



**Santa Cruz County Regional Transportation
Commission**
1101 Pacific Avenue, Suite 250 | Santa Cruz, CA 95060

DATE: July 26, 2024
TO: Interested Consultants
FROM: Maxwell Friedman, Transportation Planner
SUBJECT: RFP 2200 – Addendum 1

This addendum is to modify the previously issued Request for Proposals, and is hereby made a part of the document. Per the RFP document, proposers are responsible for checking the website for any addenda to the bid documents.

Submittal requirements have been revised as follows:

On page 12 of the RFP, replace section **8. Required Forms** with the following:

- 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](#)

On page 20-21 of the RFP, replace section **Non-discrimination and Disadvantaged Business Enterprise (DBE) Participation** of the Response with the following:

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 10-01 "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.

On page 21-22 of the RFP, replace section **Enclosed with this Request for Proposals** of the Response with the following:

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](#)