matching funds provided by the Georgia Department of Transportation. Applicants interested in providing services described in this request must comply with the requirements described herein and requirements governing the use of CMAQ funds. All documentation associated with CMAQ funding must be retained by the Awardee for seven (7) years without exception.

Please note that contract award for this work is contingent upon ARC receiving adequate funding for this purpose from the Georgia Department of Transportation (GDOT).

## **Program Description**

ARC views the GCO program as a key mechanism in the implementation of both the TDM Plan, as well as The Atlanta Region's plan. The program today is uniquely situated to link employers and commuters to regional planning, transportation technology, and service providers; working to eliminate barriers that prohibit adoption of alternative mode usage today and in the future.

Created in 1996, and renamed in 2013, GCO works with more than 300 employers and property managers in the region, resulting in the creation of commute options programs and on-site infrastructure to support alternative mode usage. The program was one of the first in the nation to utilize cash incentives to encourage alternative mode use adoption and has largely remained unchanged in its approach since its inception.

ARC focuses on evaluating and capturing program outcomes related to reductions in SOV travel at partner sites in addition to activities that promote behavior change in the region. Through these outcomes ARC develops best practices that gives the program the ability to quickly adapt to market forces such as fluctuating gas prices, the continued rise of transportation network companies, and continued growth of alternative work arrangements.

Interested parties can find information related to the GCO program by visiting <http://www.gacommuteoptions.com>.

Additionally, respondents may visit <https://gacommuteoptions.com/about-us/who-we-are/our-partners/> to learn about our partners and those areas serviced by Transportation Management Associations (TMAs).

Furthermore, respondents should be familiar with various brands and entities that may potentially partner or interact with GCO for transportation demand management services and/or campaigns.

## **Promotion Background**

Please note, the information below is for background purposes and is not meant to restrict proposed approaches to either the Biketober or May Bike/GA Rides promotion.

Biketober launched in 2012 as the Atlanta Bike Challenge; it is an annual, month-long promotion aimed at encouraging residents in the 21-county GCO region to give bicycling a try and to do it more often for those who already ride. The promotion has varied in its format over the years, but for all of the most recent iterations it has been formatted as a challenge where participants can form workplace or social teams and compete against other teams around the region. It includes individual, team, and employer leaderboards. Participants earn points for every mile they ride, every day they ride and for every other participant they recruit and encourage to participate. Encouragement is a critical function of the program, providing a structure for reporting, tracking, and rewarding when participants help another person to experience the

benefits of riding a bike.

The promotion has historically included an early registration prize, along with weekly prize drawings throughout the competition to keep users engaged and motivated. There are also team prizes awarded to the top performing teams and workplaces at the end of the competition. Lastly there is a grand prize drawing, along with additional recognition for key priority behaviors (such as encouraging other riders).

The promotion includes a baseline survey conducted as a registration and follow up surveys to measure sustained impacts of the challenge. Headline results for the last five Biketober promotions are included below for reference.

|      | Registrations | New Users | Logged a Ride | New Riders | Miles   | Trips  | Riders Encouraged |
|------|---------------|-----------|---------------|------------|---------|--------|-------------------|
| 2025 | 3719          | 1245      | 2643          | 388        | 326,934 | 33,434 | 697               |
| 2024 | 4112          | 1459      | 2726          | 678        | 348,585 | 36,966 | 732               |
| 2023 | 4119          | 1823      | 2632          | 728        | 340,116 | 31,214 | 663               |
| 2022 | 3295          | 1074      | 2568          | 478        | 333,083 | 29,174 | 751               |
| 2021 | 4355          | 1791      | 2790          | 890        | 340,316 | 28,934 | 800               |

ARC's goals are to continue and increase participation in the Biketober promotion, as well as continue to support and evolve the newer May Bike Month / GA Rides promotion taking place in May. GA Rides shares some of the same characteristics of Biketober; primarily that it is a regional effort aimed at increasing bicycle mode share and that there are components that make it applicable for worksite implementations so the GCO and TMA teams can utilize the challenge to build and strengthen relationships with their worksite partners. It has explored slight variations in format, and is intended to be a distinct program advancing the shared mission of bicycle encouragement while also focusing more on riding activity than the more new-rider-focused Biketober program.

### **Funding Limitations and Prohibitions**

The intended purpose of these funds is described in federal guidelines (2 CFR, Part 225) and has been further interpreted by the Georgia Division of the Federal Highway Administration (FHWA) and the Georgia Department of Transportation (GDOT).

Funding is intended to cover prudent and reasonable labor expenses required to increase the use of alternatives from the single occupancy vehicle, to provide deliverables desired for the state, and must adhere to government standards of reasonableness. All recipients are subject to audits at GDOT's request. GDOT retains the right to request adherence to additional

requirements as needed.

The amount of funding awarded to support the program is dependent upon the quality of proposed activities and the ability to demonstrate cost-effective and efficient use of this funding in addition to all conditions and stipulations set forth in the appropriate federal guidance. Exhaustion of all funding programmed is not implied or guaranteed.

Funding available for this project is provided using Congestion Mitigation and Air Quality Improvement (CMAQ) funds and State funds provided by GDOT.

Available funds will be allocated to the proposal demonstrating prudent, reasonable labor efforts that are efficient and offer cost-effective results. The results of these efforts must raise awareness of commute options programs that lead to changes in travel behavior and on-going emissions reductions under Georgia's designated pollutants (currently ozone and PM 2.5). These changes will result in measurable and reportable increases in the number of commuters using alternative modes, with reductions in both vehicle miles traveled (VMT), PM 2.5 and emission precursors for ozone. Furthermore, expenditures must be reasonable, prudent, transparent, follow contract requirements, and be fully substantiated by documentation retained by the awarded qualified contractor.

The activities described below are not authorized:

- Labor or activities not directly related to the approved Regional TDM activities.
- Labor for activities directed at carbon footprint assessment, LEED, and/or other programs and/or program elements as identified.
- Labor for activities considered to be entertainment. Food and/or beverages cannot be purchased.

### **Proposal Requirements & Timeline**

All dates are tentative, provided for planning purposes, and subject to change. ARC anticipates that an apparent successful bidder will be chosen by March 25, 2026. All work activities for year one of the contract must be completed by June 30, 2027. The successful firm or team of firms should be prepared to begin work on July 1, 2026. ARC reserves the right to award all or part of the available funds for this project.

Proposals must include the following information:

1. Name of the lead firm and any Sub-Consultants.
2. The point of contact (name, title, phone number, mailing address, and email address) at the lead firm.

3. Description of relevant experience on projects of this type, including your firm(s) role in impacting mode shift or behavior change.
  - Include a list of at least three references within the past five years, with current contact information.
4. Description of relevant experience in researching, planning, implementing, and evaluating performance of major modal-based promotions.
  - Include summary of participation numbers and promotion outcomes.
5. Qualifications and technical competence of Consultant/or Sub-Consultants in the type of work required.
  - List key project personnel, their qualifications and roles related to the project.
6. The address of the Consultant's office performing the work.
7. A detailed description of the technical approach proposed for the accomplishment of the work described in Exhibit A.
8. A proposed schedule and work plan for the accomplishment of the work described in Exhibit A. The work plan should include estimated hours by category for each task identified in Exhibit A. Use the format at Exhibit B-1 for the estimated hours per task.
9. A proposed project budget in the format of Exhibits B and B-1 to this RFP.
10. Completed contract forms in Exhibit D.
11. Any other pertinent information.

The review of written proposals and interviews will be based on the following evaluation criteria, with the relative weights in parentheses:

- Related experience, qualifications, and references of the firm or project team (30%)
- Technical approach (40%)
- Work plan and schedule (10%)
- Innovation (10%)
- Proposed Budget (10%)

Additional information should not be required to respond to this RFP. However, questions should be submitted in writing to Johann Weber no later than 5:00 pm on Wednesday, February 11, 2026. Written questions should be submitted by email to [jweber@atlantaregional.org](mailto:jweber@atlantaregional.org). All questions received, and responses to those questions will be posted on the ARC website no later than 5:00 pm on Wednesday, February 18, 2026.

Interested firms must notify ARC if they intend to submit a proposal, by emailing Johann Weber at [jweber@atlantaregional.org](mailto:jweber@atlantaregional.org) by 5:00pm Monday, March 2, 2026, to receive the link to the portal. ARC must also receive five (5) hard copies via the address below and one copy through the secure and confidential portal set up for each interested firm. The proposal must be in either Microsoft Word or PDF format. **Proposals are due no later than 12:00 pm EST on Thursday, March 5, 2026.**

Proposals shall not exceed a total of 20 pages (8.5 x 11, front and back of sheet counted as two pages), inclusive of resumes and firm experience. Covers, end sheets, proposed budget, and an introductory letter shall not count against this maximum. Font size shall be a minimum of 10 point in all cases.

Proposals must be submitted to the following address:

Atlanta Regional Commission  
ATTN: Johann Weber  
International Tower  
229 Peachtree Street NE, Suite 100  
Atlanta, GA 30303

If interviews are necessary, the short-listed firms will be invited to participate in an interview process with an evaluation committee, to be scheduled between March 16 - 20, 2026 (tentative). ARC will confirm a specific interview date and time with short-listed firms by March 13, 2026. ARC reserves the right to award this contract based on initial proposals received without formal interviews and to award all or part of this project to one or more firms.

## **SUMMARY TIMELINE**

|                                     |                       |
|-------------------------------------|-----------------------|
| RFP posted                          | February 4, 2026      |
| Questions Due                       | February 11, 2026     |
| Questions and Answers Posted online | February 18, 2026     |
| Proposals due                       | March 5, 2026         |
| Interviews conducted                | March 16-20, 2026     |
| Contract awarded                    | June 1, 2026          |
| Work Start Date                     | July 1, 2026          |
| Work completed (Year 1)             | Sunday, June 30, 2027 |

Applicants interested in providing services described in this request must comply with the requirements described herein and requirements governing the use of CMAQ funds. All documentation associated with CMAQ funding must be retained by the Awardee for seven (7) years without exception.

## **RESTRICTION OF COMMUNICATION**

From the date of the advertisement of the solicitation through contract award and selection is announced, respondents are not allowed to communicate about this solicitation or scope with any staff of ARC, except for submission of questions as instructed in the RFP or as provided by any existing work agreement(s). Violation of this provision, ARC reserves the right to reject the submittal of the offending respondent.

## **CONFIDENTIALITY AND CONFLICT OF INTEREST**

ARC is subject to the Georgia Open Records law. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure. Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored. Additionally, conflicts of interest are governed by the ARC Standards of Ethical Conduct available here: [Standards of Ethical Conduct](#). Respondents must disclose any potential conflicts of interest that may arise from the provision of services described herein. Such disclosure should include the name of individual(s) with whom there is a conflict, any relevant facts to the potential conflict, and a description of the internal controls proposed to mitigate any such conflict.

ARC's Staff Legal Counsel will determine whether such disclosure presents a potential organizational conflict of interest that should preclude award to the respondent.

## CONTRACT REQUIREMENT

Awardees are expected to:

1. Implement agreed upon strategy for bike promotion development and implementation. The promotion should be designed with differentiated engagement paths to appeal to regular, occasional and new riders alike. The overall goal should be to increase bicycling across the 21-county GCO region and to encourage the replacement of single occupant vehicle trips with bike trips when possible, through the use of digital engagement, marketing, and differentiated messaging/resources.
2. Provide training to regional partners - Transportation management association staff, GCO worksite advisors and other participating partners on the structure of each challenge and offer suggestions on how to activate participating organizations and employers.
3. Provide support to the outreach and marketing teams to help them in the development and production of promotional materials needed to support two bike challenge programs per year.
4. Source all prizes deemed necessary to build excitement and encourage participation in the challenge- this includes (but may not be limited to)- early bird registration prizes, grand prizes, weekly giveaways, social media giveaways, workplace and team prizes.
5. Develop segmented communication plan to engage users once they have “registered” and nudge them along the behavior change journey to maximize participation and mode shift.
6. Conduct baseline survey to establish existing behavior of participants and implement measurement techniques (post survey, participant activity tracking, etc.) to analyze achieved and sustained behavior change.
7. Report on participant data (registrations, trips, trip types, etc.) throughout the challenges, and provide access to trip activity reporting throughout the year.
8. Production of a final report to include all data collected throughout the challenge and after the challenge to gauge lasting impacts of the promotion, and report on actionable insights and recommendations to improve future biking modal promotions.

**EXHIBIT A**  
**PROPOSED SCOPE OF WORK**

Please note: This scope is a sample and may change and/or expand to include work necessary to fulfill the Consultant's proposed approach. Once a consultant is chosen, this scope will be revised to reflect any additional items.

**Task 1 – Project Management:**

- Provide project management and support to ensure the two bike promotions follow best practices and incorporate behavior change methodology into the promotion structure and execution plan.
- Hold project development meetings with the GCO contractor team to maximize participation of GCO partners and ensure marketing support aligns with program goals.
- Coordinate with ARC mobility services team on program delivery and management- provide presentation materials and supporting documentation as needed.
- Provide monthly progress reports leading up to and following the promotion period.
- Provide weekly summary reports during the pre-registration and promotion period.
- Submit monthly invoices to ARC for processing.

**Task 2 – Program Support:**

- Conduct ongoing training for GCO outreach and marketing contract team as well as regional TDM partners. Provide them with the knowledge and support to go out as co-promoters of the regional bike challenges.
- Provide opportunities for participants to opt in, sign up and engage with other GCO programs (including the Ga Commute app and [mygacommutoptions.com](http://mygacommutoptions.com) site).
- Results tracking and auditing.
- Provide support in the development of any conference or award abstracts related to the promotions.
- Provide customer support for promotion participants.

**Task 3 – Digital Development and Maintenance:**

- Provide fully developed web and app interface prior to first promotion.
- Manage content development for any digital properties required for the implementation of the challenge.
- QA/QC on content to ensure it stays up to date.
- Develop information that help address barriers to participation- this can include maps with regional bike facilities, training courses for first-time riders, information on Georgia bike laws, etc. ARC can provide some support in the form of GIS mapping if needed.
- Include and incorporate partner logos, but each challenge is a Georgia Commute Options led promotion.

- Organize and coordinate all site hosting, security certificates and maintenance that are needed.
- Procure any necessary vanity or challenge urls- these URLs will be the property of ARC.

#### Task 4 – Marketing Support:

- Develop tailored email communications for participants based on their level of cycling experience and confidence, as well as the actions they take throughout the promotion period.
- Develop team and workplace champion/leader materials to help engage worksites and grow participation.
- Develop list of example activations for public partners (cities and counties) that want to engage their citizenry.
- Provide draft copy for the marketing materials based on our recommendations for how to talk about participating in the challenge.
- Assist GCO contract marketing team with content for marketing materials to ensure accurate representation of rules and challenge instructions.
- In coordination with ARC and the GCO consultant team, continue to operate and support the May bike promotion.

#### Task 5 Research and Evaluation

- Conduct a baseline survey to determine participant's place of work (street number, name and zip code), home zip code, level of cycling experience, comfort level, and barriers to cycling.
- Provide access to a data dashboard that shows real-time registration and participation counts of people and businesses in the lead-up to and during the Challenge, including graphs showing total registrations each week and comparison to previous years; includes the ability to filter by first-time participants
- Conduct analysis of post promotion activity to measure sustained behavior change.
- Develop final report that includes narrative and date summaries for participant activity during the promotion segmented by experience levels and indicated barriers as well as analysis of post promotion behaviors.

#### Task 6 Prize/Reward/Recognition Sourcing and Purchasing

- Obtain Sponsorship support for the promotions in the form of prizes or other support that can boost program participation.
- Purchase prizes needed to maximize and grow participation in the bike promotions.
- Develop workplace/team prizes, certificates and/or recognition plans for top performing teams.

### **General Terms and Conditions**

This program is contingent upon GDOT receiving CMAQ funds through the FHWA, and ARC receiving funds from GDOT. ARC reserves the right to reject any and all submittals, to withdraw this Request for Proposals, to withdraw from contract negotiations, and/or to re-issue this Request for Proposals at a later time.

**EXHIBIT B**  
**Proposed Project Budget - Calendar Year 1**

| <b>• <u>Direct Labor</u></b> | <b><u>Estimated Hours</u></b> | <b><u>Rate/Hour</u></b> | <b><u>Total Est. Cost</u></b> |
|------------------------------|-------------------------------|-------------------------|-------------------------------|
|------------------------------|-------------------------------|-------------------------|-------------------------------|

(List by position all professional personnel participating in the project)

|                           |          |
|---------------------------|----------|
| <b>Total Direct Labor</b> | \$ _____ |
|---------------------------|----------|

• Overhead Cost

(2 CFR Part 225 and A-122)

(Overhead percentage rate) X (Total Direct Labor)

|                       |          |
|-----------------------|----------|
| <b>Total Overhead</b> | \$ _____ |
|-----------------------|----------|

• Other Direct Costs

(List other items and basis for computing cost for each.  
 Examples include computer services, equipment, etc.)

|                                 |          |
|---------------------------------|----------|
| <b>Total Other Direct Costs</b> | \$ _____ |
|---------------------------------|----------|

• Subcontracts

(For each, list identity, purpose and rate)

|                           |          |
|---------------------------|----------|
| <b>Total Subcontracts</b> | \$ _____ |
|---------------------------|----------|

• Travel

(Travel by within maintenance area.) (List # of days x rate)

|                     |          |
|---------------------|----------|
| <b>Total Travel</b> | \$ _____ |
|---------------------|----------|

• Profit (Percentage rate X basis)

|                     |          |
|---------------------|----------|
| <b>Total Profit</b> | \$ _____ |
|---------------------|----------|

|  |          |
|--|----------|
| <b>Total Estimated Cost and Profit</b> | \$ _____ |
|--|----------|

**EXHIBIT B-1**

| <b>Proposed Project Budget by Task - 2026-27</b>         | <b>Amount</b> |
|--|---------------|
| Task 1: Project Management                               |               |
| Task 2: Program Support                                  |               |
| Task 3: Digital Development and Maintenance              |               |
| Task 4: Marketing Support                                |               |
| Task 5: Research and Evaluation                          |               |
| Task 6: Prize/Reward/Recognition Sourcing and Purchasing |               |
| <b><u>TOTAL</u></b>                                      |               |

**EXHIBIT C**  
**CONTRACT FORMS**

# **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS AND LOBBYING**

## **1. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSACTIONS**

The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 49 CFR Part 29, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

The terms "covered transaction", "debarred", "suspended", "ineligible", "lower-tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause have the meaning set forth in the Definitions and Coverage sections of rules implementing Executive Order 12549.

The prospective lower tier participant certifies that, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of its statements in this certification, such prospective participant shall attach an explanation to this proposal.

## **2. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code (as implemented at 49 CFR Part 20), the applicant certifies that to the best of his or her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT

AWARD NUMBER and/or PROJECT NAME

PRINTED NAME OF AUTHORIZED REPRESENTATIVE

TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

REV ARC 05/08

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**  
**CONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or entity which is engaged in the physical performance of services under a contract with the Atlanta Regional Commission has registered with and is participating in a federal work authorization program, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the Atlanta Regional Commission within five (5) business days after any subcontractor is retained to perform such service.

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EEV / E-Verify™ Company Identification Number

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Date of Authorization

---

Company Name

---

Signature of Authorized Officer or Agent

---

Title of Authorized Officer or Agent

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Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

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\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

[NOTARY SEAL]

Notary Public

My Commission Expires:

## **CONTRACTOR/VENDOR INFORMATION**

**Legal name & address  
of entity:**

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*If different from above-*

**Legal name of Payee:**

**Payment Address:**

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(If additional addresses are needed, identify each and its purpose on the reverse of this page.)

**Legal entity status (please mark all that apply):**

Corporation/C-Corp LLC/S-Corp LLC       Individual/Sole-Proprietor/Single Member LLC  
 Partnership/LLC Partnership/LLP       Government: Federal/State/Local/Authority  
 Non-Profit: 501(c)(3)/501(c)(4)       Other: (describe) \_\_\_\_\_

(Federal) Employer Identification Number: \_\_\_\_\_

OR

Social Security Number (for an individual): \_\_\_\_\_

Is this contractor/vendor an attorney/law firm? YES \_\_\_\_\_ NO \_\_\_\_\_

Is this contractor/vendor debarred, suspended, ineligible or excluded from participation in federally funded projects? YES \_\_\_\_\_ NO \_\_\_\_\_

E-verify Status: \_\_\_\_\_ Registered: E-verify Number \_\_\_\_\_ DUNS Number \_\_\_\_\_  
\_\_\_\_\_ Not Registered

Is this contractor/vendor a:

Disadvantaged Business Enterprise under 49 CFR Part 26? YES \_\_\_\_\_ NO \_\_\_\_\_

Minority or Women Business Enterprise under 49 CFR Part 23? YES \_\_\_\_\_ NO \_\_\_\_\_

Attach a copy of current certification(s).

Is this contractor/vendor a Non-federal entity that expends \$750,000 or more in a year in Federal awards? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, attach a copy of most recent single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133.

Certified true and correct:

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

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

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

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

**EXHIBIT D**  
**CONTRACT SAMPLE BOILERPLATE**

## CONSULTANT AGREEMENT

THIS AGREEMENT, entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, **YEAR**, by and between **CONSULTANT/VENDOR** in Atlanta, Georgia (hereinafter referred to as the "Consultant") and the ATLANTA REGIONAL COMMISSION (hereinafter referred to as "ARC").

### WITNESSETH THAT:

WHEREAS, ARC desires to engage the Consultant to render certain services hereinafter described in connection with an undertaking or project (hereinafter referred to as the "Project") which is to be wholly or partially financed by a grant from the United States Department of Transportation, (hereinafter, along with the appropriate auditing agency of the entities making such grant, referred to as "the Concerned Funding Agencies");

WHEREAS, the Consultant desires to render such services in connection with the project;

NOW THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. Engagement of the Consultant. ARC hereby agrees to engage the Consultant and the Consultant hereby agrees to perform the services hereinafter set forth in accordance with the terms and conditions herein.
2. Scope of Services. The Consultant shall do, perform and carry out in a satisfactory and proper manner, as determined by ARC, the work and services described in Attachment "A" which is attached hereto and made a part hereof.
3. Time of Performance. The services of the Consultant are to commence immediately upon execution of this agreement. Work and services shall be undertaken and pursued in such sequence as to assure their expeditious completion and as may be required in Attachment "A." All work and services required hereunder shall be completed on or before **DATE**.
4. Compensation. The Consultant shall be compensated for the work and services to be performed under this agreement as set forth in Attachment "B" which is attached hereto and made part hereof. Compensation for work and services in the performance of this contract shall not exceed **AMOUNT**.
5. Approval of Subcontracts. None of the work or services to be performed under this agreement by the Consultant shall be subcontracted without the prior written approval of ARC's Executive Director or her authorized agent. If such approval is requested, all subcontract documents shall be submitted to ARC's Executive Director or her authorized agent, for her review and approval prior to the execution of such subcontract. Further, if requested by ARC's Executive Director or her authorized agent, the Consultant shall provide ARC with such documentation as ARC's Executive Director shall require, regarding the

method the Consultant used in selecting its subcontractor. The Consultant acknowledges that if work or services to be performed under this agreement is financed solely or partially with federal funds, the selection of subcontractors is governed by regulations requiring competition between potential subcontractors or adequate justification for sole source selection. The Consultant agrees to abide by such regulations in its selection procedure.

6. **Prompt Payment and Retainage.** The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from ARC. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of ARC. This clause applies to both DBE and non-DBE subcontracts.

Any contractor found not to be in compliance with this clause will be considered in breach of contract and any further payments will be withheld until corrective action is taken. If contractor does not take corrective action, contractor may be subject to contract termination.

7. **Assignability.** The Consultant shall not assign, sublet or transfer all or any portion of its interest in this agreement without the prior written approval of ARC.
8. **Amendments.** ARC may require changes in this agreement. Except for termination for cause or convenience, such changes, including any increase or decrease in the amount of the Consultant's compensation shall be incorporated in written amendments to this agreement. Amendments to this agreement may be executed on behalf of ARC only by ARC's Executive Director and Chairman.
9. **Insurance.** The Consultant will have and maintain insurance coverage that complies with the laws of the state of Georgia, as well as reasonable and prudent business practices. Such insurance shall at least include Worker's Compensation, Public Liability, Property Damage, and Valuable Papers coverage.
10. **Indemnification.** The Consultant shall hold harmless and indemnify ARC, its officers, directors, and employees from and against losses, reasonable attorney's fees and costs, that may be based on any injury to persons or property caused by the negligent performance of services under this agreement by the consultant or any person employed by the consultant.
11. **Formal Communication.** Formal communications regarding this agreement shall include, but not necessarily be limited to correspondence, progress reports and fiscal reports.

All formal communication regarding this agreement shall be in writing between the person executing this agreement on behalf of the Consultant (executor) and ARC's Executive Director. However, the Consultant executor and ARC's Executive Director shall each have the right to designate in writing to the other an agent to act in his or her behalf regarding this agreement. Any restrictions to such designation must be clearly defined in the written designation.

In this regard, ARC's Executive Director hereby designates the ARC Chief Operating Officer as her agent for purposes of this contract only, except for Amendments and Terminations.

12. Reports. The Consultant shall furnish ARC with narrative progress reports, in such form and frequency as may be specified by ARC's Executive Director or her authorized agent, outlining the work accomplished by the Consultant during the period, including the current status of the Project, and the percentage of work which has been completed.
13. Financial Reports. In addition to other records required by this contract, the Consultant agrees to provide to ARC such additional financial reports in such form and frequency as ARC may require in order to meet ARC's requirements for reporting to the Concerned Funding Agencies.
14. Review and Coordination. To ensure adequate assessment of the Consultant's project and proper coordination among interested parties, ARC shall be kept fully informed concerning the progress of the work and services to be performed hereunder. The Consultant may be required to meet with designated representatives of ARC and the Concerned Funding Agencies from time to time to review the work and services performed. The Consultant shall be given reasonable written notice of such meetings.
15. Inspections. Authorized representatives of ARC and the Concerned Funding Agencies may at all reasonable times review and inspect the Project activities and data collected pursuant to this agreement. Except where specifically prohibited by law, all reports, studies, records, and computations prepared by or for the Consultant under this agreement shall be made available to authorized representatives of ARC and the Concerned Funding Agencies for inspection and review at all reasonable times in the Consultant's office where data is normally accumulated. Approval and acceptance of such material shall not relieve the Consultant of its professional obligation to correct, at its expense, any errors found in the work unless such errors can be shown to be caused by inaccurate or incomplete information provided by ARC.
16. Maintenance of Cost Records. The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and shall make such material available at all reasonable times during the period of the agreement, and for three years from the date of final payment under the agreement, for inspection by ARC, the Concerned Funding Agencies, and if the work and services to be performed under this agreement is wholly or partially funded with federal funds, the Comptroller General of the United States, or any of their duly authorized representatives. The Consultant shall include the provisions of this paragraph in any subcontract executed in connection with this Project.
17. No Obligation by the Federal Government. ARC and the Consultant acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be

subject to any obligations or liabilities to ARC, the Consultant, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

The Consultant agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

18. Status as Independent Consultants. Nothing contained in this agreement shall be construed to constitute the Consultant or any of its employees, servants, agents or subcontractors as a partner, employee, servant, or agent of ARC, nor shall either party to this agreement have any authority to bind the other in any respect, it being intended that each shall remain an independent Consultant.
19. Consultant's Personnel. The Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this agreement. Such personnel shall not be employees of ARC, nor shall such personnel have been employees of ARC during any time within the twelve-month period immediately prior to the date of this agreement, except with the express prior written consent of ARC. Further, the Consultant agrees that no such former ARC employees shall be involved in any way with the performance of this agreement, without the express prior written approval of ARC.
20. Employees' Rate of Compensation. The rate of compensation for work performed under this project by a staff member or employee of the Consultant shall not exceed the compensation of such person that is applicable to his or her other work activities for the Consultant. Charges for salaries and wages of individuals shall be supported by time and attendance and payroll distribution records.
21. Interest of Consultant. The Consultant covenants that neither the Consultant, nor anyone controlled by the Consultant, controlling the Consultant, or under common control with the Consultant, nor its agents, employees or Consultants, presently has an interest, nor shall acquire an interest, direct or indirect, which would conflict in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the Consultant's service hereunder in an impartial and unbiased manner. The Consultant further covenants that in the performance of this agreement no person having any such interest shall be employed by the Consultant as an agent, Consultant or otherwise. If the Consultant contemplates taking some action which may constitute a violation of this paragraph, the Consultant shall request in writing the advice of ARC, and if ARC notifies the Consultant in writing that the Consultant's contemplated action will not constitute a violation hereof, then the Consultant shall be authorized to take such action without being in violation of this paragraph.
22. Interest of Members of ARC and Others. No officer, member or employee of ARC, and no public official of any local government which is affected in any way by the project, who exercises any function or responsibilities in the review or approval of the project or any component part thereof, shall participate in any decision relating to this agreement which

affects his or her personal interests or the interest of any corporation, partnership or association in which he or she is directly, or indirectly, interested; nor shall any such officer, member or employee of ARC, or public official of any local government affected by the project, have an interest, direct or indirect, in this agreement or the proceeds arising therefrom.

23. Officials Not to Benefit. No member of or delegate to the Congress of the United States of America, resident commissioner or employee of the United States Government, shall be admitted to any share or part of this agreement or to any benefits to arise herefrom.

24. Compliance with Requirements of the Concerned Funding Agencies. The Consultant shall be bound by the applicable terms and conditions of the Grant Contract between ARC and the Concerned Funding Agencies which said Grant Contract is on file in the offices of ARC and is hereby made a part of this agreement as fully as if the same were attached hereto. ARC will notify the Consultant in writing of any applicable changes within a reasonable time after ARC has received appropriate notice of such changes from the Concerned Funding Agencies.

25. Federal Changes. Consultant shall at all times comply with all applicable U.S. DOT regulations, policies, procedures and directives as they may be amended or promulgated from time to time during the term of this contract. Consultant's failure to so comply shall constitute a material breach of this contract.

26. Rights in Documents, Materials and Data Produced. For purposes of this agreement, "data" includes, but is not limited to, writings, sound recordings, computer programs, photographs, films, videotapes or other graphic representations and works of a similar nature. ARC and the Concerned Funding Agencies shall have the right to use same without restriction or limitation and without compensation to the Consultant other than as provided in this agreement. The Consultant acknowledges that matters regarding rights to inventions and materials generated by or arising out of this agreement may be subject to certain regulations issued by the Concerned Funding Agencies.

27. Data and Software Licensing. During performance of the work covered by this Agreement ARC may provide certain data or software products, such as aerial photography, roadway analytics/traffic data or commercially available planning data and software, to the Consultant that have been obtained from various sources under specific licensing agreements. The Consultant acknowledges that any data or software that ARC may provide hereunder is provided as a non-exclusive, non-transferable, limited license for the Consultant or its Sub-consultants to use the data or software for the work covered by this Agreement only. The Consultant shall not redistribute, republish or otherwise make this data or software available to any party not covered by this Agreement. The Consultant or any Sub-consultants shall not use this data or software for any work not covered by this Agreement. The Consultant further acknowledges that upon completion of the project covered by this Agreement all data and software provided by ARC will be returned to ARC and all copies of the data or software residing on the Consultant's or Sub-consultant's computer systems will be removed.

28. Publicity. Articles, papers, bulletins, reports or other material reporting the plans, progress, analysis or results and findings of the work conducted under this agreement shall not be presented or published without first submitting the same to ARC for review and comment. No such presentation shall be made until comments have been received from ARC regarding such review; provided, however, if such comments have not been received by the Consultant within thirty calendar days after such submission, it shall be presumed that ARC has no objection thereto. ARC's comments, objections, reservations or disagreements regarding such material shall be accommodated as ARC shall specify.
29. Assurances. The Consultant hereby assures and certifies that it will comply with the appropriate regulations, policies, guidelines and requirements (as applicable), including, but not limited to, 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 48 CFR 31, "Contract Cost Principles and Procedures," Executive Order 12372, "Intergovernmental review of Federal programs," U.S. Office of Management and Budget Circular Nos. A 21, "Cost Principles for Educational Institutions," and A 133, "Audits of States, Local Governments and Non-Profit Organizations," or other requirements imposed by ARC or the Concerned Funding Agencies concerning requirements of law or project matters as expressly made applicable by ARC herein, as they relate to the application, acceptance, use and audit of federal funds for this federally assisted project. Also, the Consultant gives assurance and certifies with respect to this agreement that:
  - a. For all agreements:
    - i. It possesses legal authority to apply for this agreement, and, if appropriate, to finance and construct any proposed facilities; and, any required resolution, motion or similar action has been duly adopted or passed as an official act of the Consultant's governing body; that proper authorization exists for the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Consultant to act in connection with the application and to provide such additional information as may be required, and, upon ARC approval of its application, that the person identified as the official representative of the Consultant is authorized to execute an agreement incorporating the terms of its application.
    - ii. It understands that the phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.
    - iii. It will comply with Title VI of the Civil Right Act of 1964 (P.L. 88-352 and 42 USC 2000d) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of age, handicap, religion, creed or belief, political affiliation, sex, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any project or activity for which the applicant receives federal financial assistance and will immediately take any measures

necessary to effectuate this assurance. The Consultant shall take affirmative action to ensure that qualified applicants are employed and qualified subcontractors are selected, and that qualified employees are treated during employment, without regard to their age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training including apprenticeship, and participation in recreational and educational activities.

The Consultant shall in all solicitations or advertisements for subcontractors or employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. The Consultant shall not discriminate against any qualified client or recipient of services provided through this agreement on the basis of age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. The Consultant shall cause foregoing provisions to be included in all subcontracts for any work covered by this agreement so that such provisions will be binding upon each subcontractor.

The Consultant shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as ARC or the Concerned Funding Agencies may require.

The Consultant agrees to comply with such rules, regulations or guidelines as ARC or the Concerned Funding Agencies may issue to implement the requirements of this paragraph.

- iv. It will comply with applicable requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted projects.
- v. It will comply with the applicable provisions of the Hatch Act which limits the political activity of employees.
- vi. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- vii. It will cooperate with ARC in assisting the Concerned Funding Agencies in this compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting, through ARC, with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic

Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying, through ARC, the Concerned Funding Agencies of the existence of any such properties, and by (b) complying with all requirements established by ARC or the Concerned Funding Agencies to avoid or mitigate adverse effects upon such properties.

- viii. For agreements not involving federal financial assistance for construction, it will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Concerned Funding Agencies, through ARC, of the receipt of any communication from the Director of the EPA Office of Federal Activities indicting that a facility to be used in the project is under consideration for listing by EPA.
- ix. It will comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (41 CFR Part 60).
- x. The Consultant agrees that throughout the performance of this contract it will remain in full compliance with all federal and state immigration laws, including but not limited to provisions 8 USC 1324a and O.C.G.A. § 13-10-91 regarding the unlawful employment of unauthorized aliens and verification of lawful presence in the United States. Thereunder, Consultant will ensure that only persons who are citizens or nationals of the United States or non-citizens authorized under federal immigration laws are employed to perform services under this contract or any subcontract hereunder.
- xi. The Consultant agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

The Consultant further agrees to include the provisions contained in the forgoing paragraph in each subcontract for services hereunder.

The Consultant shall not retaliate or take any adverse action against any employee or any subcontractor for reporting, or attempting to report a violation(s) regarding applicable immigration laws.

- b. For agreements involving either full or partial federal financial assistance for construction projects(s):
  - i. It will comply with the provisions of Executive Order 11296, relating to evaluation of flood hazards, and Executive Order 11288, relating to the prevention, control, and abatement of water pollution.
  - ii. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by, the Physically Handicapped," Number A117 1-1961, as modified (41 CFR 101 - 17.703).

The Consultant will be responsible for conducting inspections to ensure compliance by the Consultant with these specifications.

- c. For agreements exceeding \$ 100,000.00 in federal financial assistance:
  - i. It will comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act [42 U.S.C. 1857 (h)], section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

30. Certifications.

- a. Prohibition Against Use of Funds to Influence Legislation (Lobbying). No part of any funds under this agreement shall be used to pay the salary or expenses of any Consultant, or agent acting for the Consultant, to engage in any activity designed to influence legislation or appropriations pending before the Congress as stated in 49 CFR 20.
- b. Debarment and Suspension. The Consultant agrees to comply with the nonprocurement debarment and suspension rules in 49 CFR 29.
- c. Drug-Free Workplace. The Consultant agrees and certifies that it will comply with the requirements for a Drug-Free Workplace, as described in Section 50-24-3 of the Official Code of Georgia, including passing through this requirement to lower tier Consultants.
- d. The Consultant agrees and hereby certifies that it will comply with the Georgia Security and Immigration Compliance requirements of O.C.G.A. § 13-10-91.

31. Other Requirements. In addition to other requirements of this agreement, the Consultant agrees to comply with, and shall be bound by, the applicable terms and conditions of all state and federal laws or regulations governing and defining resources, project administration, allowable costs and associated procurement standards, and the ARC Disadvantaged Business Enterprise Plan (in compliance with 49 CFR Part 26), as appropriate. In addition, the Consultant further agrees to comply with the DBE Utilization Plan submitted to ARC as part of its proposal. All such documents are hereby made part of this agreement fully as if the same were attached hereto.

The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this agreement. The Consultant shall carry out applicable requirements of 49 CFR 26 in the award and administration of DOT assisted agreements. Failure by the Consultant to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.

The Consultant agrees to pay each subcontractor under this prime agreement for satisfactory performance of its agreement no later than thirty business days from the receipt of each payment that said prime Consultant receives from ARC. The prime Consultant agrees

further to return retainage payments to each subcontractor within thirty business days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of ARC. This clause applies to both Disadvantaged Business Enterprises and non-Disadvantaged Business Enterprises.

32. Termination for Mutual Convenience. ARC or the Consultant may terminate this agreement in whole or in part when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall, through formal written amendment, agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The Consultant shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. ARC shall evaluate each noncancelable obligation to determine its eligibility for inclusion in project costs. Settlement will be made in accordance with the terms and conditions of this agreement. ARC shall allow full credit to the Consultant for the ARC share of the non-cancelable obligations, properly incurred by the Consultant prior to termination.
33. Termination for Convenience. ARC may terminate this agreement, in whole or in part, at any time by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least fifteen days before the effective date of such termination. In that event, all information and material produced or collected under this agreement and/or used in the performance of the scope of services shall, at the option of ARC, become its property. If this agreement is terminated by ARC as provided in this paragraph, the Consultant will be reimbursed for the otherwise allowable actual expenses incurred by the Consultant up to and including the effective date of such termination, as authorized in Attachment "B." The Consultant shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. ARC shall evaluate each noncancelable obligation to determine its eligibility for inclusion in project costs.
34. Termination of the Agreement for Cause. If the Consultant, due to its action or failure to act, shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the Consultant has or shall violate any of the covenants, agreements, representations or stipulations of this agreement, ARC shall thereupon have the right to terminate this agreement by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all information and materials collected or produced under this agreement and/or used in the performance of the scope of services shall, at the option of ARC, become its property. The Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed under the Scope of Service up to and including the effective date of termination as authorized in Attachment "B." Notwithstanding the foregoing to the extent provided by law, the Consultant shall not be relieved of liability to ARC for damages sustained by ARC by virtue of any breach of this agreement by the Consultant and ARC may withhold any payments to the Consultant for the purpose of set-

off for damages caused by the Consultant's breach, until such time as the exact amount of damages to ARC from the Consultant is determined.

35. Termination Due to Non-Availability of Funds. Notwithstanding any other provision of this agreement, in the event that any of the funds for carrying out the functions to which this agreement relates do not become available, then, upon written notice to the Consultant, this agreement may be immediately terminated without further obligation of ARC.
36. Suspension Due to Non-Availability of Funds. The Concerned Funding Agencies have the right to suspend financial assistance for this project. Consequently, ARC reserves the same right regarding this agreement. Such suspension would cause the withholding of further payments and/or prohibiting the Consultant from incurring additional obligations during the suspension period. However, unless notified in writing to the contrary, such suspension would not invalidate obligations otherwise properly incurred by the Consultant prior to the date of suspension to the extent that they are noncancelable.
37. Disputes and Appeals. Any dispute concerning a question of fact arising either from a Consultant or subgrant selection decision, or under a Consultant or subgrant contract, once executed, shall be decided by the ARC Chief Operating Officer who, after advisory consultation with all appropriate ARC officials (e.g. General Counsel, etc.), shall promptly reduce such decision concerning the question of fact to writing and mail, or otherwise furnish a copy thereof, to the disputing party (i.e., as appropriate, either: the unsuccessful proposer; or the Consultant or subgrantee). The Chief Operating Officer shall concurrently fully advise the disputing party, in writing, of the provisions outlined herein below concerning the disputing party's right to appeal the decision to the ARC Executive Director. A copy of all such documents shall also be furnished to the ARC Office of General Counsel.

The decision of the Chief Operating Officer shall be final and conclusive unless, within ten (10) calendar days of receipt of such written decision, the disputing party mails or otherwise furnishes a written appeal concerning the question of fact to the ARC Executive Director, who shall arrange a formal hearing within twenty (20) calendar days after receipt of such appeal. Both the appealing party and the Chief Operating Officer shall be notified no less than five (5) calendar days in advance of the hearing and shall have the right to present witnesses and give evidence concerning the question of fact at such time. Within twenty (20) calendar days after the hearing, the Executive Director shall make a decision concerning the question of fact in writing to the appealing party and to the Chief Operating Officer. A copy of the decision shall also be furnished to the Office of General Counsel.

The decision of the Executive Director concerning the question of fact shall be final and conclusive unless determined by the cognizant grantor agency or agencies, or the Comptroller General of the United States, or a court of competent jurisdiction to have been arbitrary, capricious, an abuse of discretion or otherwise not in accordance with the law.

Pending final decision of an appeal to the Executive Director under a Consultant or subgrant contract already executed, the Consultant or subgrantee shall proceed diligently with the performance of the contract and in accordance with the Chief Operating Officer's decision.

Nothing in the foregoing shall be construed as making final the decisions of the Chief Operating Officer or the Executive Director as such decision relate to question of law.

38. **Force Majeure.** In no event shall either Party be responsible or liable for any failure or delay in the performance of its obligations hereunder upon the occurrence of any circumstance beyond the control of either party, such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, work stoppages, accidents, mandatory quarantines, pandemics, curfews, or other restrictions of movements, or civil disorder, to the extent that such circumstances make it illegal or impossible for either Party to fulfill the terms of this Agreement. Any termination or delay in the performance of this Agreement without liability is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical, but in no event longer than ten (10) days, after learning of such basis. It is understood that both Parties shall use reasonable efforts which are consistent with industry standard to fulfill the performance of this agreement to the extent feasible.
39. **Applicable Law.** This agreement shall be deemed to have been executed and performed in the State of Georgia. All questions of interpretation and construction shall be construed by the laws of Georgia.

IN WITNESS WHEREOF, the Consultant and ARC have executed this agreement as of the day first above written.

ATTEST:

**CONSULTANT/VENDOR**

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By: \_\_\_\_\_

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

ATTEST:

ATLANTA REGIONAL COMMISSION

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ARC Assistant Secretary

By: \_\_\_\_\_  
Executive Director

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Chairman