



REQUEST FOR PROPOSALS

FOR

White Rock Road Class I Trail
Final Engineering Design and
Right-of-Way Acquisition Services

June 1, 2023

Capital SouthEast Connector
10640 Mather Boulevard, Suite 120
Mather, CA 95655
(916) 876-9094
www.ConnectorJPA.net

SUMMARY

- Proposal Due Date: **Friday, July 7, 2023, by 2:00 p.m.**
Proposal packages received after the time and date stated above will be returned unopened to the consultant.
- Submittals: Three (3) paper copies of the proposal along with a USB flash drive containing an electronic copy of the proposal in Adobe .pdf format.
- Addressed to: Derek Minnema
Executive Director
Capital SouthEast Connector
10640 Mather Boulevard, Suite 120
Mather, CA 95655
- Notification List: The full content of the RFP is available through the JPA website (www.connectorjpa.net). If addendums are necessary, they will be posted onto the JPA website as well. Prospective proposers are asked to send an e-mail to Matt Lampa at LampaM@saccounty.gov by **Friday, June 9, 2023, by 4:00 p.m.** so that the firm can be added to a notification list to directly receive any addendums, changes or responses to written inquiries.
- Pre-proposal Meeting: A pre-proposal meeting is not scheduled.
- Inquiries: Requests for clarification regarding this RFP must be submitted in writing via e-mail to Matt Lampa at LampaM@saccounty.gov and received no later than by **Friday, June 16, 2023, by 4:00 p.m.** No other direct contact with JPA staff will be accommodated during this RFP period.
- Funding: Funding for this project is from local Measure A funds and Federal Highway Infrastructure Program funds.
- DBE Requirements: The Capital SouthEast Connector JPA has established a Disadvantaged Business Enterprise (DBE) goal of **15%** for this project. Proposers must engage project participation of certified DBE firms in at least **15%** of the overall project fee or demonstrate a Good Faith Effort (GFE) to do so in the event that insufficient DBE participation can be identified. Failure to either meet the DBE commitment goal or to demonstrate a GFE will result in proposals being deemed non-responsive.
- Anticipated Consultant Selection Schedule: Requests for Clarifications due: June 16, 2023
Proposals due: July 7, 2023
Proposal review and evaluation: July 10-21, 2023
Consultant Interview Dates*: August 1-2, 2023
Selection/Negotiation: August/ September 2023
Contract Approval: September 29, 2023

* Consultant interviews are subject to the JPA's discretion.

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1. INTRODUCTION

Description of the Capital SouthEast Connector

The planned Capital SouthEast Connector Project (Connector) is a 34-mile limited-access roadway spanning from the Interstate 5 / Hood-Franklin interchange, south of Elk Grove, to U.S. 50 at the new Silva Valley Parkway interchange just east of El Dorado Hills Blvd. It will feature four traffic lanes with a contiguous Class I trail, and accommodate bicycle, pedestrian, equestrian, transit, truck and automobile travel.

The Connector study area is generally bounded by I-5 on the west, the Urban Services Boundary and Kammerer Road on the south, Grant Line and White Rock Roads on the east, and U.S. 50 on the north. Within unincorporated Sacramento County, the corridor passes through the Franklin-Laguna, Vineyard, and Cosumnes communities. Within unincorporated El Dorado County, the corridor is located in the El Dorado Hills community.

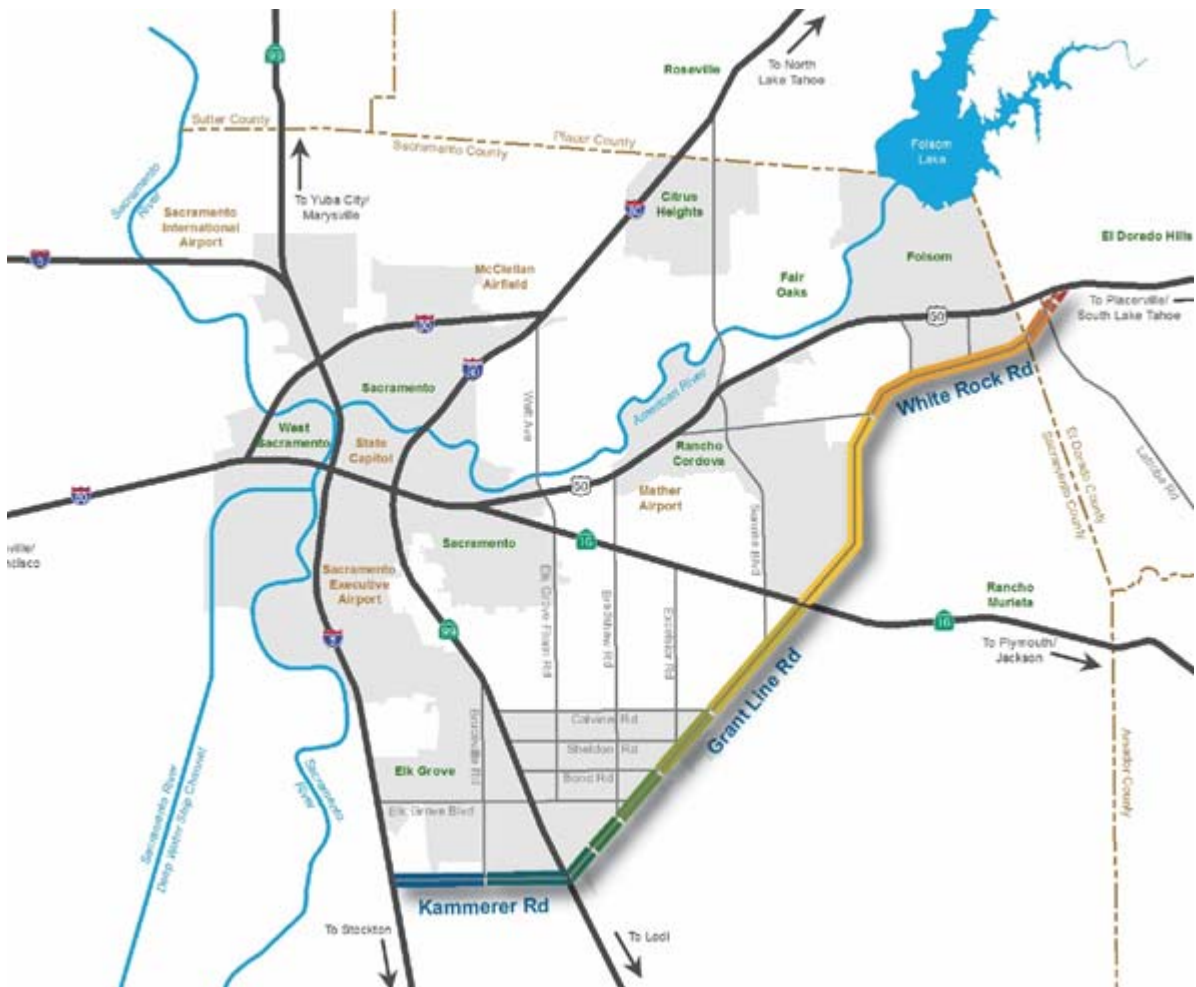


Figure 1: Connector Vicinity Map

Description and Role of the Joint Powers Authority

The Connector is managed by a Joint Powers Authority (JPA) that includes the cities of Folsom, Elk Grove and Rancho Cordova, and El Dorado and Sacramento counties. The JPA was formed in December, 2006 when the cities and counties formalized their collaboration to proceed with planning, environmental review, engineering design and development of what was initially called the Elk Grove-Rancho Cordova-El Dorado Connector Project.

2. PURPOSE OF THE RFP

The JPA has issued this Request for Proposals (RFP) to contract with qualified consultant(s) to provide Final Engineering and Right-of-Way acquisitions services for a Class I Bike Trail adjacent to White Rock Road, between East Bidwell Street and Stonebriar Drive.

The RFP will focus on identifying the consultant(s) or consultant teams who have extensive experience with delivery of federally funded transportation infrastructure projects. Consultants submitting proposals must show that they have the depth and variety of technical skills to support the requested services. The submitted material should focus on technical content that demonstrates experience and understanding in civil engineering, transportation engineering, right-of-way acquisition process, and environmental compliance and permitting.

Costs of the preparation of consultant qualifications in response to this solicitation are the sole responsibility of the Consultant and will not be paid by the JPA.

Existing Conditions

Significant residential development is occurring north of White Rock Road within the Folsom Plan Area, necessitating the need for improved infrastructure and bike/ pedestrian facilities. As a result White Rock Road, between Prairie City Road and East Bidwell Street, was recently expanded to a four-lane expressway with an adjacent Class I bike trail. The Class I trail extends approximately 0.5 miles east of East Bidwell Street where it dead-ends.

White Rock Road is lacking bike/ pedestrian facilities beyond this point, until the County Line. Bike/ pedestrian facilities are present south of White Rock Road until the intersection with Stonebriar Drive, where sidewalk has been constructed to the north.

Description of White Rock Road Class I Trail

The Connector alignment is located along White Rock Road, through the City of Folsom (City), and the Counties of Sacramento County and El Dorado, and has a contiguous Class I Trail north of White Rock Road.

The Connector JPA was recently awarded \$4 M for the project in federal Highway Infrastructure Funding through the Consolidated Appropriations Act, 2023, and requires 11.47% local match. The funding will be used for design, right-of-way, and construction.

Design Elements

The project proposes to construct segments of Class I trail between East Bidwell Street and Stonebriar Drive that are compatible with the ultimate corridor plan for White Rock Road and surrounding developments. The project will connect to existing bike/ pedestrian facilities near the drainage basins at Placerville Road and Empire Ranch Road, Carson Crossing Drive, and Stonebriar Drive.

A 60% design of the ultimate White Rock Road corridor will be required as part of this contract. Upon completion of the design, the JPA will explore which segments of Class I Trail can be advanced to final design and construction. The project should be designed in accordance with applicable JPA, City, and El Dorado and Sacramento County design and improvement standards.

Right-of-Way

Right-of-way in the Folsom Plan Area has been dedicated through development agreements. The JPA anticipates right-of way acquisition in fee and temporary construction easements will be required in El Dorado County. Its anticipated right-of-way acquisition in fee will be required from one (1) parcel, and TCE will be needed from four (4) parcels.

Environmental Compliance and Permitting

The project is CEQA and NEPA cleared and the final design and construction must comply with the environmental commitments outlined in the environmental documents.

The project is a covered activity in the South Sacramento Habitat Conservation Plan (SSHCP). Project permitting and mitigation will be in compliance with the SSHCP. Permitting in El Dorado County is not anticipated.

Reference Material

The following reference/ background materials are available for download at www.Connectorjpa.net:

1. NEPA document
2. E1 Records of Survey
3. Boundary Base Map
4. Topographic Survey
5. AutoCAD Files for White Rock Rd

Map of Contract Limits

The following map illustrates the approximate limits of the project that are a part of the scope of this contract



Figure 2: Project Location Map

3. REQUESTED SERVICES

It is the JPA's intent to perform sufficient engineering design of the ultimate White Rock Road corridor to ensure Class I trail improvements are compatible and to acquire the right-of-way required for the trail, prepare an analysis to determine the extent of the Class I trail that can be constructed, complete final engineering design for the Class I Trail, prepare construction documents (Plans, Specifications, and Estimates), and construction permitting as part of this contract.

Below is an outline of tasks associated with the scope of work for the project. Each consultant, based on its expertise, should provide a Scope of Work containing a detailed outline of tasks for the required services. The consultant scope of work is not limited to the outline below, and additional tasks may be included if the consultant determines they are required to complete the project. The Scope of Work should indicate key assumptions made to develop the scope, describe the methodology to be used, specific work to be performed, outcomes and deliverables. Any optional services included in the Scope of Work should be clearly identified as "Optional".

Scope of Work Outline

1. Project Management – includes monthly PDT meetings, quarterly progress reports and presentation for JPA Board and member agencies, project schedule, stakeholder coordination and meetings, quality control, and federal-aid compliance documentation and Caltrans coordination.
2. Topographic and Boundary Surveying – consultant shall obtain all necessary permits.
3. Geotechnical Investigation – sub-surface investigations, recommendations, and pavement design - Consultant shall obtain all necessary permits.

4. Drainage Analysis and Report – ultimate corridor and bike trail project
5. Right of Way Acquisition Services – title reports, appraisals, acquisition documents, property owner coordination, document recording, and right of way certification.
6. Right of Way Engineering – property owner exhibits, plat maps, and legal descriptions.
7. Utility Coordination and Relocation Design – including potholing of existing utilities and associated permitting.
8. Environmental Support, Compliance and Construction Permitting
9. Landscape Architecture – for Class I Trail
10. Traffic Engineering – Signalization, illumination, Intelligent Transportation System (ITS), signing and striping.
11. Ultimate Corridor Design
 - 30% design strip map with typical sections, striping plan, and vertical profile
 - 60% design strip map with typical sections, striping plan (intersections should be fully developed with appropriate length and number of turn pockets), vertical profile, existing and proposed right-of-way lines, existing and proposed contours, and proposed drainage ditches and basins.
 - 60% design engineer's estimate
12. Bike Trail PS&E
 - 60% design
 - Plans, specifications outline, engineer's estimate
 - 90% design
 - Plans, specifications, engineer's estimate
 - Participate in constructability review and incorporate comments into 100% plans
 - 100% design
 - Plans, specifications, engineer's estimate
 - Bid Documents
 - Final signed plans and specifications (including boiler plate/ front end specs), and engineer's construction cost estimate.
 - Consultant shall submit internal QA/QC documentation and ensure JPA/ City/ County review comments have been incorporated at each submittal milestone.
13. Bidding Assistance and Support
 - Prepare Resident Engineer file
 - Assistance with advertisement documents
 - Review and prepare responses to RFI's
 - Prepare addendums as needed
 - Bid analysis and prepare LAPM documentation
14. Design Services During Construction
 - Pre-construction kick-off meeting with contractor and CM consultant
 - Review contractor submittals as requested
 - Review and prepare design clarification/ responses to contractor RFIs
 - Site visits during construction to review and provide recommendations for work items

- Prepare record drawings in AutoCAD and PDF format
- Prepare project close-out documentation.

Design services during construction will be determined at a later date when the project construction scope is fully developed.

The JPA will be the lead agency through the design and right-of-way phases, and the JPA member jurisdictions will implement construction of the Project.

All work shall be performed in compliance with the Caltrans Local Assistance Procedures Manual (LAPM) and Local Assistance Programs Guide (LAPG) for State and Federal funds. The Consultant should understand the Federal-aid and State funding process, and is expected to prepare all documentation related to programming, compliance, authorizations, and project closeout.

4. PROPOSAL FORMAT AND CONTENT REQUIREMENTS

These guidelines were developed to standardize the preparation of proposals by consultants, to help assure consistency in format and content.

General Guidelines

Each page of the proposal must be numbered and shall not exceed 20 pages. Pages must have a minimum of 1" margins. All references to the maximum number of pages are to a single side, not including tabs or section dividers. The minimum font size for the body text shall be 11 point with full page column width. The use of 11"x17" sheets of paper is acceptable and will only be considered a single page. Divider tabs that follow the order specified below are encouraged and are not counted in the page count.

I Transmittal Letter

The Transmittal letter should be on the Consultant's letterhead and addressed to the JPA's Executive Director, as indicated on the Summary page of this RFP. The letter shall be signed by an official or representative authorized to negotiate and contractually bind the Consultant firm with the JPA. Please also provide the telephone number, e-mail, and office location of the Consultant's point of contact for contract negotiation.

Required Statements

The following information is required as part of the Transmittal Letter (a separate page is acceptable):

Addendums: If an Addendum has been issued by the JPA, the Consultant must acknowledge receipt of the Addendum.

Duration: The Consultant shall provide a brief statement affirming that the proposal terms shall remain binding for ninety (90) days following the date proposal submittals are due.

Affirmative Action Plan: The consultant shall attest to the firm's affirmative action plan or other policies aimed at eliminating unlawful discrimination and provide a brief statement about the firm's adoption and compliance with its plan or policy.

Conflict of Interest: Consultant shall not enter into any contract or agreement during the term of this Agreement which will create a conflict of interest with Consultant's duties to the Authority or that in any way compromises the services to be performed by Consultant under this Agreement. A conflict of interest arises when Consultant directly, or indirectly renders services, or undertakes any employment or consulting agreement with a third party with whom the Authority's interests are adverse. A personal conflict of interest arises in situations where financial or other personal or professional considerations compromise Consultant's objectivity, professional judgment and/or ability to perform services pursuant to the terms of this Agreement. Consultant shall immediately notify the Authority of any potential conflicts of interest upon becoming aware of the conflict including any contracts or potential contracts with landowners directly adjacent to the Connector alignment or any contracts or potential contracts with member agencies of the Authority wherein the interests of the parties are adverse. If such conflicts are discovered during the term of this Agreement, Authority may, in Authority's sole discretion, terminate this Agreement.

Standard Agreement: The consultant shall indicate his/her/its acceptability of the terms and conditions of the Draft Consultant Agreement included as Attachment 1. Any requested deviations from the standard agreement should be noted with blue font underlined text for additions, and red strike-out text for deletions.

Debarment and Suspension Certification: In accordance with the Code of Federal Regulations, Title 49, Part 29, Debarment and Suspension Certification, the Consultant shall certify that there are currently no suspensions, debarments, voluntary exclusions or ineligibility determinations by any federal agency. A completed Debarment and Suspension Certification, Attachment 2, shall be submitted as part of the proposal.

The Transmittal Letter, including all required statements, shall be a maximum of two pages.

II Executive Summary

The Executive Summary shall be a brief synopsis of the main points of the Consultants proposal highlighting its key features and shall be written in such a way that readers can rapidly become acquainted with the proposal without having to read it in its entirety.

The Executive Summary section of the proposal shall be a maximum of two pages.

III Qualifications and Experience

This section is intended for the Consultant to illustrate to the JPA the Consultant's ability to deliver the services requested experience and unique qualifications.

Firm and Staff profile: Provide an overview of your firm, including services and expertise. Emphasize the abilities relevant to the specific services described in this RFP. Emphasize the project team's working knowledge of the Connector JPA, the Connector Project, and the local agencies that are members of the Connector JPA.

Identify the locations of the offices where Key Staff would accomplish the work. If your firm's headquarters are not located in the Sacramento region, describe how the majority of the work can be conducted in close association with the JPA staff.

Organizational Chart: Provide an organization chart that shows how the project manager will manage lines of communication between the team, JPA, key stakeholders, etc. Emphasize the experience and abilities of the Project Manager. Identify the Key Staff that will interact with the JPA. **At a minimum, Key Staff shall include a Project Manager, a Civil Lead, Environmental Lead, and Right-of-Way Lead.** Provide brief resumes of the Key Staff and an explanation of the function each key person will perform. Key Staff must each have a minimum of 10 years of professional experience. Include the following statement on the organization chart: *"Key Staff will be available for the full duration of the project. Key Staff will not be removed or replaced without the written consent of the JPA"*.

Reference Projects: Provide descriptions of similar projects that the proposed Key Staff have completed. The descriptions of similar projects should include:

- **Relevant aspects of the project related to this RFP;**
- Project description and location;
- Description of services provided;
- Current status (i.e. active, completed, etc.);
- Key personnel involved; and,
- Client name, contact person, and his/her current telephone number and e-mail address

The Qualifications section of the proposal shall be a maximum of four pages.

IV Project Understanding and Approach

The Connector JPA and Connector Project is a unique government agency and regional facility that requires an understanding of not only the overall program but the requirements of each of its member jurisdictions and the desires of a large stakeholder group.

This section is intended for the consultant to illustrate to the JPA that the consultant has an understanding of the goals, challenges, requirements and processes needed to complete the project.

This section should address these particular questions:

1. What are the most critical engineering design issues associated with the project and what is the proposer's approach for successfully addressing each issue?

2. What opportunities are there (if any) to minimize costs and expedite the schedule for construction?

The Understanding and Approach section of the proposal does not have a page limit requirement.

V References and Availability

Provide a description and percentage of the availability for Key Staff identified on the organizational chart. Describe the current projects, duties, and workload. Provide contact information of **at least three** clients of projects that each individual is **currently working on**. If an individual Key Staff is not currently working on three projects, provide as much description and contact information as possible.

Each client reference may be contacted by the Executive Director. The JPA will make a good-faith effort to contact the provided references; however, the proposal will not receive the benefit of the reference check if the contact person does not respond to inquiries or if the submitted telephone number is incorrect.

The References and Availability section of the proposal shall be a maximum of two pages.

VI Schedule

Consultants shall prepare and submit a comprehensive schedule to reflect the time frames required for completing each task of the Scope of Work. The schedule shall be prepared in Microsoft Project and show: the critical path of the work items, start, finish and predecessors. Tasks or Milestones, which are interdependent, must be identified, along with the completion date of each milestone.

Assume an **October 15, 2023**, Notice to Proceed.

The consultant is encouraged to develop additional detail regarding the work schedule, suggest changes within the constraints of the duration and end dates, and suggest changes to expedite delivery of the requested services.

The Schedule section of the proposal shall be a maximum of two pages.

NOTE: The consultant's schedule should allow for JPA, County of Sacramento, County of El Dorado, and City of Folsom review period of at least three weeks for each key project deliverable.

VII Appendix

The Appendix must contain the following information:

- A. Resumes of Key Staff only -- Resumes of Key Staff to be assigned to the project should include a brief biography of the individual's experience, their registration information, their education, professional affiliations and information on specific projects the individual has been involved with, clearly showing and highlighting relevant experience. Resumes can be two pages each, maximum.

- B. A detailed Scope of Work -- The Scope of Work will be the basis for the consultant agreement and should contain a detailed outline for the required services. The Scope of Work should include all required tasks, as either proposed or optional services. The Scope of Work should indicate key assumptions made to develop the scope, describe the methodology to be used, specific work to be performed, outcomes and deliverables.
- C. Completed Attachments 2, 6, 7 (as needed), 9, 10

The Appendix section of the proposal does not have a page limit requirement and is not included in the proposal page count.

Separate Sealed Cost Proposal

The proposal should not include cost or rate information. A separate, sealed Cost Proposal shall be submitted with the proposal which details the consultant team's pay rates, overhead rates, fringe benefit rates, fixed fee (profit) and other direct costs. The prime consultant may not apply a mark-up fixed fee (profit) on sub-consultant fees. Neither the prime consultant nor any sub-consultant may apply a mark-up fixed fee (profit) on other direct costs. The fee proposal should break down project costs by phase and task. The fixed fee (profit) is not adjustable during the life of the contract.

Cost proposals should be submitted in a format similar to Sample Cost Proposal 1 as provided in Attachment 3. The contract will be "Cost-Plus-Fixed-Fee". The cost proposal must identify the Key Staff identified in the org chart and other classifications that will be billed. New classifications will be required to be approved before they can incur work on the contract.

Consultants are required to demonstrate an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31. A Certification of Indirect Cost and Management System form, included as Attachment 4, is required to be submitted inside the sealed Cost Proposal.

The JPA reserves the right to negotiate final details of the scope of services and fee.

5. EVALUATION

The Secretary of the JPA Board will review the proposals for compliance with the requirements of the RFP. Each proposal will be reviewed to determine if it meets the requirements contained in "PROPOSAL FORMAT AND CONTENT REQUIREMENTS." The JPA may reject any proposal if it is conditional, incomplete, or contains irregularities. The JPA may waive an immaterial deviation in a proposal. A waiver of an immaterial deviation shall not modify the proposal documents, and it shall not exempt the consultant from any terms of an executed consultant services agreement, should one be awarded.

The JPA staff will lead a selection committee who will evaluate submitted proposals. A short list of consultants for oral interviews, if necessary, will be selected. The evaluation worksheet will be similar to the sample worksheet is shown below.

Aside from the selection process described herein, Consultants or their representatives are prohibited from attempting to influence this consultant selection by contacting Selection Committee members, elected officials, JPA staff, or other individuals and entities involved in selecting the Consultant or awarding the consultant agreement. Any such attempt to influence selection outside of the prescribed process will be grounds for disqualification.

EVALUATION WORKSHEET

WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE	REVIEWER NOTES
Qualifications – Qualifications of the firm and Key Staff has been demonstrated through similar projects and experience.	20		
Project Understanding and Approach - Consultant has demonstrated a clear and complete understanding of the project requirements, goals, and constraints.	40		
References and Availability - Key personnel are available, committed to the project and have solid professional references.	10		
DBE Participation – Ability to meet or exceed the applicable Disadvantaged Business Enterprise (DBE) goal or provide an adequate record of good faith effort to obtain DBE services	5		
Schedule - Consultant has prepared a clear and comprehensive schedule that properly reflects the scope and objectives of the project.	25		
SUBTOTAL PROPOSAL	100		
ORAL INTERVIEW (IF NECESSARY)			
Overall Performance by Team - Project understanding, critical issues, innovation, and solutions	25		
Ability to communicate effectively.	25		
Q&A – Response to panel’s questions.	50		

SUBTOTAL INTERVIEW	100	
TOTAL	200	

6. SELECTION PROCEDURE

The JPA will select the Consultant based on the following procedure:

1. After the period has closed for receipt of proposals, each proposal will be examined to determine compliance with the proposal format and content requirements specified in the RFP. Any proposal that does not meet the format and content requirements may be deemed non-responsive. The JPA may reject any proposal if it is conditional or incomplete.
2. Evaluate the proposals. Evaluations will be based on qualifications, project understanding and the quality of the proposal.
3. Develop a ranking of consultants. If the JPA determines that the ranking requires Oral Interviews, the JPA will develop a short list of qualified Consultants that will be asked to participate in oral interviews.
4. Conduct oral interviews if necessary.
5. Evaluate oral interviews and develop final ranking of Consultants.
6. Notify Consultants of the results.
7. Conduct project-scoping meeting with top ranked Consultant.
8. If an agreement on the scope of services and compensation cannot be reached, negotiations with the top ranked consultant will be closed, and negotiations with the next-highest ranked consultant will be opened. The process is repeated until a contract is successfully negotiated.
9. Seek JPA Board approval to execute contract based on a Not-To-Exceed contract amount.

Schedule

- Requests for Clarifications due: June 16, 2023
- Proposals due: July 7, 2023
- Proposal review and evaluation: July 10 - 21, 2023
- Oral Interviews (if necessary): August 1– 2, 2023
- Selection/ Negotiations: August/ September 2023
- Contract Approval: JPA Board Meeting September 29, 2023

Oral Interviews (If Necessary)

If the selection process includes oral interviews of the top ranked consultants or consultant teams the consultants will be notified in advance of the time and place of the oral interview. Consultants will also be notified of additional information, if any, to be submitted at the oral interview.

Award

Award of the selected consultant contract(s) will be subject to the Procurement Policies of the Connector JPA. Aside from announcing the top ranked proposals, evaluation scoring will be kept confidential.

7. GENERAL CONDITIONS

Limitations

This RFP does not commit the JPA to award a contract or to procure a contract for services or supplies. The JPA is not responsible for any costs incurred in the preparation of proposals in response to this request, as further explained below. The JPA expressly reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. The JPA reserves the right to withdraw this RFP at any time without prior notice. Furthermore, the JPA reserves the right to modify the RFP schedule described above.

Until award of a contract, the proposals shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for the opening thereof. All proposals shall become the property of the JPA, and shall be subject to disclosure following the award of a contract, pursuant to the Public Records Act.

RFP Addendum

Any changes to the RFP requirements will be made by written addenda issued by the JPA and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

Pre-contractual Expenses

Pre-contractual expenses include any expenses incurred by proposers and selected contractor in:

1. Preparing proposals in response to this RFP.
2. Submitting proposals to the JPA.
3. Negotiations with the JPA on any matter related to proposals.
4. Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, the JPA shall not be liable for any pre-contractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. The JPA shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

Signature

The proposal shall provide the following information: name, title, address, e-mail address, and telephone number of the individual with authority to bind the consultant or consultant team and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized

to bind the consultant or consulting team and shall contain a statement to the effect that the proposal is a firm offer and remains in effect for at least a ninety (90) day period.

Contract Arrangements

1. Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the JPA, the California Department of Transportation (“Caltrans”), and the U.S. Department of Transportation that Disadvantaged Business Enterprises (“DBEs”) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. DBEs are for-profit small business concerns as defined in Title 49, Part 26.5, Code of Federal Regulations (“CFR”).
2. DBE Obligation: The consultant and its subcontractor(s) must agree to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. In this regard, the consultant and its subcontractor(s) shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. The consultant and its subcontractor(s) shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of the contract. Certified DBEs can be found on the Caltrans Website: <https://dot.ca.gov/programs/civil-rights/dbe-search>

Special attention is directed to Attachment 5, Caltrans Local Assistance Procedures Manual Exhibit 10-I, Notice to Proposers DBE Information.

The JPA has determined that DBEs could reasonably be expected to compete for subcontracting opportunities on this project, and their likely availability for work on this project is 15%. Proposers must either (1) engage project participation of DBEs in the specified percentage above with Exhibit 10-O1 included as Attachment 6 or (2) demonstrate a Good Faith Effort (GFE) to do so with Exhibit 15-H included as Attachment 7. Failure to comply with or the other of these requirements will result in the consultant’s proposal being deemed non-responsive.

Prior to contract award the Consultant must provide a DBE contract commitment with Exhibit 10-O2, included as Attachment 8.

3. Title VI of the Civil Rights Act of 1964: The consultant must agree to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
4. Equal Employment Opportunity: In connection with the performance of the contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national original. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment

advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

5. Cost-Plus-Fixed-Fee: The contract will be “Cost-Plus-Fixed-Fee”. Consultants are required to demonstrate an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

Conflict Of Interest

Consultants and consultant firms submitting proposals in response to this RFP must disclose to the JPA any actual, perceived, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFP. If the consultant has no conflict of interest, a statement to that effect shall be included in the transmittal letter.

Disclosure of Lobbying Activities

Consultants, its subcontractors, and consultant firms submitting proposals in response to this RFP must disclose to the JPA any lobbying activities, pursuant to 31 U.S.C. 1352, with Exhibit 10-Q included as Attachment 9. Failure to comply with this requirement will result in the consultant’s proposal being deemed non-responsive.

Levine Act Disclosure

California Government Code § 84308, commonly referred to as the “Levine Act,” precludes an Officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the twelve (12) months preceding the pendency of the contract award, and for twelve (12) months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the Officer, or received by the Officer on behalf of any other Officer, or on behalf of any candidate for office or on behalf of any committee. The Levine Act also requires disclosure of such contributions by a party to be awarded a specified contract. Consultants shall complete attachment 10.

Insurance Requirements

The successful consultant shall provide a summary of the firm’s insurance coverage for Comprehensive General Liability, Automotive Liability, Professional Liability, and Worker’s Compensation. The limits of insurance coverage shall be as specified in the JPA’s Draft Consultant Agreement in Attachment 1.

8. ATTACHMENTS

1. **Draft Consultant Agreement**
2. **Debarment and Suspension Certification Form**
3. **Sample Cost Proposal 1**
4. **Certification of Indirect Costs and Financial Management System**
5. **Exhibit 10-I Notice to Proposers DBE Information**
6. **Exhibit 10-O1 Consultant Proposal DBE Commitment**
7. **Exhibit 15-H DBE Good Faith Effort Form**
8. **Exhibit 10-O2 Proposer DBE Information**
9. **Exhibit 10-Q Disclosure of Lobbying Activities**
10. **Levine Act Disclosure Statement**