



City/County Association of Governments of San Mateo County
(C/CAG)

REQUEST FOR PROPOSALS

**San Mateo County Smart Corridor Project – Northern Cities:
Daly City, Brisbane, Colma, San Bruno, South San Francisco**

Project Approval and Environmental Document (PA&ED) Services

Date Released: February 13, 2019

**City/County Association of Governments of San Mateo County (C/CAG)
555 County Center, 5th Floor
Redwood City, CA 94063**

Proposals are due prior to 4:00 P.M., February 27, 2019

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INTRODUCTION

The City/County Association of Governments of San Mateo County (C/CAG) is requesting proposals (RFP) for Project Approval and Environmental Document (PA&ED) services. The selected Consultant will provide environmental support services for environmental clearance.

The San Mateo County Smart Corridor Northern Cities Intelligent Transportation System (ITS), located in the cities of Daly City, Brisbane, Colma, and portions of South San Francisco and San Bruno, will be funded with Federal, State and local dollars requiring the Consultant to follow all pertinent local, State, and Federal laws and regulations. **The DBE goal for this project is 3%.**

Total amount payable to the Consultant shall not exceed \$600,000 and with a performance period of the contract from the date approved by the C/CAG Board of Directors to November 2019 whichever is the lesser.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants C/CAG has specifically e-mailed a copy of the RFP to and will be posted on the C/CAG website at: www.ccag.ca.gov

It shall be the Consultant's responsibility to check C/CAG's website to obtain any addenda that may be issued.

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

Submit five (5) hard copies and one (1) electronic copy in PDF format on a CD/DVD of the Consultant's proposal. The hard copies and CD/DVD shall be mailed or submitted to C/CAG office prior to **4:00 P.M., 2/27/2019**. Proposals shall be submitted in a sealed package clearly marked **"Smart Corridor Northern Cities – PA/ED Services"** and addressed as follows:

John Hoang
City/County Association of Governments of San Mateo County (C/CAG)
555 County Center, 5th Floor
Redwood City, CA 94063

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant.

To be considered, however, the modified Proposal must be received prior to **4:00 P.M., February 27, 2019**.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit C/CAG to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. C/CAG reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of C/CAG to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the C/CAG Board of Directors.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

The anticipated consultant selection schedule is as follows:

Proposal review and evaluation: February 28 – March 4, 2019
Oral interviews: March 5 – March 6, 2019, if any
Cost Negotiation with first ranked consultant: March 7, 2019
Contract Award and Notice to Proceed: approx. March 14, 2019

Any questions related to this RFP shall be submitted in writing to the attention of John Hoang via email at jhoang@smcgov.org. Questions shall be submitted before 5:00 PM on February 20, 2019.

No oral question or inquiry about this RFP shall be accepted.

PROJECT DESCRIPTION AND BACKGROUND

Background/Introduction

The San Mateo County Smart Corridor implements Intelligent Transportation System (ITS) equipment such as an interconnected traffic signal system, close circuit television (CCTV) cameras, trailblazer/arterial dynamic message signs, and vehicle detection system deployed on predefined designated local streets and state routes provide local cities and Caltrans day-to-day traffic management capabilities in addressing recurrent traffic congestion as well as provide Caltrans capabilities for managing the system during non-recurring traffic congestion cause by diverted traffic due to major incidents on the freeway.

The Smart Corridor key features and benefits include:

- 25 miles of interconnected communication network
- Provides infrastructure for countywide traffic management system
- Allows shared control and operation improving cross jurisdictional traffic management
- Enables cities and Caltrans to proactively manage day-to-day traffic utilizing
- Manages arterial traffic during major incidents on freeway
- Identifies alternative route with timing optimized for incident management
- Enables local event management signal timing options for El Camino Real (non-incident)
- Allows cities/Caltrans access to monitor all videos and signal to optimize normal operations
- Upgraded local signal controllers and signal system software
- Signal priority and pre-emption ready
-

The use of the Smart Corridor tools during incidents is expected to result in operational improvements such as:

- decrease in travel time,
- decrease in total delay,
- reduction in number of stops,
- increase in average speed, and
- reduction in secondary accidents.

As shown in **Table 1** and **Figure 1**, the Smart Corridor project is divided into multiple phases along the freeways located in the county, as indicated below:

TABLE 1: Smart Corridor Phases and Status

Phase	Limits	Cities	Status
I	US-101 and adjacent local streets between I-380 and Millbrae Avenue	San Bruno, Millbrae	Construction Complete
II	US-101 and adjacent local streets between Millbrae Avenue and Holly Street	Millbrae, Burlingame, San Mateo, Belmont, San Carlos	Construction Complete
III	US-101 and adjacent local streets between Holly Street and the Santa Clara County Line	San Carlos, Redwood City, Menlo Park, East Palo Alto	Construction Complete
IV	US 101 and adjacent local streets between S.F. County line and I-380, I-280 and adjacent local streets between Trousdale Dr. and SR 92, and SR 92 and adjacent local streets between I-280 to El Camino Real	South San Francisco, Brisbane San Bruno, San Mateo (I-280)	SSF - PAED pending Brisbane – PSR Complete
V	I-280 and adjacent local streets (including SR 92) between S.F. County line and Trousdale Dr.	Daly City, South San Francisco, Colma, San Bruno	Daly City, Colma – PSR Complete



FIGURE 1: Smart Corridor Project Phasing

The South San Francisco Expansion project, currently in the PA&ED Phase with completion date planned for February 2019, continues the implementation efforts of City/County Association of Governments of San Mateo County (C/CAG), California Department of Transportation (Caltrans District) 4 and the partner agencies that was initiated with the Phases I,II and II of the San Mateo County Smart Corridors, which expanded along the US 101 corridor between City of San Bruno and the San Mateo County-Santa Clara County line.

This Project ITS Improvements in San Mateo County Northern Cities – Daly City, Brisbane, Colma and portions of South San Francisco and San Bruno continues the implementation efforts expanding along the US 101 corridor to the San Francisco County line, and on Interstate 280 from Interstate 380 to the San Francisco County Line. The North County Expansion project will utilize the previous Smart Corridor Projects as a basis for design

Project Description - San Mateo County Northern Cities – Daly City, Brisbane, and Colma, and San Bruno

The San Mateo County Smart Corridor Project Northern Cities Expansion project (proposed project) is a joint effort by the cities of Daly City, Brisbane, Colma, as well as San Bruno and South San Francisco, the City/County Association of Governments of San Mateo (C/CAG), and the California Department of Transportation (Caltrans District 4) to address traffic congestion along U.S. 101. The goal is to improve and monitor traffic flow within the corridor during normal operations by better integrating freeway and local arterials, and to proactively manage and optimize signal operations along predetermined Smart Corridor Routes to balance traffic flow and reduce congestion along U.S. 101 during major traffic incidents. The proposed project would accomplish this through the installation of tools and systems including cameras, informational signs, other traffic operation systems elements, and an interconnect between local and State traffic signal systems to and from U.S. 101 and on local streets within South San Francisco.

Project Purpose

Prior to the Smart Corridors project, San Mateo County had limited deployment of ITS tools to proactively manage traffic congestion—ITS deployment was limited to freeway Traffic Operations System (TOS) elements along US 101 and SR 92. The purpose of this project is to expand the San Mateo County Smart Corridor from its current northern terminus of I-380 further north to the San Francisco County line, encompassing arterials along US 101 and I-280. The objectives of the Smart Corridors expansion are as follows:

- Enable Daly City, Brisbane, Colma, South San Francisco, and San Bruno to proactively manage traffic on local streets that has diverted off the freeway due to a major freeway incident;
- Enable Daly City, Brisbane, Colma, South San Francisco, and San Bruno to proactively manage traffic on local streets during normal operating conditions;
- Minimize the delay that traffic experiences on local streets during major freeway incidents;
- Provide traffic managers and operators with tools to proactively manage diverted traffic due to an incident;
- Enhance the communications and coordination between city public safety and public works, other Smart Corridor cities, Caltrans, and CHP to create a regional approach to managing incident traffic; and
- Enable the cities and Caltrans to share information and control strategies with other Smart Corridor cities to enhance traffic management both during an incident and under normal operating conditions.

Through installation of ITS equipment along the alternate routes, stakeholders will have tools and strategies to do the following:

- Change route guidance signs to guide incident traffic along a specific alternate route to avoid situations where drivers seek unknown routes;
- Increase green time along an alternate route during an incident to reduce arterial travel time;
- Monitor traffic on local streets;
- Share data and video between agencies to create a regional partnership to manage traffic; and
- Coordinate operations between Caltrans and the cities and during major incidents.

By clearly designating routes that traffic can follow to bypass a freeway incident and providing cities and Caltrans the tools to proactively manage the traffic on the local streets, there is an opportunity to improve traffic operations on the network during major incidents on freeway as well as non-incident situations.

Project Need

US 101 and I-280 are part of the National Highway System, classified as strategic highway network routes to provide defense access, continuity, and emergency capability for transporting personnel, materials, and equipment during both peace and war times.

US 101 and I-280 create significant traffic impacts on local streets during major traffic incidents on the freeway. When a major incident occurs, significant traffic typically exits the freeway in search of a route to bypass the incident. There are currently no clearly designated routes that traffic can follow today to bypass a freeway incident, so traffic filters through the local network seeking a viable route around the incident. The cities to date have no tools on the local streets to proactively manage incident traffic that has exited the freeway, and with existing infrastructure is no opportunity to improve the poor level of service on the local network during major incidents.

Smart Corridor is currently implemented throughout the county south of I-380 to the Santa Clara County line, and expansion of the Smart Corridor in the cities of Daly City, Brisbane, South San Francisco, and San Bruno is needed to integrate these municipalities with the rest of the Smart Corridor cities and enable the Smart Corridor deployment to extend to the San Francisco County line.

The following needs were developed based on stakeholder input. These needs are not prioritized but will serve as a guide for developing the system requirements.

- Enhance the communications and control network of city (Brisbane, Daly City, Colma, San Bruno) traffic signal systems such that the cities can monitor and modify traffic signal timing parameters from a remote location on a day-to-day basis.
- Remotely adjust traffic signal timing plans within their own jurisdiction.
- Enable the cities and Caltrans to use ITS tools on local streets to manage and monitor traffic that exits the freeway during a freeway incident in search of an alternate route.
- Establish a communications link between Caltrans and the cities according to the Bay Area Center-to-Center Network interface standards to allow sharing and control of field devices along local streets. Caltrans will operate all Smart Corridor devices during a freeway incident.
- Provide San Mateo County agencies the ability to view, operate, and share CCTV camera images from any Smart Corridor field camera on any remote computer.
- Enable San Mateo County agencies to share traffic data with each other to improve the cross-jurisdictional coordination during normal operating conditions.
- Create an opportunity to provide transit signal priority and emergency vehicle pre-emption at key intersections of the Smart Corridor.
- Enable cities and Caltrans to activate ITS devices along local routes to accommodate increased traffic demand.
- Mitigate impacts that the Smart Corridors project may have on legacy equipment and systems that are not part of the Smart Corridors.

Reference Materials

- Project Study Report (PSR)
- Concept of Operations
- ARTI Guide (Alternative Routes for Traffic Incidents)

Can be downloaded from the C/CAG website at www.ccag.ca.gov/opportunities/rfpsrfqs/

SCOPE OF WORK

General:

The City/County Association of Governments of San Mateo County (C/CAG) is interested in contracting with a Consultant that will conduct and coordinate specified tasks related to advancing the Smart Corridor – Northern Cities to the **Project Approval and Environmental Document (PA/ED)** phase.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall comply with all insurance requirements of C/CAG, included in the sample contract in Attachment 2.

Services to be Provided:

The Consultant selected shall provide all services to complete preliminary engineering and environmental and right-of-way (as necessary) for the San Mateo County Smart Corridor – Northern Cities Project.

Specifically, the Consultant selected will be required to complete the following tasks:

- **Project Management** – The C/CAG Project Manager will serve as the contract manager and direct liaison between the Consultant and Caltrans District 4 Division of Capital Outlay Support. The consultant shall be responsible for project management activities throughout the life of the contract and the scope of activities includes but is not limited to, coordinating and being responsible for scheduling meetings, managing the project schedule, preparing and distributing minutes, field reviews, tracking action items for C/CAG and consultant sub-contractors, and preparing all submissions for C/CAG to submit to Caltrans Capital Outlay Support. Any modifications proposed to this solicitation are welcome provided they are innovative, advanced, and well thought out methodologies and shall be identified as optional and priced out separately in the sealed fee proposal.
- **Preliminary Engineering Studies** – Develop general project locations and design concepts and related activities needed to establish the parameters for final design such as Geometrics, Hydraulics, Geotechnical, Bridge, Landscape Architecture, Traffic Operations, Electrical, ITS Elements, etc.
- **Surveys and Mapping** – The Consultant shall be responsible for data collection, mapping and surveying necessary for preliminary engineering, design, cost estimates, right-of-way impacts, and the level of environmental clearance. The scope of comprehensive base mapping and surveying includes but is not limited to Control Surveys, Aerial Photogrammetry, Limited Design Level Topographic Surveys, Right-of-Way Retracement, and a Record of Survey.
- **Environmental Studies and Documentation** – Complete the environmental review; including submitting the Caltrans Preliminary Environmental Study and preparing any required technical studies to complete the NEPA document. Consultant will prepare the CEQA clearance document on behalf of C/CAG. Work products includes technical memorandums, checklists, studies, notices, and any other required documentation. At a minimum, checklists and environmental analyses are required. Consultant to determine local, state, and federal requirements, and prepare the necessary evaluation and documentation.

- **Contract Term** – Contract amendments are required to modify the terms of the original contract for changes such as extra time, added work, or increased costs and must be done prior to expiration of the original contract. Only work within the original advertised scope of services shall be added by amendment to the contract.
- **Method of Payment** – Lump Sum Fee (or optional Actual Cost Plus Fixed Fee). The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

Consultant shall identify in proposal if there are any other items that they anticipate will need to be addressed in order to obtain an encroachment permit from Caltrans.

Minimum Qualifications of Personnel – The Consultant shall meet the appropriate minimum qualifications as required by this contract.

Equipment Requirements - The Consultant shall have and provide adequate office equipment and supplies to complete the work required by this Contract. Consultant shall have and provide adequate field tools, instruments, equipment, materials, supplies, and safety equipment to complete the required field work and that meet or exceed Caltrans Specifications per the Caltrans Manuals.

General/Design/Environmental/Surveying/Other Standards -

Quality Control/Assurance Measures – Implementing and maintaining quality control procedures to manage conflicts, insure product accuracy, and identify critical reviews and milestones. Also, provide knowledge, experience, and familiarity Quality Control and Quality Assurance (QC/QA) for California Test Methods and laboratory.

Materials to be provided by the Agency - Unless otherwise specified in this Contract, the Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate outlined in each Task Order. Materials (if deemed applicable, necessary, and when available from C/CAG) that may be furnished or made available by C/CAG and where listed in the individual Task Orders and this Contract, are for the Consultant's use only, shall be returned at the end of the Contract.

Work to be performed by C/CAG -

Conflict of Interest Requirements - Throughout the term of the awarded contract, any person, firm or subsidiary thereof who may provide, has provided or is currently providing Design Engineering Services and/or Construction Engineering Services under a contractual relationship with a construction contractor(s) on any local project listed in this Scope of Work must disclose the contractual relationship, the dates and the nature of the services. The prime consultant and its subconsultants shall also disclose any financial or business relationship with the construction contractor(s) who are working on the projects that are assigned for material Quality Assurance services through task orders on the contract.

Similar to the disclosures regarding contractors, all firms are also required to disclose throughout the term of the awarded contract, any Design Engineering services including claim services, Lead Project Management services and Construction Engineering Services provided to all other clients on any local project listed in this Scope of Work.

In addition to the disclosures, the Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

The Consultant shall ensure that there is no conflict before providing services to any construction contractor on any of the agency's projects' listed in this Scope of Work. The submitted documentation will be used for determining potential conflicts of interest.

If a Consultant discovers a conflict during the execution of an assigned task order, the Consultant must immediately notify the Contract Manager regarding the conflicts of interest. The Contract Manager may terminate the Task Order involving the conflict of interest and may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify the Contract Manager may be grounds for termination of the contract.

Some examples of conflict of interest are the following:

- Certified Materials Tester(s) or Plant Inspector(s) from the same company that performs Quality Control for the Contractor and Quality Assurance for C/CAG on the same project.
- Providing services to construction contractor's subcontractors, fabricators, equipment installer, material suppliers and other firms associated with the projects listed in the Contract can be a potential conflict of interest when such contractor teams are identified.

Project Schedule – In order to assess duration and resources, the project planning and scheduling of tasks should be done using a Gantt chart.

APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

John Hoang
C/CAG of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet-signed in blue ink by the individual authorized to bind the Consultant to the proposal.

2. Executive Summary

3. Consultant Information, Qualifications & Experience

C/CAG will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

4. Organization and Approach

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the

length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

5. Scope of Work

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.
4. Provide responses to the following:
 - a. Describe critical engineering design issues associated with the project and how you will address these.
 - b. Describe critical environmental issues and how you will address these.
 - c. How cost and schedule could be minimized.

6. Schedule of Work

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule shown in Appendix C, however, expedited schedules are preferred with justification for timeline feasibility.

7. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with C/CAG that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

8. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

9. Contract Agreement

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment 2.

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

A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 31 and 2 CFR Part 200.

10. Financial Management and Accounting System Requirements

A contract shall not be awarded to a consultant without an adequate financial management and accounting system as required by 48 Code of Federal Regulations (CFR) Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

Selected Consultant shall comply with Chapter 10.3 of the Local Assistance Procedures Manual regarding the A&E Consultant Contract Audit and Review process.

11. Federal-Aid Provisions

The proposing Consultant's services are federally funded, which necessitate compliance with additional requirements. Special attention is directed to Attachment 3 – Local Assistance Procedures Manual Exhibit (LAPM) 10-I, Notice to Proposers DBE Information. The proposing Consultant shall complete and submit the following forms with the proposal to be considered responsive. These forms and instructions are provided for the proposer in Attachment 3.

This solicitation is financed in whole or in part and therefore subject to Title 49, Code of Federal Regulations, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". To ensure equal participation for Disadvantaged Business Enterprise (DBE) groups specified in 49 CFR 26.5, DBE participation is required. Only participation by certified DBEs will count toward the contract goal for this solicitation. In order to count toward a contract goal, a firm must be certified by the California Unified Certification Program (CUCP) and possess the work codes applicable to the type of work the firm will perform on the Agreement by the SOQ submittal due date. For a list of work codes, go to http://www.dot.ca.gov/hq/bep/find_certified.htm.

It is the proposer's responsibility to verify that the DBE firm is certified as a DBE by the specified SOQ submittal due date and time. For a list of DBEs certified by the CUCP, go to: http://www.dot.ca.gov/hq/bep/find_certified.htm.

Reference "Statement of Qualifications Submittal Requirements" for detailed information and references to the required forms. Required forms will be made part of the agreement. Failure to meet the DBE goal or Good Faith Effort requirements and provide required DBE participation at due date and time of SOQ submittal may result in the SOQ submittal being rejected as non-responsive.

Federal and/or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft Agreement.

- Local Agency Proposer DBE Commitment (Consultant Contracts); (LAPM 10-02). **The local agency's current contract DBE Goal is 3%.**
- DBE Information - Good Faith Effort (LAPM 15-H) – Required only if DBE goal is not achieved. It is recommended that proposer prepare and submit a GFE irrespective of meeting the DBE goal.
- Disclosure of Lobbying Activities (LAPM 10-Q)

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement the following forms at the time of award:

- Local Agency Proposer DBE Commitment (Consultant Contracts) (LAPM 10-02)
- Consultant Certification of Contract cost and Financial Management System (LAPM 10-K) or Safe Harbor Indirect Cost Rate documentation for Consultants Contracts (DLA-OB 13-07R attachment 1R and 2R).
- Any other relevant forms required during the project.

Consultant shall demonstrate familiarity of providing services for federally funded projects and has clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

12. Cost Proposal

The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

In order to assure that C/CAG is able to acquire professional services based on the criteria set forth in the Brooks Act and Government Code 4526, the proposal shall include a cost proposal for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost proposal shall be submitted in a *separate sealed* envelope from the proposal. The cost proposal is confidential and will be unsealed after all proposals have been reviewed, and most qualified consultant has been selected. Reference sample cost estimate in Attachment 3 LAPM 10-H, Example #1. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.

Selected Consultant shall comply with Chapter 10.3 of the Local Assistance Procedures Manual regarding the A&E Consultant Contract Audit and Review process.

13. Required Forms

Each submittal must include the required form listed below.

1. Consultant Contract DBE Information. Fill out Exhibit 10-01 Consultant Proposal DBE Commitment, or Good Faith Effort (LAPM 15-H) if DBE goal is not achieved. See Attachment 3.
2. Disclosure of Lobbying Activities (LAPM 10-Q)

APPENDIX B – PROPOSAL EVALUATION

Evaluation Process

All proposals will be evaluated by a C/CAG Selection Committee (Committee). The Committee may be composed of C/CAG staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the C/CAG Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the C/CAG's requirements as set forth in this RFP.

The selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Consultants invited to interviews will be required to submit cost proposals in sealed envelopes during the interview. Upon completion of the evaluation and selection process, only the cost proposal from the most qualified consultant will be opened to begin cost negotiations. All unopened cost proposals will be returned at the conclusion of procurement process. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualifications & Experience	20
3	Organization & Approach	15
4	Scope of Services to be Provided	15
5	Schedule of Work	10
6	Conflict of Interest Statement	Pass/Fail
7	Local Presence	5
8	References	10
Subtotal:		75

No.	Interview Evaluation Criteria	Weight
9	Presentation by team	10
10	Q&A Response to panel questions	15
Subtotal:		25
Total:		100

1. Completeness of Response (Pass/Fail)

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

2. Qualifications & Experience (20 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct traffic engineering services on both federal and nonfederal-aid projects.

3. Organization & Approach (15 points)

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- b. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project team.
 - ii. Some or all of team members have previously worked together on similar project(s).
 - iii. Overall organization of the team is relevant to C/CAG needs.
- c. Project and Management Approach

- i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - ii. Team successfully addresses Site Planning and Programming efforts.
 - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
 - d. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
 - e. Working Relationship with C/CAG
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to need to assist C/CAG during the project.

4. Scope of Services to be Provided (15 points)

- a. Detailed Scope of Services to be Provided
 - i. Proposed scope of services is appropriate for all phases of the work.
 - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables
 - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- c. Cost Control and Budgeting Methodology
 - i. Proposer has a system or process for managing cost and budget.
 - ii. Evidence of successful budget management for a similar project.

5. Schedule of Work (10 points)

- a. Schedule shows completion of the work within or preferably prior to the C/CAG's overall time limits as specified in Appendix C.
- b. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

6. Conflict of Interest Statement (Pass/Fail)

- a. Discloses any financial, business or other relationship with C/CAG that may have an impact upon the outcome of the contract or the construction project.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

7. Local Presence (5 points)

- a. A statement addressing firm's ability to establish an office within the County or surrounding area.

8. References (10 points)

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

9. Presentation by Team (10 points)

- a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.

10. Q&A Response to Panel Questions (15 points)

- a. Proposer provides responses to various interview panel questions.

Weighted scores for each Proposal will be assigned utilizing the table below:

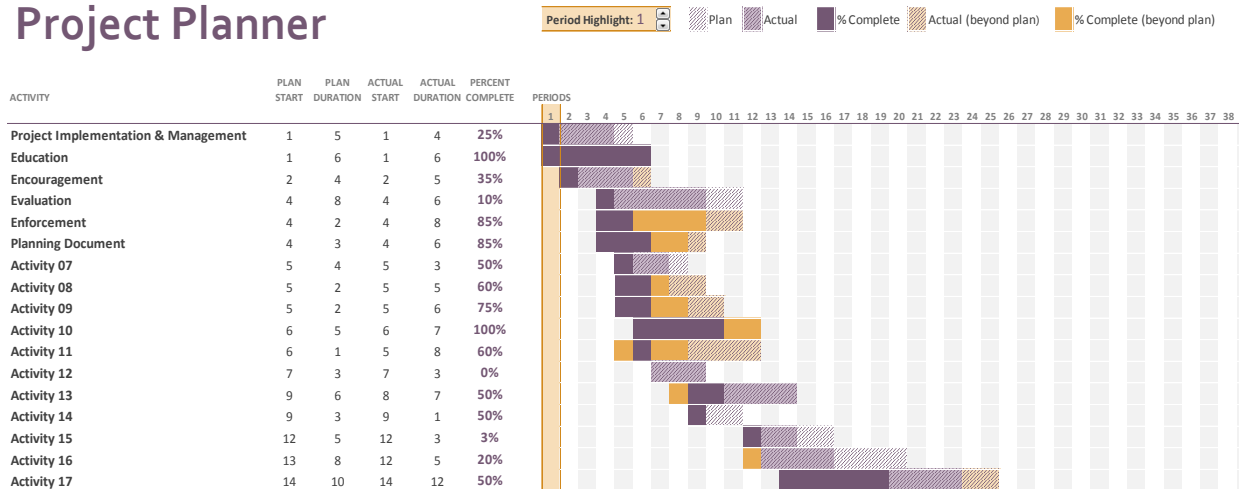
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		20	
3	Organization & Approach		15	
4	Scope of Services to be Provided		15	
5	Schedule of Work		10	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	Local Presence		5	
8	References		10	
9	Presentation by Team		10	
10	Q&A Response to Panel Questions		15	
Total:			100	

APPENDIX C – PROJECT SCHEDULE

Project Schedule – The San Mateo County Smart Corridor – Northern Cities is on an expedited schedule. Based on awarding the contract with the selected consultant on March 14, 2019, C/CAG would like the contractor to present an aggressive but attainable project scheduled to complete the project with the goal of obtaining project approval by November 1, 2019 or earlier.

A Gantt chart (like the sample below) should be included for evaluations to compare project deliverables, cost, and time frames and can be done in Excel.

Project Planner



ATTACHMENT 1 - VICINITY AND LOCATION MAP

The vicinity map is shown below in **Figure 2**:



Figure 2: Vicinity Map

Project Limits are as follows:

- Bayshore Blvd: US 101 (SF County Line) to Oyster Point Blvd
- Tunnel Ave: Beatty Ave to Bayshore Blvd
- Beatty Ave: US 101 to Tunnel Ave
- Lagoon Rd: US 101 to Tunnel Ave
- Junipero Serra Blvd: John Daly Blvd to Avalon Dr
- SR 1: I-280 to SR 35 (Skyline Blvd)
- SR 35 (Skyline Boulevard): John Daly Blvd to I-280
- SR 82 (El Camino Real): John Daly Blvd to San Bruno Ave
- Hickey Blvd: SR 35 (Skyline Blvd) to I-280
- Westborough Blvd: SR 35 (Skyline Blvd) to SR 82
- Sneath Lane: SR 35 (Skyline Blvd) to SR 82
- Serramonte Blvd: Junipero Serra Boulevard to SR 82 (El Camino Real) – communications connection to Public Works Building
- 90th Street: Junipero Serra Blvd to Edgeworth Ave – communications connection to Public Works Building
- Westlake Ave from Junipero Serra Blvd to the Daly City Corporation Yard – communications connection
- 111 Grand Avenue, Oakland, CA (Caltrans District 4)

The following **Figures 3 and 4** indicates proposed Smart Corridor equipment deployments in the cities of Brisbane, Daly City, Colma, and portions of San Bruno.



FIGURE 3: Smart Corridor Route Location and ITS Elements – Brisbane

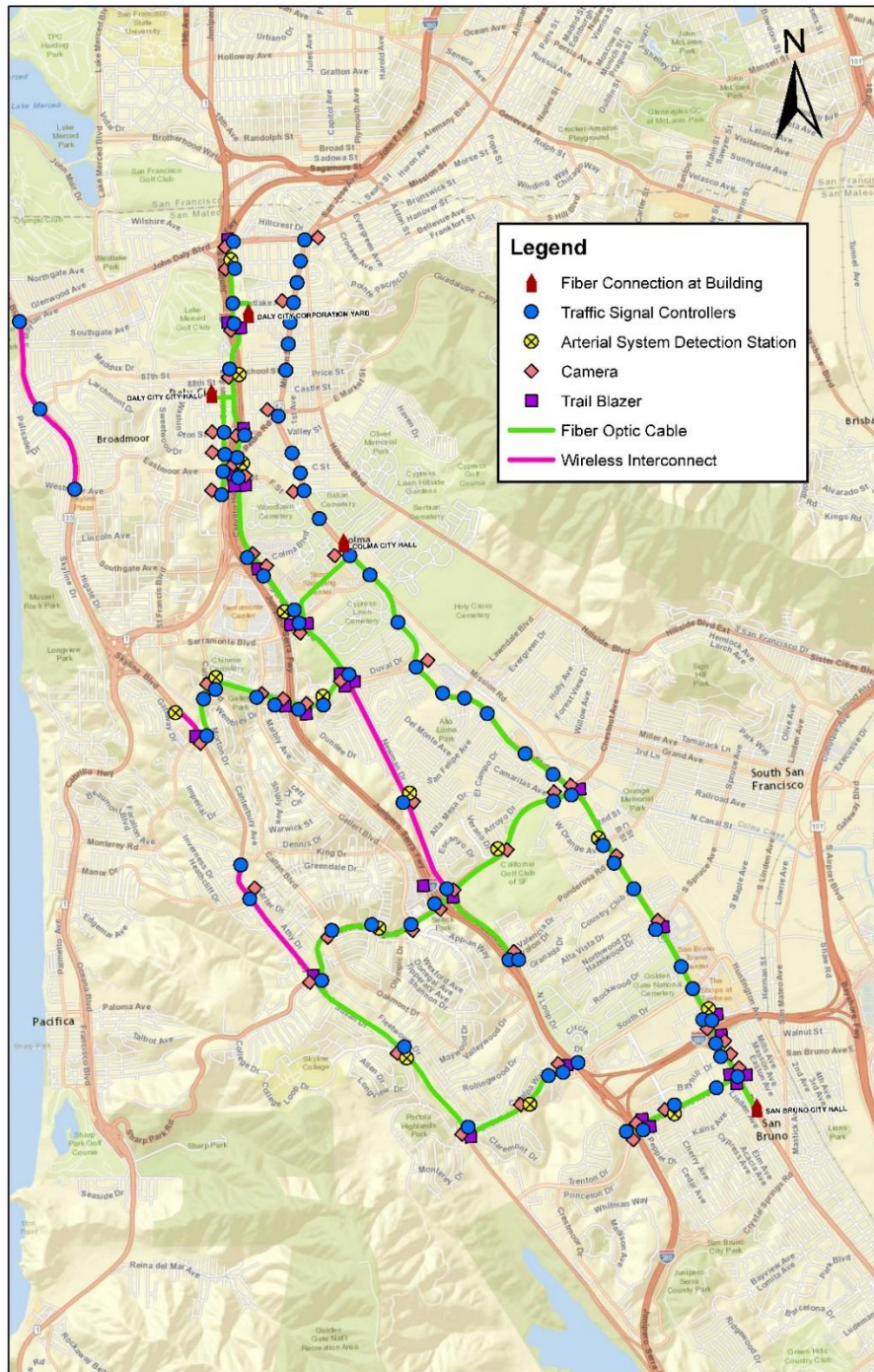


FIGURE 4: Smart Corridor Route Location and ITS Elements – Daly City, Colma and San Bruno, South San Francisco (portion)

ATTACHMENT 2 – SAMPLE CONTRACT AGREEMENT

AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
CONSULTANT

This Agreement entered this ___ day of _____ 2019, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency whose members include the County of San Mateo and the twenty incorporated cities and towns within San Mateo County, hereinafter called “C/CAG,” and XXX, hereinafter called “CONSULTANT”.

WHEREAS, C/CAG is a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide state-mandated plans; and

WHEREAS, the San Mateo County Smart Corridor Project (Project) is an Intelligent Transportation System (ITS) project which extends 20 miles along El Camino Real and major local streets connecting to US-101 and provides countywide traffic management system infrastructure enabling local agencies and the California Department of Transportation (Caltrans) to proactively manage daily traffic and non-recurring local traffic impacts due to major incidents on the freeway; and

WHEREAS, C/CAG is expanding the Smart Corridor into the northern county including City of Daly City, City of Brisbane, Town of Colma, and remaining segments of City of South San Francisco and City of San Bruno; and

WHEREAS, by approving Resolution 1x-XX, the Board of Directors of the City/County Association of Governments of San Mateo County authorizes the C/CAG Chair to execute a funding agreement with CONSULTANT, subject to legal counsel review prior to execution by the C/CAG Chair, in a cumulative amount not to exceed \$XXX.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **Services to be provided by CONSULTANT.** CONSULTANT agrees to provide services at hourly rates contained in Exhibit A and consistent with the scope of work contained in Exhibit B.
2. **Payments.**
 - a. In consideration of CONSULTANT providing the assistance and services described Exhibit A, C/CAG shall reimburse CONSULTANT at the rates shown in Exhibit B, not to exceed a cumulative maximum of \$XXX. Indirect costs are not allowable under this Agreement. C/CAG will reimburse consultant only for actual allowable costs that are incurred in accordance with the provisions of this Agreement.
 - b. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Human Resources for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates were not then commercially available at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process. Allowable travel and per diem expenses will be reimbursed under this Agreement only after CONSULTANT or sub-consultants incur and pay for such expenses.

- c. Invoices shall include names of personnel performing work; dates and times of project work; locations of project work; itemized costs, including identification of personnel providing services during the period of the invoice, number of hours and hourly rates for each employee or contractor, authorized travel expenses with receipts, and receipts for authorized materials or supplies; and a written progress report detailing the work completed during the period of the invoice.
3. **Relationship of the Parties.** It is understood that CONSULTANT is an Independent CONSULTANT and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent CONSULTANT.
4. **Non-Assignability.** CONSULTANT shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the C/CAG Executive Director.
5. **Provision of Contracts or Sub-Agreements.** CONSULTANT shall provide C/CAG copies of all contracts or sub-agreements with sub-consultants or contractors entered into in relation to this Agreement. C/CAG is required to submit these agreements to Caltrans under the DATE, 2019 Restricted Grant Agreement between C/CAG and Caltrans to develop the Countywide Sustainable Streets Master Plan.
6. **Contract Term.** This Agreement shall be in effect as of _____ and shall terminate on _____; provided, however, the C/CAG Chairperson may terminate this Agreement at any time for any reason by providing 30 days' notice to CONSULTANT. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, CONSULTANT shall be paid for all services provided to the date of termination.
7. **Hold Harmless/ Indemnity.** CONSULTANT shall indemnify and save harmless C/CAG, its agents, officers, and employees from all claims, suits or actions to the extent caused by the negligence, errors, acts or omissions of the CONSULTANT, its agents, sub-consultants, officers or employees related to or resulting from the performance, or non-performance, under this Agreement.

The duty to indemnify and save harmless as set forth herein shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. **Insurance.** CONSULTANT or its sub-consultants performing the services on behalf of CONSULTANT shall not commence work under this Agreement until all insurance required under this section has been obtained. CONSULTANT shall furnish C/CAG with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the CONSULTANT's coverage to include the contractual liability assumed by CONSULTANT pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy.

Workers' Compensation and Employer Liability Insurance: The CONSULTANT shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage.

Liability Insurance: CONSULTANT shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect CONSULTANT, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by CONSULTANT or by any sub-consultant or by

anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

Required insurance shall include:

	Required Amount	Approval by C/CAG Staff if under \$ 1,000,000
a. Comprehensive General Liability	\$ 1,000,000	_____
b. Workers' Compensation	\$ Statutory	_____

C/CAG and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to C/CAG, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if C/CAG, or its officers and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the C/CAG Chairperson, at his/her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

9. **Non-discrimination.**

- a. CONSULTANT and its sub-consultants shall not deny the Agreement's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. CONSULTANT shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
- b. CONSULTANT shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, § 12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, §§ 11135-11139.5), and the regulations or standards adopted by Caltrans to implement such article.
- c. CONSULTANT shall permit access by representatives of the Department of Fair Employment and Housing and Caltrans upon reasonable notice at any time during normal business hours, but in no case less than twenty-four (24) hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Caltrans shall require to ascertain compliance with this clause.
- d. CONSULTANT and its sub-consultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

- e. CONSULTANT shall include these nondiscrimination and compliance provisions in all sub-agreements with sub-consultants or contractors.
10. **Americans with Disabilities Act.** CONSULTANT shall at all times comply with the applicable provisions of the Americans with Disabilities Act (ADA) of 1990 that prohibits discrimination on the basis of a disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. § 12101 et seq.)
11. **Compliance with All Laws.** CONSULTANT shall at all times comply with all applicable laws and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
12. **Substitutions:** If specific people are identified in Exhibit A as working on this Agreement, CONSULTANT will not assign others to work in their place without the prior written consent of the C/CAG Executive Director. Any substitution shall be with a person of commensurate experience and knowledge unless otherwise authorized by the C/CAG Executive Director.
13. **Sole Property of C/CAG:** Work products of CONSULTANT which are delivered under this Agreement, or which are developed, produced, and paid for under this Agreement, shall be and become the property of Caltrans or C/CAG, as provided in the DATE, 2019, Restricted Grant Agreement between C/CAG and Caltrans to develop the Countywide Sustainable Streets Master Plan. CONSULTANT shall not be liable for Caltrans' or C/CAG's use, modification, or re-use of products without CONSULTANT's participation or for purposes other than those specifically intended pursuant to this Agreement.
14. **Access to Records.** C/CAG, or any of its duly authorized representatives, shall have access to any books, documents, papers, and records of CONSULTANT which are directly pertinent to this Agreement for the purpose of conducting audits or examinations or making excerpts or transcriptions.
15. **Retention of Records.** CONSULTANT shall comply with Title 2, Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. CONSULTANT shall maintain all required records for three years after C/CAG makes final payments and all other pending matters are closed.
16. **Accounting System/Audits.** CONSULTANT shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs by line. The accounting system shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers shall be held open to inspection, copying, and audit by representatives of C/CAG, Caltrans, the California State Auditor, and auditors representing the federal government. Copies thereof will be furnished upon receipt of any request made by C/CAG, Caltrans, or their agents. CONSULTANT shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of this Agreement, including, but not limited to, the costs of administering this Agreement. CONSULTANT shall make such materials available at its respective offices at all reasonable times during the duration of the Agreement and for three (3) years from the date of Caltrans' final payment to C/CAG under the DATE, 2019, Restricted Grant Agreement between C/CAG and Caltrans to develop the Countywide Sustainable Streets Master Plan. Caltrans, the California State Auditor, or any duly authorized representative of Caltrans or the United States Department of Transportation shall each have access to any books, records, and documents that are pertinent to this Agreement for audits, examinations, excerpts, and transactions, and CONSULTANT shall furnish copies thereof if requested. CONSULTANT will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by Caltrans, for the purpose of any investigation to ascertain compliance with the DATE, 2019, Restricted

Grant Agreement between C/CAG and Caltrans to develop the Countywide Sustainable Streets Master Plan.

17. **Merger Clause.** This Agreement, including Exhibits A and B attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this Agreement are not binding. All subsequent modifications shall be in writing and signed by the C/CAG Chairperson. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.
18. **Governing Law.** This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules, and any suit or action initiated by either party shall be brought in the County of San Mateo, California.
19. **Notices.** All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063
Attention:

Notices required to be given to the CONSULTANT shall be addressed as follows:

CONSULTANT Name
CONSULTANT Address
Attention:

20. **Cost Principles.**
 - a. CONSULTANT agrees to comply with Title 2, Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, to the extent applicable.
 - b. CONSULTANT agrees that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual Project cost items and (b) all parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
 - c. CONSULTANT agrees indirect costs are not allowable under this agreement and will not include indirect costs in any requests for payment.

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year first above written.

CONSULTANT

By _____

Date

City/County Association of Governments of San Mateo County (C/CAG)

By _____
C/CAG Chair

Date

C/CAG Legal Counsel

By _____
C/CAG Counsel

ATTACHMENT 3 – REQUIRED LOCAL ASSISTANCE PROCEDURES MANUAL EXHIBITS

See following the pages:

- LAPM Exhibit 10-H 1 Cost Proposal
- LAPM Exhibit 10-01 Consultant DBE Commitment
- LAPM Exhibit 15-H Good Faith Effort
- LAPM Exhibit 10-Q Disclosure of Lobbying Activities