



January 13, 2023

BENCH:
2022 Transportation Planning and Program Support Bench
(approved by C/CAG Board on April 2022)

Mini Procurement:
Request For Proposal (RFP) for On-Call Federal Aid and State Funded Project Coordination Services and Grant Administration

Dear Consultants:

The City/County Association of Governments of San Mateo County (“C/CAG”) invites firms on the 2022 Transportation Planning and Program Support Bench under Service Category of “Project and Program Development, Administration and Management” to provide C/CAG with on-call services for Federal Aid and State Funded Project Coordination Services and Grant Administration. Please see Appendix A, Scope of Work for more details.

C/CAG is permitted to use the Bench per Section V. SOQ Evaluation, V. Assigning Work, which states that C/CAG may utilize the mini-RFQ process to obtain services prior to contract or task order award.

I. QUALIFICATIONS

1. Minimum Qualifications

Only firms prequalified on the Bench under the Service Category of “Project and Program Development, Administration and Management” may apply for this Project.

Firms may modify their subconsultant or team members in order to satisfy a scope of work solicited from the Bench, including by subcontracting with other Prime consultants on the Bench, or with firms that were not previously part of the Bench either as prime or subconsultant. Firms should highlight any such modifications, particularly for subconsultants not included as a part of their original bench or proposed replacements, in its response to the mini-procurement. The evaluation panel may consider the modifications during evaluation. Any firm may be part of any number of teams, but only one submission will be accepted from a Prime consultant on the Bench.

II. PROPOSAL DEADLINE AND SCHEDULE

Interested firms must submit their response electronically no later than the closing date/time listed below, and in accordance with the requirements of Section V. Form of Response to be considered. **Responses received after that date and time will not be considered.** Additional schedule details are listed below.

Deadline for questions/ clarifications	4:00pm on January 20, 2023
Closing date/time for receipt of Proposals	4:00pm on February 2, 2023
Contract Execution*	March 2023

*Dates are approximate and subject to change.

III. BACKGROUND

The purpose of this RFQ is to solicit qualifications, select a contractor, and award a contract to provide on call project coordination services associated with the programming and delivery of Federal Highways Administration (FHWA) and/ or State funded projects. The services are to be provided at the request of the C/CAG on an as needed basis.

1. Period of Performance - The contract resulting from this mini-RFP is anticipated to start in April 2023, and the term will be for a period of two years. Contract amendments are required to modify the terms of the original contract for changes such as extra time, added work, or increased costs.

2. Method of Payment - The Consultant will be paid an actual cost plus fixed fee per task order basis, subject to the terms and conditions established through the contract negotiations that result from this mini-RFP. The total contract dollar amount shall not exceed \$300,000.

3. 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 of the Local Assistance Procedures Manual regarding the A&E Consultant Contract Audit and Review process.

IV. FORM OF RESPONSE

Responses must include the information below.

1. Technical Proposal - Firms must provide a Technical Proposal that addresses the items below. Technical Proposals should be limited to no more than 10 pages, as counted by single-sided pages on 8.5 x 11 inch paper, not including the cover, cover letter, resumes, and cost estimates. Page limits, where specified, are not strict limitations and are recommendations only; however, brevity and succinctness will be evaluated in overall presentation. Acknowledge the receipt of this RFP and any Addendum to the RFP. Indicate that the proposal is a firm offer to enter into a contract to perform work related to this RFP for a period of one hundred twenty (120) days from the due date for proposals.

- a. **Authorized Signatory** - The proposal must be signed by an official authorized to solicit business and enter into contracts for the firm.
- b. **Point of Contact** – Proposals must identify a point of contact that will be notified should C/CAG staff have any follow-up questions regarding the proposal. At a minimum, indicate contact person’s name, title, telephone number, and email address.

- c. **Project Understanding and Work Plan** - Describe the firm's understanding of project objectives for all tasks described in Appendix A, Scope of Work. Provide the firm's or team's experience in completing projects that are similar to Appendix A, Scope of Work. Develop a project work plan with identified staff, along with a project schedule. Identified key staff must individually demonstrate experiences similar to the work outlined in Appendix A, Scope of Work. Include an organizational chart of the proposed team. The firm should indicate key challenges that may be faced in completing the work and suggest how it plans to overcome such challenges. The firm may suggest additional items that are not specifically requested as clearly-marked "additional" or "optional tasks".
- d. **Resumes** - As an Appendix that does not count against the page limit, provide detailed staff resumes for each key personnel, limited to no more than two (2) pages per staff member. Resumes will not count against the recommended page limit.
- e. **Cost Proposal** – Proposer shall provide a detailed cost proposal for the project. The cost estimate shall include personnel names, classifications, hourly rates, overhead rates, and any other cost items necessary to perform each of the tasks listed in the Scope of Work. A total cost shall then be summarized and presented. Describe your cost control and budgeting methodology for this project. A line item budget must also be submitted for proposed sub-consultants with contracts estimated to exceed \$25,000. Attachment 1 is a Cost Proposal Template for the consultant to use. Rates shall include all direct and indirect costs, fully loaded hourly rate means an hourly rate that includes all applicable surcharges such as taxes, insurance and fringe benefits as well as indirect costs, overhead and profit allowance, and ordinary materials and supplies. Rates indicated shall be firm for the initial contract term and any annual rate escalation shall not exceed 3%. C/CAG reserves the right to negotiate with or to decline to enter into contracts with a Proposer's whose rates are unreasonable at C/CAG's sole discretion.
- f. **California Levine Act Statement**– The prime consultant only must submit a completed and signed Attachment C, California Levine Act Statement.
- g. **Metropolitan Transportation Commission (MTC) Requirements** - The proposing Consultant's services are funded under a funding agreement between C/CAG and the MTC, which are subject to terms and conditions set forth in Attachment 2. Selected Consultant shall comply with applicable terms and conditions of the MTC Master Agreement and MTC Program Supplement.
- h. **Federal-Aid Provisions**
- a) 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 (LAPM) Exhibits. 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, Required Local Assistance Procedures Manual Exhibits.
- Local Agency Proposer DBE Commitment (Consultant Contracts); (LAPM 10-O1). The local agency's current contract DBE Goal for this effort is [5%].
 - 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 Good Faith Effort irrespective of meeting the DBE goal.
 - Disclosure of Lobbying Activities (LAPM 10-Q)
 - Consultant Annual Certification of Indirect Costs and Financial Management System (LAPM 10-K)
- b) 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 Information (Consultant Contracts) (LAPM 10-02)
 - Any other relevant forms required during the project.
- c) Consultant shall demonstrate familiarity of providing services for federally funded projects and have a clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

V. PROPOSAL REQUIREMENTS

Interested firms must submit an electronic copy of the proposals to Jeff Lacap at jlacap@smcgov.org by 4 PM on February 2, 2023 in accordance with the instructions contained in the RFP. Other key RFP dates are listed in Section II. Proposal Deadline and Schedule. C/CAG is not responsible for submissions or deliveries delayed for any reason. Any Proposals received after said date and time cannot be considered.

C/CAG reserves the right to accept or reject all proposals submitted, waive minor irregularities, request additional information, or revisions to offers, and negotiate with any or all Proposers. C/CAG reserves the right in its sole discretion not to enter into any contract as a result of this RFP.

VI. EVALUATION

1. Evaluation Criteria

Proposals will be evaluated based upon the following factors:

1. Understanding of coordination services objectives and requirements (15%)
2. Capabilities and experiences with the Federal Aid and Caltrans delivery process and regional and state programming processes (30%)
3. Technical project approach to complex institutional projects and/ or delivering projects under Federal and or State Departmental (Caltrans) regulations. (20%)
4. Project/ Program coordination approach. Compatibility with engineers, design teams, project sponsors, and stakeholders and demonstrated ability to develop and foster a team-based approach to project delivery. (15%)
5. Comparable, demonstrated experience and success in providing similar services with public or private agencies. (15%)
6. Presentation, as evidenced in the written proposal, and interviews, if held. (5%)

2. Proposer Discussions

Following the initial evaluation, the evaluation panel may elect to recommend award to a particular Proposer (with or without interviews), or to enter into discussions with a “short list” of Proposers, consisting of those Proposers reasonably likely, in the opinion of the panel, to be awarded the contract.

The purpose of discussions with a Proposer on the “short list” will be to identify to that Proposer’s specific deficiencies and weaknesses in its proposal and to provide the Proposer with the opportunity to consider possible approaches to alleviating or eliminating them. These deficiencies or weaknesses may include such things as technical issues, management approach, cost, or team composition. Discussions may take place through written correspondence and/or during face-to-face interviews. The Proposer’s project manager, as well as other key personnel identified by the evaluation panel, will be expected to participate in any discussions. A

Proposer on the “short list” invited to participate in discussions will be expected to provide a presentation consisting of an overview of its approach to the Project.

3. Recommendation for Contract Award

The panel will recommend the selected Proposer to the C/CAG Executive Director, based on their evaluation of the written proposals or oral interviews or discussions (if held). The Executive Director will review the recommendation and, if he agrees, he will approve the award.

4. Award

Any award made will be to the Proposer whose proposal is most advantageous to C/CAG based on the evaluation criteria. If the selected firm fails to enter into a contract with C/CAG in a timely manner as determined by C/CAG, in accordance with the terms and conditions of this procurement, C/CAG reserves the right to reject the proposal of the selected firm and enter into a contract with the next highest ranking firm and so forth until a Consultant is selected under the Terms of the procurement. C/CAG also reserves the right to cancel this procurement and re-procure for this project if it is determined to be in its best interest to do so.

VII. PUBLIC RECORDS

This RFP and any material submitted in response to this RFP are subject to public inspection under the California Public Records Act (Government Code §6250 *et seq.*), unless exempt by law. Other than proprietary information or other information exempt from disclosure by law, the content of proposals submitted to C/CAG will be made available for inspection consistent with its policy regarding Public Records Act requests.

If the Proposer believes any proposal content contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer’s competitive position if disclosed, the Proposer may request that C/CAG withhold from disclosure such proprietary materials by marking each page containing proprietary information, including financial information, if any, required to be submitted under Section IV, Form of Response, as confidential and shall include the following notice at the front of its proposal:

“The data on the following pages of this proposal, including financial information submitted under Section IV, Form of Responses, of this RFP marked along the right margin with a vertical line, contain technical or financial information that constitute trade secrets and/or that, if disclosed, would cause substantial injury to the Proposer’s competitive position. The Proposer requests that such data be used for review by C/CAG only, but understands that exemption from disclosure will be limited by C/CAG’s obligations under the California Public Records Act. If an agreement is awarded to the Proposer submitting this proposal, C/CAG shall have the right to use or disclose the data, unless otherwise provided by law. [List pages].”

Failure to include this notice with relevant page numbers shall render any “confidential/proprietary” markings inadequate. Individual pages shall accordingly not be treated confidentially. By submitting a proposal with portions marked as confidential or proprietary, a Proposer represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act. Any language purporting to render the entire proposal confidential or proprietary will be regarded as ineffective and will be disregarded. In addition, the Proposer may not designate any required proposal forms or the cost proposal as confidential. Consequently, any language purporting to render any proposal forms or the cost proposal as confidential or proprietary will be regarded as ineffective and will be disregarded.

In the event properly marked data is requested pursuant to the California Public Records Act, the Proposer will be advised of the request. If the proposal requests that C/CAG withhold such data from disclosure and C/CAG complies with the Proposer’s request, the Proposer shall assume all responsibility for redacting the proposal; defending any challenges resulting from the non-disclosure; indemnifying, defending C/CAG and holding

C/CAG harmless from and against all claims, legal proceedings, and resulting damages and costs (including but not limited to attorneys' fees that may be awarded to the party requesting such Proposer information); and paying any and all costs and expenses relating to the withholding of the Proposer information. Proposer agrees that C/CAG's sole involvement in any litigation resulting from C/CAG's withholding of records shall be to retain the records until otherwise ordered by a court.

If the Proposer does not follow all of the requirements in this section for withholding proprietary information as exempt from disclosure under the California Public Records Act, C/CAG shall have no obligation to withhold the information from disclosure, and the Proposer shall not have a right to make a claim or maintain any legal action against C/CAG or its Board Members, committee members, employees or agents in connection with such disclosure.

VIII. ORGANIZATIONAL CONFLICT OF INTEREST

By submitting a proposal, the Proposer represents and warrants that no Board of Director, or employee of C/CAG is in any manner interested directly or indirectly in the proposal or in the contract that may be made under it or in any profits expected to arise therefrom, as set forth in California Government Code Section 1090.

The Proposer further warrants and represents that it presently has no interest and agrees that it will not acquire any interest that would present a conflict of interest under California Government Code Sections 1090 *et seq.* or 87100 *et seq.* during the performance of services under any contract resulting from this procurement and that it will not knowingly employ any person having such an interest. Violation of this provision may result in the contract being deemed void and unenforceable.

IX.POINT OF CONTACT

Jeff Lacap
Transportation System Coordinator
555 County Center, 5th Floor
Redwood City, CA 94063
E-mail: jlacap@smcgov.org

Appendix A

SCOPE OF WORK

Background

The City/County Association of Governments (C/CAG) of San Mateo County is a joint powers agency composed of the County of San Mateo and all twenty incorporated cities and towns in the county. As the county's designated congestion management agency, C/CAG is responsible for countywide transportation planning and administering state and federal funds for transportation in San Mateo County.

In accordance with federal and state funding cycles, and in accordance with Federal, State, Regional, and local policies, transportation related funds must be distributed and programmed to the local jurisdiction in San Mateo County. After programming, projects sponsors must also be guided to deliver projects in accordance with state and regional regulations and deadlines. The work to be done under this contract will assist the C/CAG program manager with the project selection process, programming, tracking, and assisting local jurisdictions with the delivery of federally and state funded projects. Tasks related to the pursuit of project and program funds may also be included.

The purpose of this mini-RFP is to solicit qualifications, select a contractor, and award a contract to provide on call project coordination services associated with the programming and delivery of Federal Highways Administration (FHWA) and/or State funded projects and programs. The services are to be provided at the request of the C/CAG on an as needed basis.

Scope of Work

Expected Project Coordination Services include but are not limited to:

Program and Project Delivery

- Develop, monitor, and control the program and project, schedule, cost/ budget, and risk.
- Develop a communications plan, to coordinate the review and monitoring of the assigned program.
- Inform project sponsors involved of anticipated delays in deliveries, and initiate recovery plans to mitigate the effects of the delays.
- Make recommendations to project sponsors relative to the project, in terms of corrective action plans and required level of expediting to keep the project on track.
- Assist project sponsors with project delivery where and when appropriate.
- Work with Caltrans Local Assistance, MTC, CTC, FHWA, local jurisdictions, and/or other agencies to facilitate expedited processes and/ or maintain program schedule and milestones deliverables.
- Coordinate required delivery dates of programmed projects, identify potential program risk, and initiate corrective action.
- Ensure sponsor work activities and projects are in compliance with federal, state, and regional policies and procedures.

- Provide regular (e.g. weekly / monthly as applicable) verbal/ written program performance and project status updates to the Transportation Systems Coordinator or designee.
- Provide project status updates to Metropolitan Transportation Commission and/or Caltrans upon request.
- Organize, coordinate, attend, and represent C/CAG at coordination meetings, stakeholder meetings, project development team (PDT) meetings, and any other project meetings initiated to facilitate a sponsor's project progress.
- Monitor invoice status of obligated projects and inform project sponsors involved of anticipated invoicing deadlines. Ensure invoices are submitted and processed by or before specified deadlines.
- Other related tasks as requested.

Programming/Planning

- Organize, coordinate, and represent C/CAG at outreach events regarding implementation of the program.
- Organize, coordinate, and represent C/CAG at workshops during program development in compliance with federal Title VI requirements.
- Prepare meeting/ workshop materials, minutes, and agendas.
- Develop a communications plan to disseminate program guidelines and coordinate the project selection process with the programming process.
- Project planning, programming and monitoring activities related to development of the Regional Transportation Improvement Program and the STIP required by Government code Section 14527, et. Seq. and for the monitoring of project implementation for projects approved in these documents.
- Conduct planning and prepare appropriate plan(s) related to the development of TIP and STIP.
- Monitor the programming process to ensure completion of programming documentation of projects to comply with the regional and state requirements as specified in the current program cycle.
- Coordinate and reconcile comments with the stakeholder and technical teams during the programming process.
- Assist and coordinate the solicitation of projects as necessary and as directed by the Transportation Systems Coordinator or other appropriate C/CAG staff.
- Expedite, facilitate, and/or coordinating the flow of project data between the project sponsor and the programming entity (MTC).
- Assist in the preparation of applications for federal, state, regional, and local project funds.
- Assist in the development of the Transportation Improvement Program/State Transportation Improvement Program (TIP/STIP) and the Regional Transportation Plan (RTP)/ Sustainable Communities Strategy (SCS) through countywide planning efforts
- Provide management and planning and/or outreach support for the development of county level transportation plans, corridor studies, funding programs, and related planning activities.
- Other related tasks as requested.

Experience and Skills Requirements

- Strong ability to communicate clearly and effectively: written, spoken, and interpersonal with project sponsors, programming personnel, and elected officials.
- Positive attitude and a team player.
- Strong ability to organize and plan. Excellent organizational skills are essential.
- Ability to act independently and perform assignments with little direct supervision.
- Full and detailed understanding of the Caltrans Local Assistance and Capital Outlay Support

(Caltrans internal delivery) process is essential.

- Full and detailed understanding of the Metropolitan Transportation Commission (MTC) role in policy development and their programming process.
- Understanding of the California Transportation Commission (CTC) programming and allocation process.
- Understanding of Federal Title VI requirements.
- Understanding of the Caltrans Capital Outlay Support (COS) project delivery process a plus.
- Full understanding of Microsoft Office applications.
- Understanding and ability to use the MTC fund management system (FMS).
- Ability to travel in the county and within the region.
- Preferred 5+ years of experience, working on the delivery of transportation projects.

ATTACHMENT 1 COST PROPOSAL TEMPLATE

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ae/files/sample-cost-proposal-2-for-contracts-with-specific-rates-of-compensation.pdf>

ATTACHMENT 2
MTC EXHIBITS

<https://ccag.ca.gov/wp-content/uploads/2022/11/Attachment-2-MTC.pdf>

ATTACHMENT 3

LOCAL ASSISTANCE PROCEDURES MANUAL EXHIBITS

- [Local Agency Proposer DBE Commitment \(Consultant Contracts\) \(LAPM 10-O1\)](#)
- [DBE Information - Good Faith Effort \(LAPM 15-H\)](#)
- [Disclosure of Lobbying Activities \(LAPM 10-Q\)](#)
- [Consultant Annual Certification of Indirect Costs and Financial Management System \(LAPM 10-K\)](#)
- [Local Agency Proposer DBE Information \(Consultant Contracts\) \(LAPM 10-02\)](#)