



REQUEST FOR PROPOSALS

Smart Corridor ITS Network Monitoring and Maintenance Support

Date Released: Tuesday, February 7, 2023

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

Closing Date/Time for Requests for Clarifications:
Tuesday, February 21, 5:00 P.M.

Proposals are due prior to 5:00 P.M., Wednesday, March 1, 2023

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Request for Proposals

Smart Corridor ITS Network Monitoring and Maintenance Support

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I. INTRODUCTION

The City/County Association of Governments of San Mateo County (C/CAG), a Joint Powers Agency comprised of each of the 20 cities and the County in San Mateo County, invites your firm to submit a proposal for the ongoing maintenance of the San Mateo County Smart Corridor network and systems. A detailed Scope of Work is included as Attachment A of this RFP.

C/CAG, in cooperation with Caltrans District 4 and the cities of San Bruno, Millbrae, Burlingame, San Mateo, Belmont, San Carlos, Redwood City, Atherton, Menlo Park, and East Palo Alto, has implemented a countywide traffic management system, the San Mateo Smart Corridor Program. The Cities of South San Francisco, Brisbane, and Daly City, along with the Town of Colma are expected to be a part of the Smart Corridor program in the next two years. The Smart Corridor Program includes Alternate Routes Plans along several key arterial corridors in San Mateo that parallel US 101 and State Route 280. The project implements Intelligent Transportation System (ITS) equipment to provide local cities and Caltrans with day-to-day traffic management capabilities in addressing recurring traffic congestion as well as provide Caltrans capabilities for managing the system during non-recurring traffic congestion cause by spill-over traffic due to major incidents on the freeway.

The proposals submitted in response to this Request for Proposal (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 Section V, Proposal Evaluation, of this RFP.

The RFP documents for this project are available for download on the C/CAG website at <https://ccag.ca.gov/opportunities/rfpsrfgs/>. Proposers are responsible for checking the website for any Addenda to this RFP. Responses should be submitted in accordance with the instructions set forth in the RFP.

Interested firms must submit their Proposal by **5:00 P.M., Wednesday, March 1, 2023**, in accordance with the instructions contained in the RFP. Other key RFP dates are listed on the next page under "Tentative Schedule for Review Process".

C/CAG Point of Contact:
Audrey Shiramizu (she/her)
555 County Center, 5th Floor
Redwood City, CA 94063
Phone: 650-363-1996
E-mail: ashiramizu@smcgov.org

Proposals shall be submitted electronically to the Project Manager Audrey Shiramizu at the email noted above. Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant. The receipt of proposal will be timestamped based on the time shown on the Program Manager's computer. C/CAG is not responsible for submissions delayed for any reason.

Tentative Schedule for Review Process

Date	Description
Tuesday, February 7, 2023	Issue RFP
Tuesday, February 21, 2023 at 5:00 P.M.	Closing Date/Time for Requests for Clarifications
Friday, February 24, 2023 at 5:00 P.M.	Deadline for objections to RFP provisions
Wednesday, March 1, 2023 at 5:00 P.M.	Response to RFP Due
Friday, March 24, 2023	Interviews may be held (if necessary)
Thursday, May 11, 2023	C/CAG Board approval
Thursday, June 1, 2023	Notice to Proceed and Project Kick-off
December 2027	Project completion

Any questions related to this RFP shall be submitted in writing to the attention of Audrey Shiramizu via email at ashiramizu@smcgov.org. Questions shall be submitted before 5:00 PM on Tuesday, February 21, 2023.

Period of Performance and Budget

Funding for the Smart Corridor network monitoring and maintenance services will be provided by C/CAG's Congestion Relief Program and Measure M program. C/CAG has budgeted approximately one million dollars (\$1,000,000) for this effort. C/CAG expects the work to commence on or about June 1, 2023, and to be completed no later than December 31, 2027. Contract may be extended for an additional year at C/CAG's sole discretion.

II. PROJECT DESCRIPTION AND BACKGROUND

C/CAG, in cooperation with Caltrans District 4 and the cities of San Bruno, Millbrae, Burlingame, San Mateo, Belmont, San Carlos, Redwood City, Atherton, Menlo Park, and East Palo Alto, have implemented a countywide traffic management system, the San Mateo Smart Corridor Program. The Cities of South San Francisco, Brisbane, and Daly City, along with the Town of Colma are expected to be a part of the Smart Corridor program in the next two years. Smart Corridor empowers and enables Caltrans, the County, and the Cities to manage traffic during non-recurring traffic congestion on US-101 and State Route 280 that force freeway traffic on to the local arterials. Smart Corridor implements Intelligent Transportation System (ITS) equipment including directional signs, CCTV cameras, Arterial Dynamic Message Signs, Vehicle Detector Stations, and C2C, (center-to-center) communications during these incidents and events, allowing the stakeholders to proactively manage traffic by directing traffic through arterial streets, and bringing them back to the freeway, past and beyond the incident area.

C/CAG seeks to retain a network monitoring and maintenance services consultant (Consultant) for the San Mateo County Smart Corridor. Services include providing ongoing monitoring and maintenance support for ITS device and system and network. This also includes gauging the performance of Smart Corridor communications infrastructure, identifying network, system

and/or equipment failures, and advising C/CAG staff, participating jurisdictions and the Smart Corridor maintenance contractor on items related to the Smart Corridor system.

III. MINIMUM QUALIFICATIONS OF PERSONNEL

Proposals must demonstrate that the firm or team submitting the proposal (“Proposer”) meets the following Minimum Qualifications to be eligible for consideration for this project.

1. Prime Consultant must have five (5) years of relevant experience managing Intelligent Transportation Systems (ITS) Network Monitoring Services for either governmental clients such as state, national, or international government or large private clients where comparable services have been provided.
2. Either prime Consultant or subconsultant must have five (5) years of experience in device monitoring, system, and maintenance support of ITS field devices and network equipment (switches, routers, firewall), software development and deployment, equipment configuration, and fiber optic and wireless communications.
3. Prime Consultant’s Project Manager (PM) shall have five (5) years of experience in managing ITS device monitoring, system, and maintenance support.
4. The team must include an experienced network engineer with experience within the past five (5) years working on similar systems.

IV. PROPOSAL REQUIREMENTS

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

Submittal Requirements

Proposers must submit one (1) electronic copy of the proposal. Each page shall be 8.5” x 11” or 11” x 17”. Each page shall be sequentially numbered and a table of contents shall be provided. Each submittal shall be no more than 20 bound pages, excluding cover letter, title page, table of contents, resumes of key staff members, relevant experience and references.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Proposer. To be considered, however, the modified Proposal must be received prior to Wednesday, March 1, 2023 at 5:00 P.M.

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

General Conditions

- This RFP does not commit C/CAG to award a contract or to pay any costs incurred by any Proposer in the preparation of a proposal in response to this RFP.
- Only one proposal will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response.

- 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.
- 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 C/CAG, after the protest period.
- If the selected Proposer fails to enter into a contract with C/CAG in a timely manner as determined by C/CAG, C/CAG reserves the right to reject the proposal and enter into a contract with the next highest scoring Proposer.
- The work shall comply with the requirements of all federal, state and local laws without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference.
- The Consultant shall comply with all insurance requirements of C/CAG, included in the sample agreement in Attachment B, Sample Agreement Template.

Each submittal must include the following information:

1) Introductory Letter

Provide a letter describing the Consultant's interest and commitment to the proposed project. The introductory (or transmittal) letter shall be addressed to:

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

The letter shall be on Consultant letterhead and include the name, title, address, phone number, and email address of the individual whom correspondence and other contacts should be directed during the selection process. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. The letter must be signed by an official authorized to solicit business and enter into contracts for the firm. Indicate whether there are any conflicts of interest, actual or apparent, that would limit the Consultant's ability to provide the requested services and describe the plan for mitigating such conflicts. 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 120 days from the due date for proposals.

2) Title Page

Proposals must include a title page that includes the RFP subject, the name of the

Proposer's company/organization, local address, telephone number, name of contact person, contact person's email address, and the date.

3) Table of Contents

Proposals must include a table of contents that includes a clear identification of the material by section and page number.

4) Overview/Executive Summary including Organization's Approach

Provide a summary of the qualifications and benefits of selecting the company/organization to perform requested services. This section should clearly convey the Proposer's understanding of the project scope, the general approach to be taken, and identify any specific considerations. It should include, but not be limited to, the following:

- a) A discussion of the project's purpose;
- b) A summary of proposed approach;
- c) The assumptions made in selecting the approach.

5) Work Plan/Scope of Work Statement

This section should present a work plan for the tasks described in the Scope of Work. The proposed work plan should:

- a) Discuss how the Consultant will conduct the identified task, identify deliverables, and propose a schedule. The proposal should discuss the tasks in sufficient detail to demonstrate a clear understanding of the project and component tasks. The proposal may include additional tasks or sub-tasks the Proposer believes necessary to accomplish the project goals. The schedule should show the expected sequence of tasks, subtasks and milestones.
- b) Provide a staffing plan for each task. Provide an organizational chart that shows roles and responsibilities of key personnel and reporting structure, including reporting and communication relationships between C/CAG, Consultant staff, and subconsultants, if any. The submittal shall designate a project manager who will provide a single point of contact for the management and coordination of all aspects of the work. The project manager shall be responsible for coordinating and tracking all deliverables, communication with the C/CAG program manager, and reporting of results. Identify the task leads and backup individuals. All staff shall be clearly identified with their roles defined as well as their proposed work location.
- c) Describe approach to managing resources and maintaining quality results. Include a description of the role of any subconsultants, their specific responsibilities, and how their work will be supervised to maintain quality results.
- d) Identify and explain any problem areas and/or potential obstacles (such as maintaining schedule, budget overruns, feasibility, etc.) to successful completion of the Scope of

Work. Discuss methods, formal and informal, that you will use to track and resolve these problems/obstacles during the project.

6) Schedule of Work

Using a Gantt chart, provide a detailed schedule for all phases of the project and the proposing Consultant's services. The schedule shall meet the anticipated project kick-off during the week of June 1, 2023 and the project completion date of December 31, 2027.

7) Cost Proposal

Proposer shall provide a cost proposal for the project. The cost proposal should include, but is not limited to personnel names, classifications, labor hourly rates, overhead rates, and any other costs to perform each of the tasks listed in the Scope of Work. A total cost shall then be summarized and presented. Rates shall include all direct and indirect costs. 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. Proposers can use Attachment C, Cost Proposal Template, as an example cost proposal submittal.

8) Consultant Information, Qualifications & Experience

a) Identify the qualifications of staff assigned to perform the work, whose expertise or experience addresses each of the specified needs. Identify the personnel, including subconsultant personnel.

i) In an appendix, 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.

b) Consultants shall demonstrate that 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:

- Contracting agency
- Contracting agency Project Manager
- Contracting agency contact information
- Contract amount
- Date of contract
- Date of completion
- Consultant Project Manager and contact information
- Project Objective
- Project Description
- Project Outcome

c) Provide a summary of all contracts your firm (including subconsultants) has held with C/CAG in the past three years, including a brief description of the scope of work, the

contract amount, and date of execution. Performance on any C/CAG contract within the past three years may be considered as reference information or when past performance is included as an evaluation factor as noted in proposal evaluation.

- d) Provide a list of references (including references for subconsultants) and their contact information.

9) Conflict of Interest Requirements

- a) The proposing Consultant shall disclose any financial, business or other relationship with the C/CAG that may have an impact upon the outcome of the contract. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract.
- b) The Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.
- c) If a Consultant discovers a conflict during the execution of an assigned task, the Consultant must immediately notify the C/CAG Project Manager regarding the conflicts of interest. The C/CAG Project Manager may terminate the Task Order involving the conflict of interest and C/CAG may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify C/CAG Project Manager may be grounds for termination of the contract for default pursuant to Attachment B, Sample Agreement Template, Section 6, Contract Term/Termination.

10) 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.

11) Contract Agreement

- a) Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment B, Sample Agreement Template.
- b) The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for one-hundred twenty (120) days following the date proposal submittals are due.

12) Insurance Provisions

Submit a signed acknowledgement, for Proposer only, that the Proposer agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements listed in Attachment B, Sample Agreement Template, Section 8, Insurance, within ten (10) days of C/CAG's notice to firm that it is the successful Proposer.

13) Taxpayer Identification Number and Certification

Submit a W-9, Request for Taxpayer Identification Number and Certification for Proposer only (containing original signature) available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

V. PROPOSAL EVALUATION

A. 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. An initial assessment will be made to ensure that the submittal is compliant with the RFP requirements and contains the required forms and information. An incomplete submittal will be disqualified at the option of C/CAG. The Committee will then assess the quality of each submittal based on the evaluation criteria below and will rank the proposers. 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 selection process may include oral interviews. If oral interviews are necessary, 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. The evaluation criteria for the oral interviews are included below.

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

No.	Written Evaluation Criteria	Weight
1	Approach	25
2	Expertise and Experience	30
3	Past Performance	15
4	Cost Effectiveness	20
5	Conflict of Interest Statement	Pass/Fail
	Subtotal:	90

No.	Interview Evaluation Criteria	Weight
6	Presentation by team	5
7	Q&A Response to panel questions	5
	Subtotal:	10
	Total:	100

1. Approach (25 points)

- Project and Management Approach
 - Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - 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.
- Scope of Work
 - Proposed scope of services is appropriate for all phases of the work.
 - Approach to carry out the tasks listed in Attachment A Scope of Work, including thoroughness and quality of the response to the scope, understanding of the purpose and requirements of the project, proposed work plan and schedule, and dealing with project challenges or obstacles.
 - Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- Schedule of Work
 - The schedule serves as a project timeline.
 - The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

2. Expertise and Experience (30 points)

- Relative experience, specific qualifications, and technical expertise of the firm and subconsultants to conduct services
- Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- Roles and Organization of Proposed Team
 - Proposes adequate and appropriate disciplines of project team.
 - Some or all of team members have previously worked together on similar project(s).
 - Overall organization of the team is relevant to C/CAG's needs.
- Roles of Key Individuals on the Team
 - Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 - Key positions required to execute the project team's responsibilities are appropriately staffed.
- Working Relationship with C/CAG
 - Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - Team leadership understands the nature of public sector work and its decision-making process.

3. Past Performance (15 points)

- Past Performance demonstrating a commitment to quality, client satisfaction, cooperative working relationships, and timely completion of work within budget
- Past performance will also be assessed based on client/project references and any additional past work experience with the partner agencies.

4. Cost Effectiveness (20 points)

- Cost Control and Budgeting Methodology
 - Proposer has a system or process for managing cost and budget.
 - Evidence of successful budget management for a similar project.
- Proposal clearly defines cost in spreadsheet format.
- Reasonableness of hourly rates and cost of deliverables;
- Allocation of resources for each task and activity.

5. Conflict of Interest Statement (Pass/Fail)

- Discloses any financial, business or other relationship with the C/CAG that may have an impact upon the outcome of the contract.
- Lists current clients who may have a financial interest in the outcome of this contract.

6. Presentation by Team (5 points) (only if oral interviews are necessary)

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

7. Q&A Response to Panel Questions (5 points) (only if oral interviews are necessary)

- 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	Approach		25	
2	Expertise and Experience		30	
3	Past Performance		15	
4	Cost Effectiveness		20	
5	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
8	Presentation by Team		5	
9	Q&A Response to Panel Questions		5	
	Total:		100	/500

C. Request for Best and Final Offer

Following discussions, if held, Proposers on the “short list” will be given the opportunity to revise their written proposals to address the concerns raised during discussions through issuance by C/CAG of a Request for Best and Final Offer (BAFO). Following receipt of the BAFOs, the evaluation panel will evaluate the BAFOs against the evaluation criteria.

C/CAG reserves the right to not convene oral interviews or discussions, and to make an award on the basis of initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint. References may be contacted at any point in the evaluation process.

C/CAG reserves the right to consider Consultant performance based on comments from submitted references. Experience and ability to perform work is a significant consideration. C/CAG may consider any other criteria it deems relevant, and the Selection Committee is free to make any recommendations it deems to be in the best interest of C/CAG. C/CAG reserves the right to reject all submittals, and not enter into any contract for the services described in the RFP. C/CAG also reserves the right to accept other than the submittals with the lowest costs and to negotiate with proposers on a fair and equal basis when the best interests of C/CAG are served by doing so. C/CAG is not liable for any costs incurred by a company before entering into a formal contract. Costs of developing the submittal or any other such expenses incurred by a company in responding to the RFP, are entirely the responsibility of the company, and shall not be reimbursed in any manner by C/CAG.

To withdraw a proposal, Proposer must submit a written request to C/CAG. After withdrawing a previously submitted proposal, Proposer may submit another proposal at any time up to the

deadline for submitting proposals. C/CAG shall not accept any amendments, revisions, or alterations to proposals after the submittal deadline.

D. 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 and/or oral interviews or discussions or BAFOs and oral interviews or discussions (if held). The Executive Director will review the recommendation and, if he agrees, staff will forward the recommendation to the C/CAG Board of Directors which authorizes award.

E. Selection Disputes

A Proposer may object to a provision of the RFP on the grounds that it is arbitrary, biased, or unduly restrictive, or to the selection of a particular Proposer on the grounds that C/CAG procedures, the provisions of the RFP or applicable provisions of federal, state or local law have been violated or inaccurately or inappropriately applied by submitting to the Project Manager a written explanation of the basis for the protest:

1. No later than 5:00 p.m. on the third business day prior to the date Responses to RFP are due, for objections to RFP provisions; or
2. No later than 5:00 p.m. on the third business day after the date the firm is notified that it did not meet the minimum qualifications or was found to be non-responsive; or
3. No later than 5:00 p.m. on the third business day after the date on which the firm is notified that it was not selected, or if applicable the date the appropriate committee authorizes award, whichever is later, for objections to Proposer selection.

Except with regard to initial determinations of non-responsiveness, the evaluation record shall remain confidential until the C/CAG Board of Directors authorizes award.

Protests of recommended awards must clearly and specifically describe the basis for the protest in sufficient detail for C/CAG staff to recommend a resolution to the C/CAG Executive Director.

The C/CAG Executive Director will respond to the protest in writing, based on the recommendation of staff. Should a Proposer wish to appeal the decision of the C/CAG Executive Director, it may file a written appeal with the C/CAG Board of Directors no later than 4:00 p.m. on the third business day after receipt of the written response from the C/CAG Executive Director. The C/CAG Board of Directors' decision will be the final agency decision.

Authorization to award an agreement to a particular Proposer by C/CAG shall be deemed conditional until the expiration of the protest period or, if a protest is filed, the issuance of a written response to the protest by the C/CAG Executive Director or, if the decision of the C/CAG Executive Director is appealed, the issuance of the C/CAG Board of Directors' decision.

F. 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, Proposal Requirements, of this RFP, 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. Proposal Requirements, 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.

G. Key Personnel

Key Proposer personnel assigned to the project are expected to remain on the project. Any change in key personnel on the proposed project team is subject to prior written approval of C/CAG. Removal of any key personnel identified in the responses to the RFP without written consent of the C/CAG Project Manager may be considered a material breach of contract.

ATTACHMENT A SCOPE OF WORK

C/CAG Expectations

The City/County Association of Governments of San Mateo County (C/CAG) is seeking a Consultant to provide ongoing monitoring and maintenance support of the Smart Corridor Intelligent Transportation Systems (ITS) device, system and network. This includes gauging the performance of Smart Corridor communications infrastructure, monitoring the health of field devices, identifying network, system and/or equipment failures, and advising C/CAG staff, participating jurisdictions and the Smart Corridor maintenance contractor on items related to the network. Examples of elements that are within the Consultant's scope include, but not limited to ethernet switches and routers, fiber optic cable, fiber optic termination panels, fiber optic splice boxes, trailblazer signs and controllers, CCTV cameras, video encoders, traffic signal controllers, workstations, and servers.

The Consultant and their subconsultants shall have and maintain, uninterrupted, all necessary licenses and certifications throughout the term of the Contract, including the base period and any exercised optional periods. Certain work issued by task order may require additional license or certification. If an additional license or certification is needed for Task Order work, it will be identified in the Task Order. For work on task orders with a scope not covered by subconsultants listed in its proposal, Prime Consultant may bring on additional subconsultants with appropriate licenses.

Tasks and Activities

Consultant shall provide project management throughout the life cycle of the project, including leading the tasks listed below and providing all project management activities to support each of the tasks.

Task 1: Project Management

1.1 Project Management and Contract Administration

Consultant shall provide a final scope of work, work breakdown and cost proposal for services provided. Additionally, the scope shall document requirements for approvals, scope modifications including task orders work, invoicing, acceptance of work, etc. Consultant shall have designated and appropriate staff throughout the life of the contract. The Consultant shall ensure that any employee replacement meets or exceeds the qualifications set forth in the plan.

The Consultant shall also provide a regular ongoing training program to maintain the appropriate level of staff knowledge, skills, and abilities to complete the tasks in the Scope of Work. The Consultant and their subconsultants shall have and maintain, uninterrupted, all necessary licenses and certifications throughout the term of the Contract, including the base period and any exercised optional periods

1.2 Meetings and Project Status Reporting

The Consultant shall participate in bi-weekly maintenance meetings with C/CAG staff and project team. This includes a project kick-off meeting and may include C/CAG Committees and Board Meetings.

Commencing with the first thirty (30) days after issuance of Notice to Proceed, the Consultant shall submit monthly progress reports and invoices for work completed during the prior month.

The monthly progress reports shall include the following:

- Progress for the prior month for all project activities, submittals, and deliverables;
- Progress report reporting period and percentage completed;
- Summary of completed and/or in progress work items including work description, hours/quantity, rate, and labor costs;
- Equipment purchases (when applicable), location or ticket number related to the purchase.

Deliverables:

- Monthly progress reports/invoices
- Project team meetings

Task 2: Smart Corridor Network Monitoring

Network monitoring shall consist of checking the operational health and status of all communications systems, field devices, and Traffic Management Center elements. This shall be performed on a weekly basis at a minimum and more frequently as needed to assist C/CAG's maintenance contractor. The Consultant shall also document issues in a trouble ticket log that is accessible to C/CAG, the maintenance contractor, and the project team.

2.1 Network Monitoring Plan

Within (30) days of the contract execution, the Consultant shall prepare a Network Monitoring Plan (NMP) and deliver to C/CAG. The purpose of the NMP is to document the Consultant's regular and ongoing (e.g., daily, weekly, monthly, and/or as-needed) tasks for network monitoring. The Consultant shall describe the process for both preventative and routine monitoring and corrective maintenance.

Section 2.2 describes the typical and regularly expected network monitoring tasks. These tasks should be included in the NMP. This list is a representative sample, the Consultant may be tasked to complete additional activities on an as needed basis.

2.2 Network Monitoring

Routine maintenance and documentation – The Consultant is responsible for monitoring the system on a weekly basis at a minimum. The Consultant shall describe the process for weekly monitoring, including the frequency of pinging the system and software, hardware, or any other requirement required to monitor the network. The Consultant is also responsible for coordinating

with the maintenance contractor for field investigations, troubleshooting, and resolving trouble tickets as needed.

Corrective response and trouble tickets - Any issues discovered during weekly monitoring will be reported to C/CAG and the maintenance contractor in accordance with C/CAG protocols. The Consultant shall perform diagnostic tests and network analysis to clear the issue remotely or ascertain the root cause of the problem. The Consultant shall report all issues that were rectified remotely by updating the trouble ticket logs maintained on a weekly basis with the maintenance contractor. Issues that require action by the maintenance contractor will be reported to C/CAG in accordance with C/CAG policies and protocols. A report summarizing any actions recommended and/or required by maintenance contractor will be provided to C/CAG. Issues that require action by Caltrans District 4 will be reported to C/CAG in accordance with C/CAG policies and protocols.

The Consultant shall respond to issues in a timely manner. The Consultant shall immediately notify C/CAG if any required response or repair time cannot be met, the reason why, and the anticipated time of response and/or repair.

The following is a general list of items that the Consultant is responsible for checking on a weekly basis and responding to if failures occur. If hardware upgrades are necessary, the Consultant will document the necessary upgrades and provide a list to C/CAG.

- Surveillance Cameras: Identify the failures and restore what can be through resetting and configuration of equipment. Maintain equipment firmware software versions on all equipment per manufacturer's requirements.
- Maintain Avigilon Systems: Avigilon is the video management software (VMS) for the surveillance cameras. Maintain Avigilon Servers, database and related City workstations as needed. Provide assistance with Avigilon VMS software configuration, training, troubleshooting and changes. Maintain equipment firmware software versions on all equipment per manufacturer's requirements.
- Trailblazer Signs/Adaptive Dynamic ITS Messaging Signs (ADMS) Units: Identify the failures and restore what can be through resetting and configuration of equipment using Skyline's Envoy software. Maintain equipment firmware software versions on all equipment per manufacturer's requirements.
- Controller communications failures: Identify controller equipment failures related to the KITS traffic control system. KITS is the Smart Corridor traffic control management software. The Consultant shall coordinate with other parties as directed by C/CAG to troubleshoot any traffic control system issues.
- San Mateo Corridor Fiber Optic Equipment: Identify, troubleshoot, and repair fiber optic cross-connections that have been changed or require modifications due to fiber failures. Assist maintenance contractor as needed in troubleshooting point to point fiber connections.
- San Mateo Corridor Network Equipment: Maintain, troubleshoot, and repair any equipment failures. Review configuration and implement any required configuration changes or upgrades. Maintain equipment firmware software versions on all equipment per manufacturer's requirements.

- **Field Contractor Support:** As trouble tickets are completed and closed by the maintenance contractor, the Consultant shall remotely log into the network to verify all communications links and field devices are fully operational. Where contractor requires support for network or equipment issues or troubleshooting, the Consultant shall be available for support.

Deliverables:

- Network Monitoring Plan
- Creation and maintenance of trouble ticket log
- Weekly updates to trouble ticket log

Task 3: As-Needed Services

The Consultant will provide as-needed services to C/CAG, stakeholder agencies, and other C/CAG contractors as directed by C/CAG. These services may include, but not limited to:

- Reviewing Smart Corridor expansion project submittals;
- Creating network integration plans and checklists;
- Updating the Smart Corridor communications system and equipment;
- Developing network communications parameters;
- Supporting the connection of additional local agency field devices;
- Configuring workstations to support Smart Corridor operations;
- Providing technical support as necessary.

When requested by C/CAG, the Consultant shall prepare a proposal to perform the requested task. This proposal shall include scope, approach, schedule and cost. C/CAG Project Manager or its designee, at its discretion, may negotiate with and assign the task to Consultant. In that event, the agreed upon scope, payment and schedule shall be included in a task order signed by both parties.

Certain work issued by task order may require additional license or certification. If an additional license or certification is needed for Task Order work, it will be identified in the Task Order. For work on task orders with a scope not covered by subconsultants listed in its proposal, the Consultant may bring on additional subconsultants with appropriate licenses.

Deliverables:

To be assigned.

ATTACHMENT B
SAMPLE AGREEMENT TEMPLATE

See Attachment B: Sample Agreement Template posted on the C/CAG website:
<https://ccag.ca.gov/opportunities/rfpsrfqs/>.

ATTACHMENT C

COST PROPOSAL TEMPLATE

See Attachment C: Cost Proposal Template posted on the C/CAG website:
<https://ccag.ca.gov/opportunities/rfpsrfqs/>.