



## **REQUEST FOR PROPOSALS**

### **San Mateo Countywide Safe Streets for All Supplemental Planning Project**

Date Released: December 19, 2025

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

Deadline for Requests for Clarifications: January 9, 2026

**Proposals are due: January 23, 2026, 12:00PM PST**

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## I. INTRODUCTION

The City/County Association of Governments of San Mateo County (C/CAG), a Joint Powers Agency composed of the County of San Mateo and all twenty cities located within San Mateo County, invites qualified consultants to submit proposals for San Mateo Countywide Safe Streets for All Supplemental Planning Project, which is funded through the U.S. Department of Transportation (USDOT) Safe Streets for All (SS4A) Grant Program. To be considered for this work, proposers must submit a proposal in accordance with the requirements, specifications, and scope of work provided in this Request for Proposals (RFP).

The San Mateo Countywide Safe Streets for All Supplemental Planning Project will provide the additional planning needed to advance and refine the strategies outlined in the adopted [Countywide Local Roadway Safety Plan](#). This effort will enhance coordination across jurisdictions, improve roadway safety outcomes, and address emerging transportation needs particularly those related to e-bike use and multimodal travel.

This RFP briefly describes the C/CAG organization, its programs, relevant needs and services required from consultant, the minimum information needed to respond to the RFP, and the consultant selection process.

This RFP is not a commitment or contract of any kind. C/CAG reserves the right to pursue any and/or all ideas generated by this request. Costs for developing the proposals are entirely the responsibility of the proposer and will not be reimbursed. C/CAG reserves the right to reject any and all proposals, waive minor irregularities, request additional information, or revisions to offers, negotiate with any or all proposers, and waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of C/CAG.

Attachments to this RFP include: Scope of Work (Appendix A), Grant Agreement Under Fiscal Year 2024 Safe Streets for All Grant Program (Appendix B), Cost Proposal Template (Appendix C), and Sample Template Agreement (Appendix D).

The anticipated contract term will be approximately 48 months. RFP documents for this project are available for download on the C/CAG website at <https://ccag.ca.gov/opportunities/rfprfqqs/>. 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.

Proposals must be received by C/CAG no later than **12 PM PST on Friday, January 23, 2026**, in accordance with the instructions contained in the RFP. Proposals should be emailed with the subject line "RFP – San Mateo Countywide Safe Streets for All Supplemental Planning Project" to: Eva Gaye ([egaye@smcgov.org](mailto:egaye@smcgov.org)).

Proposals received after the time and date specified above may be considered nonresponsive. C/CAG is not responsible for submissions delayed for any reason.

**Tentative Schedule**

<b>Date</b>	<b>Description</b>
Friday, December 19, 2025	Release RFP
Friday, January 9, 2026	Question and Answer Deadline
12:00 PM PST, Friday, January 23, 2026	RFP Proposals Due
Week of February 16, 2026	Consultant Interviews
Thursday, March 12, 2026	C/CAG Board approval
Monday, March 16, 2026	Notice to Proceed and Project Kick-off

**Anticipated Term and Budget**

The San Mateo County Safe Streets for All Supplemental Planning Project will be funded through the Safe Streets For All (SS4A ) Grant program using funds from the United States Department of Transportation (U.S. DOT) Federal Highway Administration (FHWA) and will be subject to all applicable FHWA-required federal provisions and certifications (see Grant Agreement attached as Appendix B.) C/CAG has budgeted four hundred thirty-three thousand, one hundred forty-one dollars (\$433,171) for this effort. C/CAG expects the work to commence on April 1, 2026 and to be completed no later than June 2030. Any contract entered into as a result of this RFP will be funded, in whole or in part, with federal funds administered by the FHWA. Accordingly, federal requirements apply to this procurement, any resulting agreement, and the services to be provided. The successful consultant will be required to follow all federal, state, and local laws and regulations.

**II. PROJECT DESCRIPTION AND BACKGROUND**

The City/County Association of Governments of San Mateo County (C/CAG), acting as the County Transportation Authority, is seeking qualified consultants to submit proposals for the San Mateo Countywide Safe Streets for All Supplemental Planning Project. This project will involve supplemental planning efforts to further develop and expand upon the recommendations presented in the adopted Countywide Local Roadway Safety Plan.

Key elements of the San Mateo County Safe Streets for All Supplemental Planning Project include, but are not limited to, the following:

**Establish a San Mateo County Transportation Safety Advisory Committee (TSAC):** Building upon the advisory group participated in the San Mateo Countywide Local Roadway Safety Plan (LRSP) development, the TSAC will include representatives from the 21 jurisdictions within San Mateo County, partner agencies, and community partners. It will convene quarterly to address the following items:

- (1) **Regular Crash and Community Needs Review:** Conduct ongoing evaluations of crash data and community needs to identify and prioritize opportunities for reducing crash risks for all roadway users, regardless of age or ability.
- (2) **Local Agency Collaboration:** Work closely with local agencies to integrate roadway safety considerations into all relevant actions and policies.
- (3) **Best Practices Training:** Organize training sessions to keep local jurisdictions updated on state-of-the-art safety planning and implementation practices.

**Plan Monitoring and Reporting of Safety Countermeasures:** Develop standardized reporting protocols and a comprehensive monitoring plan to track the implementation of key safety countermeasures identified in the Countywide LRSP. This annual monitoring process will enable C/CAG to strengthen safety coordination, evaluate the effectiveness of implemented measures, and support continuous improvement in road safety across San Mateo County’s diverse communities.

**Develop a comprehensive white paper** to guide the County in establishing an effective and forward-looking electric bicycle (e-bike) policy and implementation approach. The white paper will provide practical, systemwide guidance to support safe and consistent management of e-bike activity across local jurisdictions. The guidance will address policy, regulatory, design, and operational considerations, including facility design, speed management, signage, parking, and strategies to reduce conflicts among roadway users. The effort will also examine enforcement and education approaches, coordination with partner agencies, and the use of data, monitoring, and performance measures to inform decision-making and evaluate safety outcomes over time.

### III. MINIMUM QUALIFICATIONS

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. Proposer must demonstrate to C/CAG’s satisfaction that the prime consultant and/or one or more subconsultant proposed this project have successfully completed at least three (3) projects in the past ten (10) years related to Local Roadway Safety Plan, Systemic Safety Analysis Report (SSAR), Vision Zero Action Plan and/or supplemental or implementation planning for the Safe Streets for All Grant Program.
2. Proposers must demonstrate experience managing and implementing large-scale federal grant funded projects and successfully ensuring compliance with all applicable federal, state, and local requirements for such projects.

#### IV. PROPOSAL REQUIREMENTS

These guidelines are provided to standardize the preparation and submission of 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.

##### **General Conditions:**

- Neither submission of a proposal nor C/CAG's receipt of proposal materials confers any right to the proposer nor any obligation on C/CAG. This RFP does not commit C/CAG to award a contract or to pay any costs incurred 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, negotiate with any qualified consultant, or modify or cancel in part or in its entirety the RFP if it is in the best interests of C/CAG to do so.
- Any contract resulting from this RFP will be awarded to the responsible proposer whose proposal is most advantageous to C/CAG, with price and other factors considered.
- Should this RFP result in recommendation for award of a contract, the contract will not have any force or effect until it is approved and fully executed by C/CAG.
- 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 performed pursuant to any resulting contract shall comply with the requirements of all federal, state, and local laws without limitation, and shall apply to this RFP and are incorporated into this RFP and any subsequent contract by this reference.

**Note regarding the Public Records Act:**

Government Code Section 7920.000 *et seq.*, the California Public Records Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Records Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety. Also, all information submitted in response to this RFP is itself a public record **without exception**. Submission of any materials in response to this RFP constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you consent to release of such materials by C/CAG if requested under the Public Records Act without further notice to you, and (2) you agree to indemnify and hold harmless C/CAG for release of such information.

**Note regarding Federal Participation:**

Financial assistance for the services described in this RFP will be fully or partially provided using funds from the FHWA. Any contract and subcontract to provide the services described in this RFP will be subject to the Grant Agreement in Appendix B between C/CAG and FHWA and will be subject to all applicable federal laws and regulations as set forth in Exhibit A to the Grant Agreement.

**Submittal Requirements:**

Consultants must submit one (1) electronic copy of the proposal in pdf format. 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 pages, excluding cover letter, title page, table of contents, resumes of key staff members, relevant experience, and references. All required appendices and forms are excluded from the 20 page limit unless otherwise specified.

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 for the project, however, a modified proposal must be received prior to January 23, 2026.

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

**Proposal Format:****1. Introductory Letter**

A brief statement (no longer than one page) of the consultant's understanding of and interest in the project, including a brief description of the roles of the consultant and subcontractors, if any, that will be utilized for the requested services. Include a statement as to the consultant's ability to complete the proposed tasks in the referenced timeframes and ability to

commence work immediately upon issuance of a Notice to Proceed. The person authorized to negotiate a contract with C/CAG shall sign the cover letter. Address the transmittal letter and the proposal as follows:

Re: San Mateo Countywide Safe Streets for All Supplemental Planning Project  
Attn: Eva Gaye, Transportation Program Specialist  
City/County Association of Governments of San Mateo County  
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 to whom correspondence and other contacts should be directed during the selection process. Indicate whether there are any conflicts of interest, actual or apparent, that would limit the proposer'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 firm, 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. Executive Summary and Project Approach**

Provide a brief summary (no more than two pages) of the qualifications and benefits of selecting the proposer 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 regarding how the work will be completed.

**5. Work Plan**

This section should present a work plan for the tasks described in the Scope of Work. Details on the work plan are as follows:

- a) Discuss how the proposer 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 subcontractors, if any. 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 will be responsible for coordinating and tracking all deliverables, communicating with the C/CAG Project Manager, and reporting results and recommendations. Identify the task leads and backup individuals. Clearly identify all staff with defined roles and proposed work location during the project.
  - c) Describe approach to managing resources and maintaining quality results. Include a description of the role of any subcontractors, 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, to track and resolve these problems/obstacles during the project.

## **6. Schedule of Work**

The Consultant shall submit a detailed project schedule in the form of a Gantt chart that identifies all phases of work and all services to be performed under this Agreement, including appropriate durations for Agency review, comment, and approval. The schedule shall be based on an anticipated project kick-off during the week of April 1, 2026, and shall demonstrate completion of all work no later than June 30, 2030. The total contract duration shall be four (4) years; however, the e-bike white paper deliverable shall be completed and submitted for final approval no later than December 31, 2026.

### **Cost Proposal**

Provide a detailed task-based cost proposal for the project using the Cost Proposal Template (Appendix C). The cost estimate shall include personnel names, classifications, hourly rates, and any other cost items necessary to perform each of the tasks listed in the Scope of Work. A total cost shall be summarized and presented. Rates shall include all qualifying direct and indirect costs (consistent with the provisions of the terms and conditions of the Grant Agreement (Appendix B); 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 a contract with a proposer whose rates are unreasonable at C/CAG's sole discretion.

### **Supplemental Materials**

As an appendix, include the following as documentation (no more than 5 pages) of relevant consultant information, qualifications, and experience:

#### **Qualifications**

Identify the qualifications of staff assigned to perform the work, with expertise or experience addresses each of the specified needs. Include subcontractor personnel. Include a statement regarding familiarity with implementing and administering federal grant funded projects as they relate to Supplemental Planning or Implementation activities of a Safety Action Plan. The statement shall include documentation of experience with implementation grants and complying with all relevant federal requirements.

In an appendix, provide resumes and references for all key team members. Resumes shall show relevant experience for the project Scope of Work, as well as the length of employment with the consultant. Key members, especially the project manager, shall have significant demonstrated experience with this type of project, and ideally should be committed to stay with the project for its duration. Any change in key personnel on the project team is subject to prior written approval of C/CAG. Removal of any key personnel identified in the responses to the RFP without prior written consent of C/CAG may be considered a material breach of contract.

#### • **Project Examples**

Demonstrate successful completion of comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Include a detailed description of a minimum of three projects within the past five years, with the following information:

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

- **Work Samples**  
Provide at least one sample of a written technical report or memo and one sample of material developed for a similar study effort. The samples must have been prepared by key members of the proposer's team and should identify the authors. The samples will be considered in evaluating firm and staff expertise and experience, and written presentation effectiveness.
- **References**  
Provide three to five references (no more than five including references for subcontractors) and their contact information. References should be for work completed within five years of the date of the issuance of this RFP, and the contact person must be currently accessible via the contact information provided to be considered. 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.

## **7. Additional Proposal Requirements**

As an appendix, include the following documentation (no more than ten pages) related to the following items:

### a) **Conflict of Interest Requirements**

Include a Conflict of Interest Statement disclosing any financial, business or other relationship with C/CAG that may have an impact upon the outcome of the contract. List current clients who may have a financial interest in the outcome of this contract. Identify possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

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 conflict(s) of interest. The C/CAG Project Manager may terminate the contract 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 cause pursuant to Section 4, Termination, of the Contract Agreement Template, provided as Appendix D to this RFP.

### b) **Levine Act Disclosure**

The Levine Act (California Government Code Section 84308) imposes certain requirements on parties contracting with C/CAG related to campaign contributions to C/CAG Board members. Complete the form available at: <https://ccag.ca.gov/wp-content/uploads/2023/07/Appendix-3-CA-Levine-Act-Statement.pdf> and include it in your submission.

### b) **Litigation**

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

c) Agreement

Indicate if the proposing consultant requests any exceptions from the standard agreement included as Appendix D, Sample Agreement Template.

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.

d) 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 Appendix D, Sample Agreement Template (see Section 11), within ten days of C/CAG's notice to firm that it is the successful Proposer.

e) Taxpayer Identification Number and Certification

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

f) Federal Funding Provisions

The selected consultant's services will be federally funded, which necessitate compliance with additional requirements. Special attention is directed to Appendix B, the Grant Agreement Under Fiscal Year 2024 Safe Streets for All Grant Program, including but not limited to Exhibit A to the Grant Agreement "Applicable Federal Laws and Regulations."

Consultant shall demonstrate familiarity with providing services for federally-funded projects and have a clear understanding of requirements/needs to facilitate the project.

Proposals must contain the following federal certifications or forms: (1) Certification Regarding Lobbying, (2) Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions, and (3) Disclosure of Lobbying Activities (SF-LLL) form. It is the responsibility of the consultants to use the latest version of the applicable forms when submitting proposals. The forms are available at [https://www.fhwa.dot.gov/cfo/contractor\\_recip/grant\\_agreement\\_form.cfm](https://www.fhwa.dot.gov/cfo/contractor_recip/grant_agreement_form.cfm). These forms will not count toward the page limit.

## V. PROPOSAL EVALUATION

### A. Evaluation Process

All proposals will be evaluated by a Selection Committee (Committee) comprised of C/CAG staff and may include other parties with relevant subject matter expertise. An initial assessment will be made to ensure that the submittal complies with the RFP requirements. An incomplete submittal will be deemed non-responsive and disqualified at C/CAG staff's discretion. The Committee will then assess the quality of each submittal based on the evaluation criteria below, and will rank the proposals. All communication 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 whether any additional information may be required to be submitted. The evaluation criteria for the oral interviews, should they occur, are included below.

### B. Evaluation Criteria

Proposals will be evaluated according to each evaluation criterion and scored on a zero-to-five-point rating scale. 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 proposal is five hundred (500) points.

		<b>Rating Scale</b>
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	Organization of Proposal	5
2	Staff and Firm Qualifications	20
3	Understanding of Project Scope of Work	20
4	Proposed Project Approach	15
5	Cost Effectiveness	15
6	References	5
7	Conflict of Interest Statement	Pass/Fail
	<b>Subtotal:</b>	<b>80</b>

No.	Interview Evaluation Criteria	Weight
8	Presentation by team	10
9	Q&A Response to panel questions	10
	<b>Subtotal:</b>	<b>20</b>
	<b>Total:</b>	<b>100</b>

### 1. Organization of Proposal (5 points)

- 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.

### 2. Staff and Firm Qualifications (20 points)

- Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct services on both federal and nonfederal-aid projects.
- 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. Understanding of Project Scope of Work (20 points)**

- Detailed Scope of Services to be Provided
  - Proposed scope of services is appropriate for all phases of the work.
  - Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
  - The proposal includes a detailed work plan.
- Project Deliverables
  - Understanding of the Project scope and ability to meet program objectives.

### **4. Proposed Project Approach (15 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.
- Schedule of Work
  - Schedule shows completion of the work within or preferably prior to the C/CAG overall time limits as specified in this RFP. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and federal funding compliance.
  - The schedule addresses all reasonably anticipated phases of the project, in accordance with the general requirements of this RFP.
- Presentation of written proposals and sample reports.

### **5. Cost Effectiveness (15 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.
- Allocation of resources for tasks and activities.

### **6. Conflict of Interest Statement (Pass/Fail)**

- Discloses any financial, business, or other relationship with 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.

#### 7. References (5 points)

- Provide as reference the names of at least three agencies you currently or have previously consulted for in the past three years.

#### 8. Presentation by Team (10 points) (if oral interviews are necessary)

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

#### 9. Q&A Response to Panel Questions (10 points) (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	Organization of Proposal		5	
2	Staff and Firm Qualifications		20	
3	Understanding of Project Scope of Work		20	
4	Proposed Project Approach		15	
5	Cost Effectiveness		15	
6	References		5	
7	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
8	Presentation by Team		10	
9	Q&A Response to Panel Questions		10	
	<b>Total:</b>		100	/500

#### D. Recommendation for Contract Award

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. C/CAG reserves the right to negotiate and/or include a best and final offer stage to the process.

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.

The Committee will recommend the selected proposer to the C/CAG Board of Directors for approval, based on the Committee's evaluation of the written proposals and oral interviews (if held).

**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 a written protest to the C/CAG Project Manager in accordance with the following deadlines:

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.
2. No later than 5:00 p.m. on the third business day after the date the proposer is notified that it did not meet the minimum qualifications or was found to be non-responsive.
3. No later than 5:00 p.m. on the third business day after the date on which the proposer is notified that it was not selected, or, if applicable, the date the Committee recommends award, whichever is later, for objections to the recommended award.

Protests must clearly and specifically describe the basis for the protest and state the proposed relief or remedy 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.

**APPENDIX A - SCOPE OF WORK**

The Key elements for the San Mateo County Safe Streets for All Supplemental planning project include but is not limited to the following:

**TASK 1: PROJECT INITIATION AND MANAGEMENT**

The Consultant shall conduct a project initiation meeting and hold recurring bi-weekly coordination meetings with C/CAG staff to support effective communication, monitor progress, and ensure adherence to the approved project schedule. The Consultant shall also be responsible for scheduling, preparing for, and facilitating no fewer than sixteen (16) quarterly meetings with the C/CAG Transportation Safety Advisory Committee (TSAC), and for delivering no fewer than twelve (12) formal presentations to C/CAG committees and the Board.

The anticipated project term is approximately four (4) years. The first eight (8) months of the contract period (April 2026 through December 2026) shall focus on tasks related to development of the E-Bike White Paper, as well as the initial development of the overall program framework and associated deliverables.

Task 1 Deliverables:

1. Project Kick-off Meeting
2. Bi-weekly Project management meetings
3. Develop project management meeting agendas and action items
4. Monthly Invoices and Progress reports

**TASK 2: FACILITATE QUARTERLY TRANSPORTATION SAFETY ADVISORY COMMITTEE (TSAC) MEETINGS**

The Consultant will organize, manage, and facilitate quarterly Transportation Safety Advisory Committee (TSAC) meetings over a four-year period to support coordination, knowledge-sharing, and implementation of Countywide Local Road Safety Plan (LRSP) initiatives. These meetings will provide a collaborative forum for sharing best practices, addressing emerging transportation safety challenges, and advancing coordinated solutions among member agencies.

The Consultant will develop and manage meeting agendas and materials aligned with Countywide LRSP goals, local agency priorities, and emerging safety issues. Responsibilities include identifying relevant topics, case studies, and best practices; coordinating up to two qualified external speakers per meeting; and arranging presentations, trainings, and breakout discussions that promote active engagement and informed decision-making. The Consultant will also incorporate updates on current and upcoming funding opportunities to support agency preparedness for competitive grant applications. Each meeting will be facilitated to encourage meaningful dialogue, knowledge exchange, and clear next steps in support of countywide safety objectives.

Task 2: Deliverables

1. Provide 16 meeting agendas for each TSAC meeting
2. Provide 16 meeting notes for each TSAC meeting
3. Develop meeting materials, including slide decks, discussion prompts, handouts, and facilitation guides.
4. Arrange best practices training

**TASK 3: TRACK IMPLEMENTATION PLAN PROGRESS**

The Consultant will work collaboratively with C/CAG staff and Transportation Safety Advisory Committee (TSAC) member jurisdictions to develop meaningful, actionable performance measures to support ongoing monitoring of Countywide Local Road Safety Plan (LRSP) implementation. The Consultant will establish a clear and repeatable process for collecting, tracking, and updating performance data, which may include surveys or standardized reporting templates. This performance-tracking framework will streamline countywide evaluation efforts, support consistent reporting, and enable C/CAG to assess progress, identify trends, and pursue continuous improvement in roadway safety outcomes.

Task 3 Deliverables

1. Performance measures and reporting methodology.
2. Annual LRSP Implementation Progress Report (Draft and Final)
3. Presentation materials for Board and Committee meetings to support annual updates.

**TASK 4: E-BIKE SAFETY WHITEPAPER:**

The Consultant will prepare a comprehensive, implementation-oriented white paper on electric bicycles (e-bikes) to support the County and local jurisdictions in developing consistent and effective policies. The white paper will serve as a practical guide that can be adopted, adapted, or referenced for ordinances, design standards, enforcement strategies, and public education efforts. It will integrate best practices, local conditions, emerging technologies, regulatory frameworks, and safety considerations to advance a coordinated, forward-looking countywide approach to e-bike planning and management. Each component outlined below will be presented to the C/CAG Standing Committees during the development of the white paper for review and input.

The Consultant shall prepare a series of technical memoranda corresponding to the components described in Sections A–F below. These memoranda shall document interim findings, analysis, and recommendations as work progresses and shall be used to support ongoing coordination, review, and discussion with C/CAG and its advisory committees. Each memorandum shall reflect the state of work at the time of submittal and may be refined as the project advances.

Following completion of the individual memoranda, the Consultant shall consolidate and integrate the content into a single, cohesive E-Bike Safety White Paper. The White Paper shall synthesize the findings and recommendations from the memoranda into a comprehensive, countywide document. A Draft E-Bike Safety White Paper shall be prepared for review and comment, followed by a Final E-Bike Safety White Paper that incorporates C/CAG and stakeholder feedback.

#### A. E-Bike Safety and Operations Guidance

The Consultant shall prepare guidance that outlines best practices and systemwide approaches for managing e-bike activity. This section shall address safe network design, operational considerations, regulatory approaches, enforcement considerations, and coordination with regional and partner agencies. This guidance will focus on practical application across different facility types.

#### B. Ordinance Templates and Guidance

The Consultant shall prepare a set of model ordinance templates and supporting guidance designed for use by local jurisdictions to regulate e-bike activity. Deliverables shall include written ordinance templates organized by e-bike class and facility type, enforcement and citation languages, and explanatory notes identifying where jurisdictions may tailor language to reflect local context. All templates shall include explicit references to applicable California Vehicle Code provisions to support legal consistency and defensibility.

#### C. E-Bike Policy Decision Matrix for Local Agencies

The Consultant shall develop an E-Bike Policy Decision Matrix, delivered as a concise, user-friendly table, to help local jurisdictions identify appropriate e-bike rules and safety treatments based on local conditions. The matrix shall outline recommended actions for different contexts, including where e-bikes may operate, applicable speed management measures, the required signage or facility treatments, and whether education or enforcement actions should be considered.

#### D. Design and Operations Guidance

The Consultant shall prepare design and operations guidance to support the safe and effective integration of e-bikes into the transportation system. This guidance shall identify facility treatments for managing e-bike speeds, strategies to mitigate conflicts among e-bike users, pedestrians, other micromobility users, and motor vehicles, and best practices for signage and pavement markings. The guidance shall also address e-bike parking, staging, and charging considerations, as appropriate.

#### E. Enforcement and Education Guidebook

The Consultant shall develop an Enforcement and Education Guide book that outlines enforcement strategies appropriate for different community contexts and levels of local resources. The recommendation shall include approaches for coordinating education and outreach efforts with enforcement activities to improve compliance and safety outcomes. Furthermore, the recommendation shall identify opportunities for coordination with schools, law enforcement agencies, and community partners.

#### F. Data, Monitoring, and Performance Measures

The Consultant shall identify data needs, analytic methods, and performance metrics to support monitoring of e-bike usage patterns, crash trends, and safety outcomes. This section shall support evidence-based decision-making and enable jurisdictions to track the effectiveness of implemented policies and treatments over time.

#### Task 4 Deliverables:

1. Draft memo of each component described above in sections A-F
2. Final memo of each component described above in sections A-F
3. Draft final E-bike Safety White Paper compiled from the memos
4. Final E-bike Safety White Paper
5. Conduct a minimum of 12 presentations to the C/CAG Technical Advisory Committees, the Transportation Safety Advisory Committee, C/CAG Board, and C/CAG Bike and Pedestrian Advisory Committees
6. Develop presentation materials for E- Bike White Paper

#### **TASK 5: OPTIONAL TASK(S)**

As needed and only upon prior approval from the C/CAG project manager, optional tasks as assigned may include, but are not limited to:

- Preparing additional whitepapers centered around the following topics:
  - Integrating Emerging Technologies into Transportation Safety
  - Developing Comprehensive Road Safety Management Systems
  - Leveraging Data and Analytics for Road Safety Improvement

#### Task 5 Deliverables

1. To be determined

## **APPENDIX B – GRANT AGREEMENT UNDER FISCAL YEAR 2024 SAFE STREETS FOR ALL GRANT PROGRAM**

The Grant Agreement incorporates the “General Terms and Conditions Under the Fiscal Year 2024 Safe Streets and Roads for All (“SS4A”) Grant Program,” dated March 17, 2025, which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements> under “Fiscal Year 2024.” The General Terms and Conditions are part of this Agreement, as are the exhibits to the General Terms and Conditions, available at the same location.

**APPENDIX C – COST PROPOSAL TEMPLATE**

<https://ccag.ca.gov/wp-content/uploads/2025/12/Appendix-C-Cost-Proposal-Template.xlsx>

**APPENDIX D – SAMPLE AGREEMENT TEMPLATE**

[https://ccag.ca.gov/wp-content/uploads/2025/12/Appendix-D-2025-federal-funds-agreement-template\\_.pdf](https://ccag.ca.gov/wp-content/uploads/2025/12/Appendix-D-2025-federal-funds-agreement-template_.pdf)