



Santa Cruz County Regional Transportation Commission

--NOTICE--

Request for Proposals (RFP) for Professional Services

North Coast Transportation Demand Management Plan

The Santa Cruz County Regional Transportation Commission (RTC) invites interested parties to submit a proposal to provide professional consulting services to develop transportation management strategies for 22-miles of coastal highway from the City of Santa Cruz northern city-limits to the Santa Cruz/San Mateo County line. The North Coast Transportation Demand Management Plan (North Cost TDM Plan) is needed to identify strategies that address visitor transportation needs, safety and operational challenges on Highway 1 north of the City of Santa Cruz created by visitor demand and behaviors, and to provide transportation alternatives.

Issue Date: July 2, 2024

Deadline to Submit Questions: July 19, 2024, at 2:00 PM

Closing Date: August 5, 2024, at 5:00 PM

Interested parties must deliver one (1) electronic PDF version of the proposal by the closing date.

Proposals relating to this RFP shall be submitted to:

Santa Cruz County Regional Transportation Commission

Subject: RFP2200

Attention: Maxwell Friedman, Transportation Planner

Mail: 1101 Pacific Avenue, Suite 250, Santa Cruz, CA 95060

Electronic: mfriedman@sccrtc.org

Phone: 831-460-3200

This notice, along with its enclosures, comprises the Request for Proposals (RFP) for this project. Responses should be submitted in accordance with the instructions set forth in this RFP. Email inquiries relating to this RFP should include "North Coast Transportation Demand Management Plan RFP2200" in the subject header. The RTC



reserves the right to amend the RFP by addendum before the final proposal submittal date. This RFP and addenda will be available at:
<http://www.sccrtc.org/about/opportunities/rfp/>.





**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1101 PACIFIC AVENUE, SUITE 250, SANTA CRUZ, CA 95060**

DATE: July 2, 2024
TO: Interested Consultants
FROM: Maxwell Friedman, Transportation Planner
SUBJECT: Request for Proposals (RFP) 2200 for North Coast
Transportation Demand Management Plan

INVITATION

The Santa Cruz County Regional Transportation Commission (RTC) invites qualified and experienced consultants to submit a proposal for professional services to prepare a transportation demand management planning document to guide transportation planning along Santa Cruz County's north coast, with a Cost Proposal that includes an estimate of hours and costs per task including other direct costs (ODCs) to complete the project. Please submit one (1) digital copy of your Proposal. The proposal shall not exceed twenty (20) pages, not including cover letter, attachments of resumes, or detailed scope of services.

REQUEST FOR PROPOSALS

The Request for Proposals (RFP) is available on the RTC website: www.sccrtc.org/about/opportunities/rfp/ and at the RTC office.

RESPONSE DUE DATE

Proposals are due in the Santa Cruz County Regional Transportation Commission (RTC) office by **5:00 PM on August 5, 2024**. Any proposals received after the date and time specified above will not be considered. RFP Responses shall be considered firm offers to enter into a contract, as described in this RFP for a period of ninety (90) days from the time of submittal.



PROCUREMENT SCHEDULE

Task	Date
RFP Publication	July 2, 2024
Pre-proposal meeting via Zoom	July 17, 2024 at 2:00pm
Deadline to submit requests for clarification	July 19, 2024 at 12:00pm
Publish answers to requests, RFP addendums if any	July 26, 2024
Deadline to submit proposals	August 5, 2024 at 2:00pm
Interview Short Listed Consultants	August 20, 2024
Select Consultant	August 30, 2024
Board Approves Contract Award	September 5, 2024

CONTACT

Responses and inquiries relating to this RFP shall be submitted electronically to:

Santa Cruz County Regional Transportation Commission
Attn: Maxwell Friedman, Transportation Planner
1101 Pacific Avenue, Suite 250, Santa Cruz, CA 95060
831-460-3200 / Email: mfriedman@sccrtc.org

Email inquiries relating to this Request for Proposals should include "North Coast Transportation Demand Management Plan RFP2200" in the subject header.



Request for Proposals:

Project Description

RTC was awarded a Caltrans Sustainable Transportation Planning Grant Program to develop the North Coast Transportation Demand Management Plan (North Coast TDM Plan). The North Coast TDM Plan will identify strategies to guide transportation management along the 22-mile coastal highway corridor. The project area extends along Highway 1 from the northern end of the City of Santa Cruz to the Santa Cruz/San Mateo County line. In line with the goals of the Caltrans District 5 Active Transportation Plan, Caltrans Climate Adaption Plan Strategic Goals, and the Santa Cruz County Regional Transportation Plan, the North Coast TDM Plan will develop strategies to reduce emissions, vehicle miles traveled (VMT), and improve the overall safety and equity of the corridor.

In creating this plan, extensive public outreach, trip data collection and analysis, stakeholder input, and visitor travel surveys will be conducted to identify both the needs of the community and its transportation infrastructure and systems. The North Coast TDM Plan aims to address the growing needs of the Santa Cruz County's north coast in response to the increased visitation to area. The result will be a list of prioritized projects and implementation strategies which could include, but are not limited to, enhanced public transit access, highway operational improvements, new bicycle and pedestrian facilities near Davenport and other popular destinations, parking management, and an evaluation of how the Santa Cruz Branch Rail Line rail facilities may provide a new transit alternative. Strategies will be organized into the following categories: Parking Infrastructure, Multimodal Infrastructure, Transit Strategies (Bus and Rail), Roadway Safety, Technology Strategies, and Compatible Strategic Concepts.

Background Information

The transportation infrastructure of rural Highway 1 in Santa Cruz County and north of the City of Santa Cruz has remained relatively unchanged since this portion of Highway 1 was officially opened in 1964. Meanwhile, the population in the state increased by 21 million people along with a substantial increase in visitor trips to Santa Cruz County's north coast. Visitation to Santa Cruz County's north coast is impacted by the exponential growth of the San Francisco Bay Area, which is within a 2-hour



drive of the North Coast. Additionally, social media revealed to the greater population the beauty and gems of iconic 22-mile of Santa Cruz County's north coast and led to a significant increase in visitors. Furthermore, the COVID pandemic created unexpected fluctuations in coastal recreation demand. The increased visitation in the area has led to significant strain in the region's facilities, transportation infrastructure and natural resources. Demand for coastal recreation is likely to grow at least in proportion to population growth, projected to increase by 10% between 2025-2045 in Santa Cruz County. However, the demand for coastal recreation will likely increase faster on Santa Cruz County's north coast due to the increasing number of recreational facilities under development including new access to Cotoni Coast Dairies National Monument and construction of the North Coast Rail Trail. Peak monthly Average Daily Traffic (ADT) on Highway 1 in the North Coast TDM Plan Area was estimated to be 13,500 in 2014 and increased to an estimated 17,800 vehicles in 2018, an increase of approximately 32% in the North Coast TDM Plan area between 2014 and 2018. Consistent with traffic counts across the State, monthly ADT decreased in 2020 from 2018 numbers, however, locals report more frequent visitor travel on weekdays and spread across non-peak periods. North Coast visitation is projected to increase by 2,500-3,000 visitors during peak days with the openings of the Cotoni Coast Dairies National Monument and Coastal Rail Trail, an estimated increase in vehicle trips by 1,000-1,500 trips on Highway 1 on peak days, assuming most visitors drive to their destination. The total increase in visitation to the North Coast TDM Plan area is anticipated to exceed visitation projections due to crowd sourcing of information about North Coast destinations in the future.

The strains on infrastructure are exacerbated by the lack of formal parking options, limited transportation choices and lack of area specific traveler information. Visitors seek parking on approximately 15 informal turnouts and on the narrow, unpaved shoulders where parking is allowed, up to a mile beyond their destinations. Visitors driving to Santa Cruz County's north coast often want to stop at one or more recreational destinations, so cars will slow to search for available spots, or to react to other drivers in the process of parking, and pedestrians crossing the road. This travel behavior creates operational and safety challenges on Highway 1 and can result in conflicts between drivers, bikes and pedestrians.

Safety is also a challenge on Santa Cruz County's north coast. TIMS data shows that in 2020 there were 22 collisions in the North Coast TDM Plan area, including 1 pedestrian fatality and 12 injuries, of which 1 involved bicycle injury on Highway 1. Whereas in the 5-year period from 2015-2020 there were 138 crashes (7 fatalities and 88 injuries) of which 2 were pedestrian fatalities, 2 pedestrian injuries, and 18 bicycle injuries. It was

found that unsafe speed was responsible for 22% of crashes, while improper turning accounted for 23%, and automobile right of way accounted for 20% of all crashes. Currently, bicycle and pedestrian facilities are limited to Highway 1 shoulders and coastal bluff trails. Improvements to bicycle and pedestrian facilities are planned in a portion of the North Coast TDM Plan area by providing a dedicated bicycle and pedestrian path (Coastal Rail Trail) for 7.5-mile parallel to Highway from Wilder Ranch to Davenport. Traveler information about how to access the Coastal Rail Trail and North Coast destinations from the Coastal Rail Trail will be needed to maximize the access, safety and equity benefits to visitors.

Lack of transportation options creates inequities about who has access to the North Coast since experiencing its beauty, National Monuments, State Parks, pocket beaches, coastal bluffs and trails on primarily relies on automobile travel and there is limited access to the area for individuals that do not own a vehicle or cannot drive including, but not limited to the low-income and disabled community. There are few alternative transportation options, distances between destinations can be quite lengthy and can discourage bicycling and walking for these longer trips. From a geographic inequity perspective, Santa Cruz County's north coast is currently a difficult region to visit if one cannot afford a personal vehicle. The North Coast TDM Plan will evaluate travel patterns, visitor travel needs and equitable access to publicly owned destinations along this portion of rural Highway 1. The North Coast TDM Plan will identify strategies for managing visitor travel to the Santa Cruz County's north coast including, but not limited to, rural Highway 1 operational and safety improvements, traveler information, transit options, and services and infrastructure that support alternatives to accessing the area by automobile. The North Coast TDM Plan will focus on transportation strategies that reduce vehicles miles traveled, improved safety and circulation, and more equitable access to coastal resources. The North Coast TDM Plan will also evaluate how the potential use of the Santa Cruz Branch Rail Line rail facilities may provide a new transit alternative.

Minimum Qualifications

The selected consultant can be a firm or firms who must demonstrate to the RTC selection committee the following professional qualifications:

- The Respondent shall be a transportation planning or data analysis consulting firm with experience in developing transportation demand management plans or similar plans.



- The firm should demonstrate the ability to deliver the project within a limited timeframe.
- The Respondent shall be familiar with collecting and analyzing trip data for visitor destinations.
- The Respondent shall have experience in public outreach.

The RTC reserves the right to investigate the qualifications of all firms and persons under consideration, to include reference checks to confirm any part of the information furnished by a consultant.

General Information

RFP Definitions:

Throughout this RFP, the following definitions will be used:

- “Agreement” means a written agreement executed between the RTC and a selected respondent.
- “Consultant” or “Contractor” means the firm, team, or person qualified to provide services described in this RFP.
- “Respondent” means an individual, joint venture, or a company that submits, or intends to submit, a Proposal in response to this RFP.
- “RFP” or “Request for Proposals” means the process described in this document.
- “RFP Response” and “Proposal” mean all documents submitted by a respondent in reply to this RFP request.
- “RTC Contract Manager” means the lead RTC staff assigned to oversee work of the consultant selected to implement this project.
- “RTC website” means the website maintained by the Santa Cruz County Regional Transportation Commission (RTC) at www.sccrtc.org.

Inquiries: Inquiries will be accepted by email. All inquiries related to this RFP should be directed to:

Maxwell Friedman, Project Manager
1101 Pacific Avenue, Suite 250, Santa Cruz,
CA 95060 Email: mfriedman@sccrtc.org

Information obtained from other sources is not official and should not be relied upon for completion of the RFP. Inquiries and answers may be documented and available on the RTC website to all potential respondents at the RTC’s option.



Pre-Proposal Meeting:

A pre-proposal meeting will be held on **July 17, 2024, 2:00 - 3:00pm** via videoconference over ZOOM:

<https://us02web.zoom.us/j/81109064418?pwd=8VTRZXyu4rboPfXbYYkdM8sDPtE5X7.1>

Meeting ID: 811 0906 4418

Passcode: 846025

There will be opportunities for questions and answers, but time may be limited by scheduling constraints. *Interested parties are encouraged to submit questions or requests for clarification by email in advance of the meeting to mfriedman@sccrtc.org.* Responses to questions raised at the Pre-Proposal Meeting will be posted on the RTC website (see below).

Questions, Requests for Clarification and Additional Information on the RFP:

The RFP and any subsequent information regarding this RFP, including changes made to this document and questions/responses on this RFP, will be posted on the RTC's website: <http://www.sccrtc.org/about/opportunities/rfp/>. It is the sole responsibility of the respondent to check the website for addenda to the RFP documents. Any questions, requests for clarification or exceptions to RFP requirements must be received by RTC no later than 12:00PM on May 24, 2024 to guarantee a response. Email questions or requests for clarification to: mfriedman@sccrtc.org.

Closing Date for RFP Responses: By 5:00PM on August 05, 2024, the RTC must receive one (1) electronic copy to the e-mail address listed on the cover of this RFP. Proposal materials received after this time will not be considered.

Addenda to RFP: The RTC reserves the right to amend this RFP at any time up until the due date. Any amendments to or interpretations of the RFP shall be described in written addenda posted on the RTC website. All addenda issued shall become part of the RFP.

If the RTC determines that the addenda may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed by the number of days that the RTC determines will allow Proposers sufficient time to revise their proposals. Any new due date shall be included in the addenda.



Scope of Services, Budget and Schedule

A high-level scope of services detailing the anticipated primary tasks associated with this consulting effort is included in this RFP as *Attachment A*. Consultant submissions are expected to include a proposed detailed scope of services as an attachment to the proposal, consistent with the proposer's Work Plan, understanding and approach. A Sample Work Plan is included as *Attachment B*.

Work under this contract is expected to begin on August 14, 2024, and to end by no later than June 30, 2026. RTC will review all proposals that meet the project objectives. RTC may negotiate with Consultant and modify the scope of work as it may deem appropriate. The contract payment terms may be actual cost-plus-fixed fee with payment made based on receipt and acceptance of satisfactory deliverables. Proposers shall recommend a schedule to complete the full scope of work as part of their proposal.

Proposal Format

In order to simplify the review process and to facilitate comparative analysis, the proposal shall be organized in the following manner. Proposal content and completeness are most important; however, effort should be made to produce a complete, competitive, and qualifying response that is also concise. Proposers are encouraged to submit proposals that do not exceed 15 pages, not including attachments of resumes, detailed scope of services, project schedule, and cover letter. The RTC, at its option, may require a Proposer to provide additional information and/or clarify requested information. The screening of proposals will determine which Proposers will be invited to an interview, if necessary.

The following information must be included in the Proposal submitted in response to this RFP:

- 1. Signed Transmittal Letter:** Proposals must include a maximum 2-page transmittal letter indicating the name of the organization submitting the proposal; whether the proposing entity is an individual, partnership, corporation, company, or joint venture; the name, telephone number, email, and business address of the contact person who will be authorized to respond to questions regarding the Proposal; and the name of the individual authorized



to negotiate the contract on behalf of the consulting entity. The transmittal letter should refer to this RFP by title and date, include statement of California licensing (if applicable), and be signed by a person authorized on behalf of the consulting firm to solicit business for the firm.

2. **Profile of the Firm:** This section shall include a brief description of the firm's size as well as the local organizational structure. Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Respondent or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Respondent or its insurers within the last five years.
3. **Firm Qualifications:** This section shall provide a brief description of the Respondent's qualifications and previous experience on similar projects. Description of project experience shall include a summary of the work performed, total project capital cost, percentage of the work the firm was responsible for, period over which the work was completed, and the name, title, email, and phone number of the clients to be contacted for references. A minimum of 3 recent and relevant projects and client references shall be included for the Project Manager and each of the Key Personnel. At least one reference shall be provided for each recent and relevant project.
4. **Project Staffing:** This section shall discuss how the Respondent would staff this project. Respondent team members shall be identified by name, location, specific responsibilities, and estimated person-hours of participation. An organizational chart shall be included identifying "Key Personnel" who are members of the project team that may not be changed once the proposal is submitted without prior approval of the RTC Contract Manager. The Project Manager and Key Personnel relevant experience will be an important factor considered by the RTC Review Committee.
5. **Technical Approach/Work Plan:** This section of the proposal shall establish the Respondent's understanding of RTC's objectives and work requirements and Respondent's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required work, outlining the activities that would be undertaken in completing the various tasks and



specifying who would perform them. This information should be provided as part of the main proposal showing only the estimated hours allocated to complete each subtask as specified in the Scope of Services and a schedule for completing the work. A sample Work Plan is included as *Attachment B*. The Respondent may also suggest technical or procedural innovations that have been used successfully completed on other projects that may facilitate the completion of this project. Consideration of practical, outside the box thinking is encouraged.

6. **Management Approach:** Describe how the Proposer intends to provide and manage the resources necessary to deliver this public project in accordance with the project budget and schedule. Indicate how the firm will apply its management techniques and resources to achieve project delivery goals and provide quality control. Include information on how the firm will manage costs, schedule delays, and subconsultant deliverables. Also describe your current workload, staff availability, and include information on the firm's approach to managing projects of several different clients at once.

Cost Proposal: Include a cost proposal that outlines the hours and budget for each task and related deliverables as outlined in the proposer's Scope of Services. The cost proposal shall include all costs to the RTC, including all labor, profit (not to exceed 10%), administrative and overhead fees and other direct costs broken down by tasks/subtask and personnel by title. The cost proposal shall show costs of the prime consultant and all subconsultants, identifying which subconsultants are DBE. The DBE goal for this project is 24%.

7. Mark-ups for subconsultants are not allowed. Reimbursable costs shall not exceed the CalHR rates for State employees:
<https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.

8. **Required Forms:** This contract is federally funded and subject to Caltrans requirements for non-A&E contracts, including Disadvantaged Business Enterprise (DBE) consideration. Proposal must include the following completed forms:

- i. [Form 1](#) California Levine Act Statement
- ii. [Form 2](#) Exceptions to the Agreement
- iii. [Bidder/Proposer DBE Good Faith Efforts Documentation](#) (Caltrans Local Assistance Procedures Manual, Exhibit 15-H)



- iv. [Consultant Proposal DBE form](#) (Caltrans Local Assistance Procedures Manual, Exhibit 10-O1.)
- v. [Disclosure of Lobbying Activities](#) (Caltrans Local Assistance Procedures Manual, Exhibit 10-Q)
- vi. [Cost Proposal \(Sample\)](#)
- vii. [Certification of Indirect Costs and Financial Management System](#)

Method and Criteria for Selection

RFP Response Review and Selection: An evaluation committee consisting of RTC staff and other individuals that the RTC deems appropriate will review each Proposal for completeness and content. The evaluation committee will analyze responses based on the needs described in this Request for Proposals (RFP) and the Scope of Services, including relevant experience of the consultant with federal- and state-funded projects. The evaluation committee will review and rank the Proposals and conduct interviews.

Responsive proposals will be evaluated as follows:

- **Project Understanding/Work Plan (up to 20 points)**
Understanding of the North Coast TDM Plan objectives, project needs, and percentages of hours allocated to the major tasks included in Attachment A Scope of Services that demonstrates the respondent's overall understanding of the project requirements.
- **Project Manager's Relevant Experience (up to 10 points)**
Relevant experience includes experience working with Caltrans District 5, conducting safety and trip data analysis and developing countermeasures for highway, local roadway, and bicycle/pedestrian facilities, understanding of local context, and ability to manage the schedule and budget in a dynamic environment. Information regarding the Project Manager's availability to take on this project shall be provided in the proposal.
- **Key Staff's Relevant Experience (up to 20 points)**
Relevant Experience includes experience working with Caltrans District 5, conducting safety and trip data analysis and developing countermeasures for highway, local roadway, and bicycle/pedestrian facilities, and understanding of local context. Information regarding the firms and individual Key Staff's availability to take on this project shall be provided in the proposal.

- Expertise/Technical Approach to the Project (up to 20 points)**
 Specialized experience with similar kinds of work, including experience creating Transportation Demand Management Plan and similar planning documents, capability to explore and develop innovative or advanced techniques and methods, experience in facilitating projects with many stakeholders, past record of performance on contracts with RTC and other public agencies such as control of costs, quality of work, past experience working with rural communities, and ability to meet schedules. Clarity, structure, and readability of the proposal and all submitted materials. Robust explanation of intended data collection and analysis of travel patterns. Ability to communicate and present information clearly.
- Cost Proposal (30 points)**
 Appropriateness and clarity of the cost proposal and hours and budget calculations per task. Appropriateness of allocation of non-labor resources. Cost effectiveness and best value, including hours and appropriateness of personnel assigned to each task; hourly rates; reasonableness of task budget including value-added services.

Any proposal that the evaluation committee determines does not include enough information to permit the evaluators to rate the proposal in any one of the listed evaluation criteria will be considered non-responsive and may not be further evaluated. A proposal that fails to include one or more items requested above under "Proposal Format" may be considered complete and generally responsive, if evaluation in every criterion area is possible.

Interview Review and Selection: Following review of Proposals, the evaluation committee may conduct interviews with respondents or develop a short list of consultants to interview in order to make a final selection leading to negotiations for a contract for professional services. It is expected that key staff proposed to work on the project will attend interviews conducted as part of the selection process. The consultant scores for each of the evaluation criteria will be updated by the committee based on the interviews. The consultant with the highest overall score from the evaluation committee will be recommended for contract award.

Authority to Commit RTC: Based on the findings of the evaluation committee, the RTC Contract Manager and the Executive Director of the RTC may recommend to the RTC Commission that one or more consultants be selected to perform the work.



The contract will be awarded to the firm that presents the Proposal that in the opinion of the RTC Commission is the most advantageous to the RTC, based on the evaluation criteria. Upon approval by the RTC Commission, the Executive Director will be authorized to enter into an agreement with the selected consultant. The RTC may accept or reject any and all proposals and waive any and all formalities and irregularities at any stage of the evaluation as it may deem to be in the best interest of the RTC.

Selection Disputes

Respondents not selected for interview or contract award will be informed by mail and/or email. Upon request, the RTC will offer a debriefing to respondents who were not selected, at a mutually agreeable time after award of the contract.

A proposer may object to a provision of the RFP on the grounds that it is arbitrary, biased, or unduly restrictive, or may object to the selection of a particular consultant on the grounds that RTC procedures, the provisions of the RFP or applicable provisions of federal, state, or local law have been violated or inaccurately or inappropriately applied. Any objection must be submitted in writing to the RTC Contract Manager and must include an explanation of the basis for the objection:

1. No later than 4:00 pm on the fifth business day prior to the date proposals are due, for objections to RFP provisions; or
2. No later than 4:00 pm on the fifth business day after the date the proposer is notified that its Proposal was found to be non-responsive or did not meet the minimum qualifications; or
3. No later than 4:00 pm on the fifth business day after the date on which a proposer is notified that it was not recommended for selection, or that another proposer is recommended for selection for objections to consultant selection.

Except with regard to initial determinations of non-responsiveness, the evaluation record shall remain confidential until the RTC authorizes the award.

Protests of recommended awards must clearly and specifically describe the basis for the protest in sufficient detail. The RTC Contract Manager will respond to the objection in writing within thirty



days. No contract to a consultant shall be executed until the expiration of the objection period or, if an objection is filed, the issuance of a written response to the protest by the RTC Contract Manager.

The proposer may appeal the decision of the RTC Contract Manager by filing a written appeal with the RTC Executive Director, no less than three (3) working days after receipt of the written response from the RTC Contract Manager. The Executive Director's decision will be final.

Consultant Selection Timetable

The RTC intends to adhere to the following timeline, but it is subject to change at the discretion of the RTC. All times shown are in Pacific Time.

Request for Proposals

- RTC Issues Notice of RFP: July 2, 2024

Consultant Proposals

- Pre-Proposal Meeting: July 17, 2024, 2:00PM via ZOOM:
<https://us02web.zoom.us/j/81109064418?pwd=8VTRZXyu4rboPfXbYYkdM8sDPtE5X7.1>
Meeting ID: 811 0906 4418
Passcode: 846025
- Questions, Requests for Clarification or Questions Due: July 19, 2024 at 12:00PM – send questions to: mfriedman@sccrtc.org as described in *Questions, Requests for Clarification and Additional Information on the RFP* section above.
- Responses to questions, addenda and any other clarification materials posted on the RTC website: July 26, 2024
- **Proposals Due: August 5, 2024, AT 5:00PM**
- **Interviews: August 20, 2024**

Consultant Contract

- RTC Board Authorizes Entering into Contract: September 5, 2024
- Notice to Proceed (NTP): September 19, 2024



- Deadline to complete scope of work: June 30, 2026

General Conditions

Respondent's Proposal Preparation Expenses: Respondents are solely responsible for their own expenses in preparing and submitting a response to this RFP as well as for subsequent interviews and contract negotiations with the RTC. The RTC will not be liable to any respondent for any costs or damages incurred by the respondent in preparing the RFP response, loss of anticipated profit, or for any other claim.

Ownership of RFP Responses: All documents, including specific RFP responses, submitted to the RTC become the property of the RTC. All materials submitted by proposers are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq.*), except that the RTC may withhold from disclosure clearly marked confidential trade secret information contained in any proposal, and proposer's submission of information so marked shall constitute its agreement to defend and indemnify the RTC from any claim or liability for nondisclosure thereof. After award of the contract (or if not awarded, after rejection of all proposals), all responses will be regarded as public records and will be subjected to review by the public. Any language purporting to render all or portions of the proposal confidential will be regarded as non-effective and will be disregarded.

Collection and Use of Personal Information: Respondents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable for the collection and dissemination of personal information, including resumes and other personal information concerning respondent employees and employees of any proposed subconsultants.

Non-Commitment of RTC: This RFP is not an agreement to purchase or contract for services. The RTC reserves the right to modify or cancel in whole or in part this RFP, to reject any and all proposals, to accept the proposal they consider most favorable to the RTC's interests in their sole discretion, and to waive irregularities or informalities in any proposal or in the proposal procedures. The RTC reserves the right, in its sole discretion, not to enter into a contract as a result of this RFP. The RTC further reserves the right to reject all proposals and seek new proposals when the RTC considers such procedure to be in their best interests. All responses will be



assessed in light of the needs described in this RFP, including the Scope of Services. The RTC is under no obligation to receive further information, written or oral, from any respondent. Any award will be to the consultant(s) whose Proposal is, in the sole judgment of the RTC board on the basis of the evaluation criteria herein, most advantageous to RTC.

Changes to Proposals Prior to Closing Date: Any proposals received prior to the due date and time specified above may be modified by written request of the proposer. Any modification must be received by the proposal due date and time specified in this RFP. After that date, no additional wording or comments will be added to the response unless requested by the RTC for purposes of clarification.

Modification of RFP Terms: The RTC reserves the right to modify the terms of this RFP at any time and may cancel this RFP or further review of responses at any time without entering into a contract. It is the sole responsibility of prospective and actual respondent to check for modifications of and additional information pertaining to the RFP on the RTC website:

<http://www.sccrtc.org/about/opportunities/rfp/>.

Notification of Further RFP Respondent Review and Interview

Not Binding: A respondent may withdraw from consideration at any time by notifying the RTC in writing, by phone, or by email. The RTC may, at its sole discretion, withdraw the name of a respondent for further review by notifying the respondent by email. Notice in writing, by email or by phone to a respondent that it has been identified as a candidate for further review and an interview will neither constitute a contract, nor give the respondent any legal or equitable rights or privileges relative to this RFP.

Contract: Any contract proposed with a selected respondent shall comply with all public contracting statutes applicable in the State of California. For your reference, a sample contract is enclosed as *Attachment C*.

Respondents shall be prepared to accept the terms and conditions of the contract provided herein as *Attachment C*, which include requirements for Compensation, Indemnity, and Insurance. If a Proposer desires to take exception to the above, Proposer shall provide the following information using Form 2, identified as "Exceptions to the Agreement." The exceptions to the Contract



shall include the following:

1. Proposer shall clearly identify each proposed change to the Agreement, including all relevant exhibits.
2. Proposer shall include the reasons as well as specific recommendations for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take substantial exceptions to the Agreement or proposed compensation terms may be determined by the RTC, at its sole discretion, to be unacceptable and no longer considered for award. Only the exceptions stated in the Proposal will be considered when negotiating the Agreement.

The RTC may accept the proposal or negotiate the terms and conditions of the Agreement with the highest-ranked firm. If mutual agreeable terms are not reached, the RTC reserves the right to terminate negotiations and may open negotiations with the next highest ranked firm. RTC further reserves the right to terminate negotiations at any point without obligation to contract for services with any firm. If a proposer wishes to recommend a change to any standard RTC contract provision, the provision and any proposed alternative language must be requested in writing prior to the closing date for receipt of requests for clarifications/exceptions listed above. If no such change or exception is requested in writing, the consultant will be deemed to accept RTC's standard contract provisions. In addition, if the project will be funded by Federal funds, federal required contract provisions will be included in the RTC standard agreement.

Conflict of Interest: The prospective consultant shall demonstrate no conflicts of interest, and a commitment to avoid potential conflicts that might arise from work performed for others, past associations or pending relationships. Prospective consultants shall disclose any financial, business or other relationship with RTC that may have an impact upon the outcome of this contract or RTC construction projects. The prospective consultant shall also list current clients who may have a financial interest in the outcome of this contract or RTC projects that will follow. In particular, the prospective consultant shall disclose any financial interest or relationship with any construction company that might submit a

bid on RTC projects.

Past and future contracts: Firms that have participated in past studies or other activities associated with the current RFP are not precluded from submitting proposals for this study. The firm selected to conduct the work under this RFP will not be precluded from conducting work on future projects by the RTC.

Local, State, and Federal Regulations: Any contract awarded under this request for proposals is expected to be funded by federal FHWA State Planning and Research Part I and state Transportation Development Act (TDA) funds. The consultant must be able to meet requirements for contracts using local, state and/or federal transportation funds, and local, state and federal grant language will be incorporated into the contract, as applicable. This includes, but may not be limited to, applicable provisions set forth in the Caltrans *Local Assistance Procedures Manual (LAPM)* and the Caltrans Division of Transportation Planning: *Master Fund Transfer Agreement*.

The selected consultant(s) shall also have all state and local licenses required by applicable law for the performance of the services or any portion thereof.

Non-discrimination and Disadvantaged Business Enterprise (DBE) Participation: It is the policy of the RTC to ensure nondiscrimination in the award and administration of all contracts and to create a level playing field on which firms can compete fairly for contracts and subcontracts relating to the RTC's construction, procurement, and professional services activities. The consultant, subrecipient or subcontractor shall not discriminate on the basis of race, color, sex, gender, religious creed, national origin, ancestry, physical disability (including HIV and AIDS status), mental disability, medical condition (e.g., cancer), genetic information, marital status, gender, gender identity, gender expression, age, sexual orientation, military, or veteran status in the performance of the contract. This applies to all consultants' and subconsultants' employment, solicitations, selection of subconsultants and procurement of materials. Pursuant to Title VI of the Civil Rights Act of 1964 – disadvantage business enterprises will be afforded full opportunity to submit bids in response to this invitation.

As a recipient of federal financial assistance from the Federal Highway Administration (FHWA), the RTC is also committed to and has adopted a DBE Program for contracts in accordance with



federal regulations. This solicitation is subject to Title 49, part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs."

This contract is subject to Caltrans' DBE requirements. The DBE participation goal for this project is 24%. Minority and/or women-owned businesses who are not currently a Caltrans's certified DBE firm, can apply for DBE status at <https://dot.ca.gov/programs/civil-rights/dbe>. Where subcontracting opportunities exist, consultants should utilize the Caltrans DBE Database to find certified DBEs to consider for their team: <https://caltrans.dbesystem.com/>. For more information on the Caltrans Disadvantaged Business Enterprise Program visit <https://dot.ca.gov/programs/civil-rights/dbe>.

In order to ascertain whether DBE goals are being achieved, the RTC and Caltrans tracks DBE participation on all federally funded (federal aid) contracts. The selected consultant will be required to complete DBE and Prompt Payment reporting forms. Each respondent is required to make Good Faith Efforts (GFEs) to meet the DBE contract goal. All respondents are required to complete Exhibit 10-O1 "Consultant Proposal DBE Commitment" and Exhibit 15-H "Bidder/Proposer DBE Good Faith Efforts Documentation" with their proposal. See Attachment F for additional information about DBEs. Each respondent is required to make Good Faith Efforts (GFEs) to meet the DBE contract goal. Failure by the consultant to carry out DBE requirements is a material breach of contract, which may result in the termination of contract or such other remedy as the RTC and/or Caltrans deems appropriate.

Drug-Free Workplace.

CONSULTANT shall comply with the provisions of Government Code § 8350 et seq., regarding Drug-Free Workplace Certification, and with the U.S. DOT regulations "Drug-Free Workplace Requirements Grants" in 49 CFR Part 29, Subpart F.

Financial Management and Accounting System

Requirements: Contracts shall not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 2 CFR 200, 49 CFR Part 18, and 48 CFR Part 31.

Enclosed with this Request for Proposals:



- Attachment A: Scope of Services
- Attachment B: Sample Work Plan
- Attachment C: RTC Sample Standard Contract
- Attachment D: [Form 1](#) California Levine Act Statement
- Attachment E: [Form 2](#) Exceptions to the Agreement
- Attachment F: [Notice to Proposers DBE Information](#) (Local Assistance Procedures Manual, Exhibit 10-I)
- Attachment G: [Consultant Proposal DBE form](#) (Caltrans Local Assistance Procedures Manual, Exhibit 10-O1.)
- Attachment H: [Bidder/Proposer DBE Good Faith Efforts Documentation](#) (Caltrans Local Assistance Procedures Manual, Exhibit 15-H)
- Attachment I: [Disclosure of Lobbying Activities](#) (Caltrans Local Assistance Procedures Manual, Exhibit 10-Q)
- Attachment J: [Sample Cost Proposal](#)
- Attachment K: [Certification of Indirect Costs and Financial Management System](#)

