



REQUEST FOR PROPOSALS
for
Active Transportation Data Mapping Services

Issue Date: June 8, 2026

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

Deadline for Requests for Clarifications: June 22, 2026, 5:00 P.M.

Submissions are due prior to July 10, 2026, 5:00 P.M.

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1. Introduction

1.1 Agency Description

The City/County Association of Governments of San Mateo County (C/CAG) was founded in 1990 as a Joint Powers Authority, tasked with working on issues that affect the quality of life in San Mateo County. C/CAG provides a collaborative forum for all jurisdictions in San Mateo County to pursue our goals for a safe, equitable, and accessible multi-modal transportation network and an environmentally sustainable, climate resilient future. C/CAG’s member agencies include the County of San Mateo and the twenty cities and towns. C/CAG’s Strategic Plan outlines ongoing responsibilities across four key program areas – transportation; stormwater management; energy, environment and climate; and land use and airport compatibility. The full Plan is available at <https://ccag.ca.gov/plansreportslibrary-2/strategic-plan-2024-2029/>.

1.2 Contact and Response Information

Proposals submitted in response to this Request for Proposal (RFP) will be used as a basis for selecting the Consultant for this project. The proposals will be evaluated and ranked according to the criteria provided in Section 5, “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/rfprfqqs/>. Proposers are responsible for checking the website for any Addenda to this RFP. Responses shall be submitted in accordance with the instructions set forth in the RFP.

Interested firms must submit their Proposal by July 10, 2026, 5:00 P.M., in accordance with the instructions contained in the RFP. Other key RFP dates are listed below under “Preliminary Schedule”. Please submit the proposal to:

C/CAG Point of Contact:
Matt Petrofsky
Senior Program Specialist
E-mail: mpetrofsky@smcgov.org

Proposals received after the time and date specified above will be deemed nonresponsive to the requirements of the RFP and will not be considered. The date and time of proposal receipt will be recorded based on the email submission timestamp. C/CAG is not responsible for submissions delayed for any reason.

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.

1.3 Preliminary Schedule

Date	Description
June 8, 2026	Issue RFP
June 22, 2026 at 5:00 P.M	Closing Date/Time for Requests for Clarifications
July 10, 2026 at 5:00 P.M.	Response to RFP Due
August 24 to 28, 2026	Optional consultant interviews
October 8, 2026	C/CAG Board approval
October 13, 2026	Notice to Proceed and Project Kick-off

Any questions related to this RFP shall be submitted in writing to the attention of Matt Petrofsky via email at mpetrofsky@smcgov.org. Questions shall be submitted before June 22, 2026 at 5:00 P.M.

2. Minimum Qualifications

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

- a) Proposer must demonstrate to C/CAG’s satisfaction that the firm or team has successfully completed a minimum of three transportation asset mapping projects within the last 5 years.

3. Project Description and Background

As the Congestion Management Agency and County Transportation Agency for San Mateo County, C/CAG, and its partnering agencies strive to provide a safe, accessible, and comprehensive network of bicycle and pedestrian facilities for a diverse population in San Mateo County. These facilities aim to increase mobility and provide equitable access to affordable and reliable transportation options.

As a part of that work, C/CAG updates the *San Mateo County Comprehensive Bicycle and Pedestrian Plan* (Countywide Bicycle and Pedestrian Plan) every five years. That plan identifies pedestrian and bicycle infrastructure gaps within the County to recommend projects to improve bicycle and pedestrian safety and enhance multimodal transportation options. The next update is expected to begin in late 2026.

The Active Transportation Data Mapping Services that are being solicited aim to establish the base data set that the upcoming Countywide Bicycle and Pedestrian Plan update will rely on. This work will result in detailed maps of existing public sidewalk assets, including pedestrian curb ramps and crossing treatments, throughout San Mateo County. The gathered and developed information will be used for active transportation gap analysis, project identification and prioritization, grant application, and will additionally be shared with local jurisdictions for their own use as planning support. Results from the analysis are not intended to determine legal ADA compliance, and data collected will be approximate planning-level data. C/CAG is open to different data collection methodologies, including desktop studies, innovative and technology-driven methods, or a hybrid approach, provided vendors demonstrate sufficient accuracy and consistency.

While there is no current consolidated Countywide database of pedestrian infrastructure, per the

California Department of Transportation 2024 California Public Road Data report, there are approximately 2,098 miles of maintained public roads in the County of San Mateo. Private streets and multi-use trails should not be included in analysis. The County of San Mateo hosts a GIS database that includes map data for streets and roads throughout the County (<https://www.smcgov.org/tsd/gis-data-download>). Given the scale of the Countywide network, C/CAG recognizes that vendors may propose phased or tiered data collection approaches. Vendors may propose such approaches if they clearly describe the scope, sequencing, cost implications, and deliverables associated with each phase. Vendors are also encouraged to identify opportunities for innovation, cost savings, or improved outcomes.

C/CAG is now seeking to partner with a vendor to gather this information and complete the needed mapping and analysis.

The firm selected as a result of this RFP will work under the direction of a C/CAG Senior Programs Specialist, and will carry out the activities detailed in the Scope of Work provided in Appendix A.

3.1 Scope of Work, Period of Performance, and Budget

a) Scope of Work

The scope of work for the project is provided in Appendix A, Scope of Work. The Proposer selected to enter into a contract (“Consultant”) will be expected to perform all work and analysis necessary to complete the scope of work.

b) Period of Performance

C/CAG expects the work to commence in November 2026, and to be completed no later than November 2027. At C/CAG’s sole option, the contract may be extended for up to two (2) additional years for work contemplated by Appendix A, Scope of Work.

c) Budget

There is \$247,700 available to complete the scope of work as defined. The final budget will be subject to the competitive RFP process.

4. Proposal Requirements

These guidelines are provided for standardizing the preparation and submission of responses 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.

4.1 General Conditions

By submitting a response to this RFP, Proposers acknowledge and accept C/CAG’s rights as set forth in this RFP, including those identified in these 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, nor will C/CAG defray any costs incurred in preparing proposals or participating in any presentations or negotiations.
- C/CAG accepts no financial responsibility for any costs incurred by a firm in responding to this

RFP. Submissions in response to the RFP will become the property of C/CAG and may be used by C/CAG in any way deemed appropriate.

- 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 any or all proposals received as a result of this request, waive minor irregularities, request additional information, 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.
- Any contract resulting from this RFP will be awarded to the responsible offeror 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 such laws 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 Appendix D, "Sample Agreement Template."

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.

4.2 Submittal Requirements

Proposers must submit one (1) electronic copy of the proposal to Matt Petrofsky at mpetrofsky@smcgov.org by **July 10, 2026, 5:00 P.M.** The proposals must be submitted in PDF format. Each page shall be 8.5" x 11" and all body text, including any supplemental materials, shall be 12-point font. Each page shall be sequentially numbered, and a table of contents shall be provided. Each submittal shall be no more than 15 pages, excluding cover letter, title page, table of contents, resumes of key staff members, relevant experience, references, and supplemental materials.

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

4.3 Proposal Format

1) Transmittal Letter

A brief statement (no longer than one (1) page) of the Consultant's understanding of and interest in the project, including a brief description of the roles of the Consultant and subconsultants, 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: Active Transportation Data Mapping Services
Attn: Matt Petrofsky, Senior 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 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) Project Approach

Provide a brief summary 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 project will be performed. Specifically, please cover the following:

- a) Describe your proposed methodology for collecting, validating, and mapping sidewalk, crosswalk, curb ramp, bicycle facility, and bicycle intersection treatment data. Include discussion of data collection tools and technologies (e.g., field survey, mobile LiDAR, imagery-based extraction, hybrid approaches), and procedures for ensuring accuracy and consistency across jurisdictions. To note, the final methodology a vendor will use during this project will be approved by the C/CAG Technical Advisory Committee after project launch (see Appendix A, Scope of Work, Task 2).
- b) Identify any anticipated challenges related to data collection across multiple jurisdictions and large network mileage, and describe strategies to address those challenges.
- c) If proposing a phased or tiered data collection approach, describe the rationale, sequencing,

deliverables, and cost structure associated with each phase. Clearly identify which components are included within the base scope. Vendors are also encouraged to identify opportunities for innovation, cost savings, or improved outcomes.

- d) Highlight lessons learned from similar projects or that may be applicable to this project's scope of work. Provide screenshots or links to prior mapping work that has been completed.
- e) Provide a list of the assumptions that have been made during your project approach development, including your field verification process, notes on stakeholder coordination, calculations used to determine the amount of funding or time required per task.

5) Work Plan

This section should present a work plan for the tasks described in the Scope of Work (Appendix A). The proposed work plan should discuss how the Proposer will conduct the identified tasks, identify deliverables, and propose a schedule. As an attachment to a submitted work plan, please include the completed Data Deliverables Checklist (Appendix B).

6) Schedule of Work

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals, and the estimated number of days needed to complete each task. The schedule shall align with the anticipated project kick-off date in November 2026, an approximate eight-month outreach delivery timeline, a maximum four-month program evaluation period, and a completion and closeout date of November 2027.

7) Cost Proposal

Proposers shall provide a detailed not to exceed cost proposal for the Project using the Cost Proposal Template (Appendix C), with best estimate cost breakdowns by calendar year. The cost proposal shall include personnel classifications, hourly rates, overhead rates, and any other cost items necessary to perform the Scope of Work. Rates indicated shall be for the initial contract year of the contract term. In any subsequent contract year, annual rate escalation shall not exceed 3% per year. C/CAG reserves the right to negotiate with or to decline to enter contracts with a Proposer's whose rates and/or Cost Proposal are unreasonable at C/CAG's sole discretion. The Cost Proposal should summarize total costs by each calendar year and clearly identify all charges that would be passed onto C/CAG.

To note, the Scope of Work and associated Cost Proposal Template contain required Tasks 1 – 5, optional Tasks 6A and 6B, and as needed Task 7.

- Tasks 1 through tasks 5 are required. Vendors interested in securing this contract are expected to submit a detailed work plan and cost proposal that includes more specific components and phasing for those required tasks.
- Task 6A and 6B are optional. Vendors that are interested and able to provide the services listed in optional Tasks 6A and/or 6B, are asked to submit additional work plans and cost proposals including more specific components and phasing detailing those tasks. A vendor may submit proposals for one, or both, or none of these optional tasks. C/CAG will select either Tasks 1 – 5 only; or Tasks 1 – 5 and Task 6A; or Tasks 1 – 5 and 6B.
- Task 7 requires no cost proposal or work plan. That task is included for information only.

8) Supplemental Materials

As an appendix, Proposals shall include the following as documentation of relevant Consultant firm information, qualifications and experience:

- a) Provide a list of all clients from the last three years located within the San Francisco Bay Area.
- b) Describe any areas of specialty that your firm has (such as type of client and/or subject matter and/or other).
- c) Provide two (2) relevant work samples. If possible, provide samples that have been prepared by key members of the proposer's team. The samples will be considered in evaluating firm and staff expertise and experience, and written presentation effectiveness.
- d) List of three current references and their contact information, as well as a brief description of work performed for these references. References should be for work completed within ten 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.
- e) Identify the qualifications of staff assigned to perform the work, whose expertise or experience addresses each of the specified needs. Identify the personnel, including subcontractor personnel. 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. Identify who is the lead staff on each task. Include names of individuals who would be directly engaged in performance of work under this solicitation. For each of the individuals please submit:
 - Resumes
 - Number of years of experience conducting asset mapping.
- f) 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. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract.

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.

9) Additional Proposal Requirements

As an appendix, Proposals shall include the following documentation:

- a) **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.
- b) **Agreement**
Indicate if the proposing Consultant requests any exceptions from the standard Contract Agreement included as Appendix D, Sample Agreement Template.

c) 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, Section 11, Insurance, within ten (10) days of C/CAG's notice to firm that it is the successful Proposer.

d) 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>.

5. Proposal Evaluation

5.1 Evaluation Process

All proposals will be evaluated by a Selection Committee (Committee) comprised of C/CAG staff and possibly external partners 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 optional 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 oral interview panel will include C/CAG staff and may include other individuals with relevant subject matter expertise. The evaluation criteria for the oral interviews, should they occur, are also included below.

5.2 Evaluation Criteria

Proposals will be evaluated according to each evaluation criterion and scored on a zero (0) to five (5) 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 proposal 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.

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

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 (10 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 (10 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 knowable phases of the project, in accordance with the general requirements of this RFP.
- Presentation of written proposals and sample reports.

5. Cost Effectiveness (30 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		10	
4	Proposed Project Approach		10	
5	Cost Effectiveness		30	
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	
	Total:		100	/500

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.

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).

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.

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.

Point of Contact

Matt Petrofsky
Senior Program Specialist
City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063
E-mail: mpetrofsky@smcgov.org

**APPENDIX A
SCOPE OF WORK**

**Scope of Work for Active Transportation Data Mapping Services
6/8/2026**

Introduction

The Active Transportation Data Mapping Services requested aim to establish the base data set that the upcoming Countywide Bicycle and Pedestrian Plan update will rely on. This work will result in detailed maps of existing public sidewalk assets, including pedestrian curb ramps and crossing treatments, throughout San Mateo County. The gathered and developed information will be used for active transportation gap analysis, project identification and prioritization, grant application, and will additionally be shared with local jurisdictions for their own use as planning support. Results from the analysis are not intended to determine legal ADA compliance and will be approximate planning-level data. C/CAG is open to different data collection methodologies, including desktop studies, innovative and technology-driven methods, or a hybrid approach, provided vendors demonstrate sufficient accuracy and consistency.

While there is no current consolidated Countywide database of pedestrian infrastructure, per the California Department of Transportation 2024 California Public Road Data report there are approximately 2,098 miles of maintained public roads in the County of San Mateo. Private streets and multi-use trails should not be included in the analysis. The County of San Mateo hosts a GIS database that includes map data for streets and roads throughout the County (<https://www.smcgov.org/tsd/gis-data-download>). Given the scale of the Countywide network, C/CAG recognizes that vendors may propose phased or tiered data collection approaches. Vendors may propose such approaches if they clearly describe the scope, sequencing, cost implications, and deliverables associated with each phase. Vendors are also encouraged to identify opportunities for innovation, cost savings, or improved outcomes.

The following is a general description of the anticipated project components. To note:

- *Tasks 1 through tasks 5 are required.* Vendors interested in securing this contract are expected to submit a detailed work plan and cost proposal that includes more specific components and phasing for those required tasks.
- *Task 6A and 6B are optional.* Vendors that are interested and able to provide the services listed in optional Tasks 6A and/or 6B, are asked to submit additional work plans and cost proposals including more specific components and phasing detailing those tasks. A vendor may submit proposals for one, or both, or none of these optional tasks. C/CAG may select either Tasks 1 – 5 only; or Tasks 1 – 5 and Task 6A; or Tasks 1 – 5 and 6B.
- *Task 7 requires no cost proposal or work plan.* That task is included for information only.

Project Tasks

Task 1 Project Administration & Management

This task focuses on C/CAG’s administrative and management requirements of the project and can be used to determine the project’s protocols and expectations. Vendor activities under this task include:

- 1.1 Organize a project kickoff meeting with C/CAG.
- 1.2 Prepare a detailed project schedule.

- 1.3 Participate in recurring bi-weekly coordination meetings.
- 1.4 Provide monthly progress reports, summarizing progress, deliverables, and expenditures consistent with C/CAG requirements.
- 1.5 Submit monthly invoices.

Task 1 deliverables include:

- Project Kickoff Meeting.
- Bi-weekly Project Management Meetings.
- Draft and final work plan and schedule.
- Monthly invoicing and progress reports.

Task 2. Data Collection, Mapping, and Quality Assurance/Quality Control (QAQC) Methodology

During Task 2, the vendor will first develop, then present, and then incorporate feedback on the methodology expected to be utilized for the upcoming Tasks 3, and 4. In this task the vendor will:

- 2.1 Develop draft Task 3 data collection, analysis, and mapping, and Task 4 QAQC methodology.
- 2.2 Present draft methodology to one C/CAG Committee for feedback. Presentations should include examples of related data outputs.
- 2.3 Incorporate received feedback into a final agreed upon project methodology. Feedback may include additions or changes to accuracy standards, required attribute fields, naming conventions, basemaps.
- 2.4 Write a short memo describing the final agreed upon project methodology. Including one round of edits by C/CAG staff.

Task 2 deliverables include:

- Present draft Data Collection, Analysis, and QAQC Methodology at one (1) C/CAG Committee meeting.
- Draft (1) and final (1) Data Collection, Analysis, and QAQC Methodology memo.

Task 3. Sidewalk, Crosswalk, and Curb Ramp Facilities Mapping

The vendor will lead data collection, mapping, and analysis efforts related to existing public sidewalk and crosswalk facilities with the aim of creating shareable maps and databases of existing conditions.

Analyses and mapping of sidewalk facilities shall occur at a minimum at the street-side roadway segment level such that each side of the roadway is evaluated independently. Analyses and mapping of intersection and midblock pedestrian curb ramps and crosswalk facilities shall occur at the individual unit level.

Final GIS deliverables shall be provided to C/CAG in ESRI Shapefile and File Geodatabase formats, including all associated feature classes (point, line, and polygon geometries) and attribute tables. Tabular data shall also be delivered in .XLSX and .CSV formats. Additional formats may be required as specified by C/CAG.

Data sought and to be collected is for planning purposes only and will not constitute an ADA compliance assessment or certification.

Work will include but is not limited to:

3.1 Mapping sidewalk and crosswalk facilities:

- Sidewalks and crosswalk presence shall be mapped.
- Sidewalk and crosswalk geometry data shall be gathered, including width, slope, and cross slope.
- Sidewalk obstructions and encroachments shall be identified. These may include objects such as utility poles, traffic signal equipment, signage, street furniture, private frontage encroachments, and other fixed or semi-fixed elements.

3.2 Mapping curb ramps:

- Intersection and midblock pedestrian curb ramps shall be mapped.
- Curb ramps with truncated domes shall be identified.

Task 3 deliverables include:

- Sidewalk, crosswalk, and curb ramp facilities map layers and data.

Task 4. Data Quality Assurance and Quality Control

Throughout and after Task 3 and per the methodology agreed upon in Task 2, the vendor will perform QAQC of collected and analyzed data. This will take the form of at least an internal vendor review, a web-based stakeholder review, and reviews with member agency staff. The vendor shall conduct corrective action for found errors at no additional cost. This work will include but is not limited to:

- 4.1 Re-surveying a minimum of 10% of the total mapped point features (e.g curb ramps, intersection treatments, locations of sidewalks) covering a representative mix of geographies, facility types, and dimensional attributes. No more than 5% of findings shall differ between the original survey and the QA resurvey. Vendor may propose a more detailed tolerance and validation procedure in Task 2.
- 4.2 Conducting up to six (6) hours of meetings with member agencies to review and check collected data against existing member agency databases.
- 4.3 Developing and hosting a web-based map viewing platform that allows stakeholders to flag discrepancies in found and actual or previously recorded information. Vendor shall provide a set of written instructions on how to comment that may be distributed to users. Vendor shall host this map until project close.
- 4.4 Writing a short memo describing the QAQC process and findings. Including one (1) round of edits by C/CAG staff.

Task 4 deliverables include:

- Six (6) hours of meetings with member agencies.
- Web-based map viewer with commenting ability, hosted until project close.
- Draft (1) and final (1) QAQC process and findings memo

Task 5. Final summary memo and data hand off

Vendor will summarize key findings in a memo and will transfer final created maps and data to C/CAG. Vendor products generated under this agreement will be the property of C/CAG and must be shareable and editable without any subscription requirement and must not contain proprietary information. This work will include but is not limited to:

- 5.1 Writing a short memo combining previously created memos, and summarizing results, such as the number of miles of sidewalk per jurisdiction, and information on how jurisdictions might use the dataset and maps. The vendor shall factor in a minimum of two rounds of revisions.
- 5.2 Providing all final data deliverables in ESRI Shapefile and File Geodatabase formats, including all associated feature classes (point, line, and polygon geometries) and attribute tables. Tabular data shall also be delivered in .XLSX and .CSV formats. Additional formats may be required as specified by C/CAG.
- 5.3 Providing up to 16 hours of data demonstrations/trainings with member agency staff and/or the future Countywide Bicycle and Pedestrian Plan consultant.
- 5.4 Presenting data and key findings to two C/CAG Committees. Presentations will include information on the QAQC process, any key findings, and information on how jurisdictions might use the dataset and maps.

Task 5 deliverables include:

- Drafts (2) and final (1) summary memo.
- All final map layers and datasets in the appropriate formats.
- Sixteen (16) hours of data demonstrations/trainings.
- Two (2) presentations to C/CAG Committees.

Optional Task 6A. Limited Bicycle Facilities and Bicycle Intersection Treatments Mapping

Reminder: Task 6A is not a required task. C/CAG will fund either Tasks 1 – 5 only; or Tasks 1 – 5 and Task 6A; or Tasks 1 – 5 and 6B. A vendor may submit proposals for one, or both, or none of these optional tasks.

There are between approximately 450 and 700 miles of existing bikeway in the County of San Mateo. C/CAG and its member agencies host up to 22 existing, separate bicycle facilities map data layers from previous mapping exercises. In this task the vendor will combine those data layers into an updated single Countywide map. In locations where discrepancies between existing map layers occur, the vendor is expected to create a final determination of the existing infrastructure location and classification.

Final GIS deliverables shall be provided to C/CAG in ESRI Shapefile and File Geodatabase formats, including all associated feature classes (point, line, and polygon geometries) and attribute tables. Tabular data shall also be delivered in .XLSX and .CSV formats. Additional formats may be required as specified by C/CAG.

The work of this task shall be integrated into and completed concurrently as the processes and deliverables described in Task 2. Data Collection, Mapping, and Quality Assurance/Quality Control (QAQC) Methodology; Task 4. Data Quality Assurance and Quality Control; and Task 5. Final

summary memo and data hand off. No extra presentations should be required due to this work.

Work will include but is not limited to:

- 6A.1 Combining up to 22 existing bicycle facilities map data layers into a single map. Bicycle facility class should be noted, where possible.
- 6A.2 Verifying bicycle facility location and class at points where existing maps differentiate.
- 6A.3 Integrate Task 6A into Task 2. Develop an appropriate QAQC methodology for the work needed for Task 6A, present that methodology to a C/CAG Committee for feedback concurrently with the Task 3 methodology, incorporate received feedback, then incorporate a section on Task 6A findings into the Task 2 memo.
- 6A.4 Integrate Task 6A into Task 4. The vendor shall perform QAQC of collected and mapped data per the guidance listed in Task 4, and based on the methodology accepted in Task 2. This work is not expected to increase the amount of total mapped point features to be re-surveyed. No additional hours of meetings with member agencies to review and check collected data are required. The web-based map described in Task 4 shall also contain collected bikeway data. The Task 4 memo shall include information on the QAQC process and findings as they apply to task 6A.
- 6A.5 Integrate Task 6A into Task 5. The vendor shall include information gathered in Task 6A into the draft and final summary memos. The vendor shall distribute Task 6A map layers and datasets concurrently with the related Task 5 deliverables. No extra hours of data demonstrations/trainings are required. The vendor shall incorporate Task 6A data and key findings into the Task 5 presentations to C/CAG Committees.

Task 6A deliverables include:

- Limited bicycle facilities and bicycle intersection treatments map layers and data.
- A section within the Task 2 memo, about Task 6A.
- A layer within the web-based map viewing platform specific to Task 6A.
- A section within the Task 4 memo, about Task 6A.
- A section within the Task 5 memo, about Task 6A.
- All final map layers and datasets in the appropriate formats.

Optional Task 6B. Full Bicycle Facilities and Bicycle Intersection Treatments Mapping

Reminder: Task 6B is not a required task. C/CAG will fund either Tasks 1 – 5 only; or Tasks 1 – 5 and Task 6A; or Tasks 1 – 5 and 6B. A vendor may submit proposals for one, or both, or none of these optional tasks.

The vendor will lead data collection, mapping, and analysis efforts of all existing public bicycle and bicycle intersection facilities throughout the County with the aim of creating shareable maps and databases of existing conditions.

Analyses and mapping of bicycle facilities shall occur at a minimum at the street-side roadway segment level such that each side of the roadway is evaluated independently. Analyses and mapping of bicycle intersection treatments shall occur at the intersection level.

Final GIS deliverables shall be provided to C/CAG in ESRI Shapefile and File Geodatabase formats, including all associated feature classes (point, line, and polygon geometries) and attribute tables. Tabular data shall also be delivered in .XLSX and .CSV formats. Additional formats may be required as specified by C/CAG.

The work of this task shall be integrated into and completed concurrently as the processes and deliverables described in Task 2. Data Collection, Mapping, and Quality Assurance/Quality Control (QAQC) Methodology; Task 4. Data Quality Assurance and Quality Control; and Task 5. Final summary memo and data hand off. No extra presentations should be required due to this work.

Work will include but is not limited to:

6B.1 Mapping bicycle facilities and bicycle intersection treatments:

- Bicycle facilities and bicycle intersection treatment presence and type shall be mapped. Categorizations shall be done by facility type, classified as consistent with the California Manual on Uniform Traffic Control Devices (CA MUTCD). Where facilities do not align cleanly with CA MUTCD classifications, commonly accepted facility types as defined in the NACTO Urban Bikeway Design Guide may be used. Examples of bicycle intersection treatments include two-stage bicycle turn boxes, raised crossings, and mixing zones.
- Bicycle facility and bicycle intersection treatment geometry data shall be gathered, including width, slope, and cross slope.
- Bicycle facility obstructions and encroachments shall be identified. These may include objects such as utility poles, traffic signal equipment, signage, street furniture, private frontage encroachments, and other fixed or semi-fixed elements.

6B.2 Integrate Task 6B into Task 2. Develop an appropriate QAQC methodology for the work needed for Task 6B, present that methodology to a C/CAG Committee for feedback concurrently with the Task 3 methodology, incorporate received feedback, then incorporate a section on Task 6B findings into the Task 2 memo.

6B.3 Integrate Task 6B into Task 4. The vendor shall perform QAQC of collected and mapped data per the guidance listed in Task 4, and based on the methodology accepted in Task 2. This work is expected to increase the amount of total mapped point features to be re-surveyed. No additional hours of meetings with member agencies to review and check collected data are required. The web-based map described in Task 4 shall also contain collected bikeway data. The Task 4 memo shall include information on the QAQC process and findings as they apply to Task 6B.

6B.4 Integrate Task 6B into Task 5. The vendor shall include information gathered in Task 6B into the draft and final summary memos. The vendor shall distribute Task 6B map layers and datasets concurrently with the related Task 5 deliverables. No extra hours of data demonstrations/trainings are required. The vendor shall incorporate Task 6B data and key findings into the Task 5 presentations to C/CAG Committees.

Task 6B deliverables include:

- Full bicycle facilities and bicycle intersection treatments map layers and data.
- A section within the Task 2 memo, about Task 6B.
- A layer within the web-based map viewing platform specific to Task 6B.
- A section within the Task 4 memo, about Task 6B.
- A section within the Task 5 memo, about Task 6B.

- All final map layers and datasets in the appropriate formats.

Task 7. As-needed services

Task 7 encompasses any additional tasks identified during the duration of the contract. The scope of such tasks may include services to support the completion of Tasks 1 through 6 and may also include additional transportation programs evaluations. Tasks in Task 7 should not be included in the project cost proposal. Example tasks include:

- Providing additional on-call meeting services with Member Agency Staff and/or the Countywide Bicycle and Pedestrian Plan consultant.
- Conducting additional presentations to C/CAG Committees or the C/CAG Board of Directors.
- Developing additional related graphs, tables, or maps.

Task 7 deliverables include:

- TBD

**APPENDIX B
DATA DELIVERABLES CHECKLIST**

Include this as an attachment to any submitted work plan, as described in section 4.3 Proposal Format; section 5. Work Plan. Use this checklist to confirm which of the data deliverables described in the Scope of Work Tasks 3 and 6 your firm expects to provide by entering a checkmark in the rightmost column. If you would like to provide more information, please provide below this table.

Task	Data Deliverables	✓
3.1	Mapping sidewalk and crosswalk facilities	
	Sidewalks and crosswalk presence shall be mapped.	
	Sidewalk and crosswalk geometry data shall be gathered, including width, slope, and cross slope.	
	Sidewalk obstructions and encroachments shall be identified. These may include objects such as utility poles, traffic signal equipment, signage, street furniture, private frontage encroachments, and other fixed or semi-fixed elements.	
3.2	Mapping curb ramps	
	Intersection and midblock pedestrian curb ramps shall be mapped	
	Curb ramps with truncated domes shall be identified	
6A (Optional)	Limited Bicycle Facilities and Bicycle Intersection Treatments Mapping	
	Combining up to 22 existing bicycle facilities map data layers into a single map. Bicycle facility class should be noted, where possible.	
	Verifying bicycle facility location and class at points where existing maps differentiate.	
6B (Optional)	Full Bicycle Facilities and Bicycle Intersection Treatments Mapping	
	Bicycle facilities and bicycle intersection treatment presence and type shall be mapped. Categorizations shall be done by facility type, classified as consistent with the California Manual on Uniform Traffic Control Devices (CA MUTCD)	
	Bicycle facility and bicycle intersection treatment geometry data shall be gathered, including width, slope, and cross slope.	
	Bicycle facility obstructions and encroachments shall be identified. These may include objects such as utility poles, traffic signal equipment, signage, street furniture, private frontage encroachments, and other fixed or semi-fixed elements.	

Additional Information:

Main Contact: First and last name

Firm Name: ABC

Firm Address: 123 Main St

Procurement Title: C/CAG Active Transportation Data Procurement Services

APPENDIX C Cost Proposal Template

REQUIRED TASKS 1 - 5	DIRECT LABOR				TOTAL HOURS	SUBTOTAL DIRECT LABOR	OVERHEAD COSTS	TOTAL COST
	Firm Name ABC	Firm/Sub Name ABC	Add extra columns as necessary	Add extra columns as necessary				
	Classification Principal	Assistant I	Title	Title				
	Key Personnel Karen Smith	Jane Doe	Name	Name				
	\$0.00	\$0.00	\$0.00	\$0.00				
Task 1 - Project Management and Coordination								
	Hours							
1.1 Organize and attend a project kickoff meeting with C/CAG.	0	0	0	0	0	\$ -	\$ -	\$ -
1.2 Prepare a detailed project schedule.	0	0	0	0	0	\$ -	\$ -	\$ -
1.3 Participate in recurring bi-weekly coordination meetings.	0	0	0	0	0	\$ -	\$ -	\$ -
1.4 Provide monthly progress reports	0	0	0	0	0	\$ -	\$ -	\$ -
1.5 Submit monthly invoices	0	0	0	0	0	\$ -	\$ -	\$ -
Subtotal	0	0	0	0	0	\$ -	\$ -	\$ -
Task 2 - Data Collection, Mapping, and Quality Assurance/Quality Control (QAQC) Methodology								
2.1 Develop draft Task 3 and Task 4 methodology	0	0	0	0	0	\$ -	\$ -	\$ -
2.2 Present draft methodology to one C/CAG Committee	0	0	0	0	0	\$ -	\$ -	\$ -
2.3 Incorporate received feedback	0	0	0	0	0	\$ -	\$ -	\$ -
2.4 Task 2 memo	0	0	0	0	0	\$ -	\$ -	\$ -
Subtotal	0	0	0	0	0	\$ -	\$ -	\$ -
Task 3 - Sidewalk, Crosswalk, and Curb Ramp Facilities Mapping								
3.1 Mapping sidewalk and crosswalk facilities	0	0	0	0	0	\$ -	\$ -	\$ -
3.2 Mapping curb ramps	0	0	0	0	0	\$ -	\$ -	\$ -
Subtotal	0	0	0	0	0	\$ -	\$ -	\$ -
Task 4 - Data Quality Assurance and Quality Control								
4.1 Re-surveying mapped point features	0	0	0	0	0	\$ -	\$ -	\$ -
4.2 (6) hours of meetings with member agencies	0	0	0	0	0	\$ -	\$ -	\$ -
4.3 Developing and hosting a web-based map	0	0	0	0	0	\$ -	\$ -	\$ -
4.4 Task 4 memo	0	0	0	0	0	\$ -	\$ -	\$ -
Subtotal	0	0	0	0	0	\$ -	\$ -	\$ -
Task 5 - Final summary memo and data hand off								
5.1 Task 5 memo	0	0	0	0	0	\$ -	\$ -	\$ -
5.2 Deliver final data deliverables	0	0	0	0	0	\$ -	\$ -	\$ -
5.3 (16) hours of data demonstrations	0	0	0	0	0	\$ -	\$ -	\$ -
5.4 Present data and findings to (2) C/CAG committees	0	0	0	0	0	\$ -	\$ -	\$ -
Subtotal	0	0	0	0	0	\$ -	\$ -	\$ -
TOTAL PROJECT COST FOR REQUIRED TASKS 1 - 5								
	0	0	0	0	0	\$ -	\$ -	\$ -

Main Contact: First and last name

Firm Name: ABC

Firm Address: 123 Main St

Procurement Title: C/CAG Active Transportation Data Procurement Services

APPENDIX C Cost Proposal Template

Reminder: Tasks 6A and 6B are optional. C/CAG will fund either Tasks 1 – 5 only; or Tasks 1 – 5 and Task 6A; or Tasks 1 – 5 and 6B.

A vendor may submit proposals for one, or both, or none of these optional tasks.

OPTIONAL TASKS 6A	DIRECT LABOR						TOTAL HOURS	SUBTOTAL DIRECT LABOR	OVERHEAD COSTS	TOTAL COST
	Firm Name ABC	Firm/Sub Name ABC	Add extra columns as necessary	Add extra columns as necessary						
	Classification Principal	Assistant I	Title	Title						
	Key Personnel Karen Smith	Jane Doe	Name	Name						
	\$0.00	\$0.00	\$0.00	\$0.00						
Optional Task 6A - Limited Bicycle Facilities and Bicycle Intersection Treatments Mapping	Hours									
6A.1 Combining existing map data layers	0	0	0	0	0	0	\$ -	\$ -	\$ -	
6A.2 Verifying information at points of difference	0	0	0	0	0	0	\$ -	\$ -	\$ -	
6A.3 Integrate Task 6A into Task 2	0	0	0	0	0	0	\$ -	\$ -	\$ -	
6A.4 Integrate Task 6A into Task 4	0	0	0	0	0	0	\$ -	\$ -	\$ -	
6A.5 Integrate Task 6A into Task 5	0	0	0	0	0	0	\$ -	\$ -	\$ -	
Optional Task 6A - Subtotal	0	0	0	0	0	0	\$ -	\$ -	\$ -	
Total Project Cost for Required Tasks 1 -5	0	0	0	0	0	0	\$ -	\$ -	\$ -	
TOTAL PROJECT COST WITH OPTIONAL TASK 6A	0	0	0	0	0	0	\$ -	\$ -	\$ -	

OPTIONAL TASKS 6B	DIRECT LABOR						TOTAL HOURS	SUBTOTAL DIRECT LABOR	OVERHEAD COSTS	TOTAL COST
	Firm Name ABC	Firm/Sub Name ABC	Add extra columns as necessary	Add extra columns as necessary						
	Classification Principal	Assistant I	Title	Title						
	Key Personnel Karen Smith	Jane Doe	Name	Name						
	\$0.00	\$0.00	\$0.00	\$0.00						
Optional Task 6B. Full Bicycle Facilities and Bicycle Intersection Treatments Mapping	Hours									
6B.1 Mapping bicycle facilities and intersections	0	0	0	0	0	0	\$ -	\$ -	\$ -	
6B.2 Integrate Task 6B into Task 2	0	0	0	0	0	0	\$ -	\$ -	\$ -	
6B.3 Integrate Task 6B into Task 4	0	0	0	0	0	0	\$ -	\$ -	\$ -	
6B.4 Integrate Task 6B into Task 5	0	0	0	0	0	0	\$ -	\$ -	\$ -	
Optional Task 6B - Subtotal	0	0	0	0	0	0	\$ -	\$ -	\$ -	
Total Project Cost for Required Tasks 1 -5	0	0	0	0	0	0	\$ -	\$ -	\$ -	
TOTAL PROJECT COST WITH OPTIONAL TASK 6B	0	0	0	0	0	0	\$ -	\$ -	\$ -	

**APPENDIX D
SAMPLE TEMPLATE AGREEMENT**

Agreement No. [XX]

**AGREEMENT BETWEEN CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN
MATEO COUNTY AND [CONSULTANT NAME]**

This Agreement is entered into by and between the City/County Association of Governments of San Mateo County, a joint powers agency whose members include the County of San Mateo and the twenty incorporated cities and towns within San Mateo County (“C/CAG”) and [CONSULTANT NAME] (“Consultant”) (together the “Parties”) on [ENTER DATE].

RECITALS

C/CAG is the Congestion Management Agency for San Mateo County [OR OTHERWISE DESCRIBE APPLICABLE C/CAG ROLE]; and

C/CAG has determined that consultant services are needed to assist C/CAG with [DESCRIBE PROJECT/REQUIRED SERVICES]; and

The purpose of the [PROGRAM/PROJECT] is to [PURPOSE]; and

C/CAG has determined that Consultant has the requisite qualifications to perform this work; and

The total amount available to Consultant under this Agreement is not to exceed \$[AMOUNT]; and

[ADJUST THIS CLAUSE AS NECESSARY] by adoption of [RESOLUTION #], the C/CAG Board of Directors authorized the C/CAG [Chair or Executive Director] to execute an agreement with Consultant to provide the services described in Exhibit A, Scope of Work.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Services to be provided by Consultant.** In consideration of the payments set forth in this Agreement and in Exhibit B, Consultant shall provide services for C/CAG in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A, Scope of Work, attached hereto (the “Services”).

In the performance of its services, Consultant represents that it has and will exercise the degree of professional care, skill, efficiency, and judgment of consultants with special expertise in providing such services, and Consultant represents that it carries and will maintain all applicable licenses, certificates, and registrations needed for the work in current and good standing.

2. **Payments.** In consideration of the services rendered with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, C/CAG shall make payment to Consultant based on the rates and in the manner specified in Exhibit B, Project Budget. C/CAG reserves the right to withhold payment if C/CAG determines that the quantity or quality of the work performed is unacceptable. In no event shall C/CAG’s total fiscal obligation under this agreement exceed [COST, SPELLED OUT] (\$[COST, NUMBER]). Payments shall be made to Consultant monthly, upon submission of an invoice by Consultant that has been reviewed and approved by C/CAG and identifies expenditures and describes services performed and percentage of deliverables completed. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.
3. **Term.** Subject to compliance with all terms and conditions, the term of this Agreement shall be from [DATE] to [DATE].
4. **Termination.** This Agreement may be terminated by the C/CAG Executive Director at any time for any reason by providing 30 days’ notice to Consultant. Subject to availability of funding, Consultant shall be paid for all services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work actually completed to the work required by the Agreement.

C/CAG may terminate this Agreement or a portion of the services referenced in the Exhibits based on the unavailability of federal, State, or other outside funds by providing written notice to Consultant as soon as is reasonably possible after C/CAG learns of said unavailability of outside funding.

C/CAG may also terminate this Agreement for cause. In order to terminate for cause, C/CAG must first give Consultant notice of the alleged breach. Consultant shall then have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Consultant fails to cure the breach

within this period, C/CAG may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that C/CAG provides notice of an alleged breach pursuant to this section, C/CAG may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. C/CAG has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and C/CAG shall use reasonable judgment in making that determination.

5. **Progress Reports.** Consultant shall provide C/CAG with progress reports according to the schedule and form approved by the C/CAG Project Manager.
6. **Key Personnel.** The key personnel to be assigned to this work by the Consultant and, if applicable, their hourly rates and the estimated hours to be supplied by each are set forth in Exhibit C, Key Personnel Assignments, attached hereto and incorporated herein by this reference. Substitution of any of the personnel named in Exhibit C or a decrease in the hours provided to the project by such personnel of more than 10% requires the prior written approval of the C/CAG Project Manager or a designee. Consultant shall maintain records documenting compliance with this Section, and such records shall be subject to the audit requirements of Section 14. Consultant agrees that all personnel assigned to this work will be professionally qualified for the assignment to be undertaken. C/CAG reserves the right to direct removal of any individual, including key personnel, assigned to this work.
7. **Contract Materials.** Upon expiration or termination of this Agreement, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as “contract materials”) prepared by Consultant under this Agreement shall become the property of C/CAG and shall be promptly delivered to C/CAG. Upon termination, Consultant may make and retain a copy of such contract materials if permitted by law. Consultant shall not be liable for C/CAG’s use, modification or re-use of products without Consultant’s participation or for purposes other than those specifically intended pursuant to this Agreement.
8. **Relationship of the Parties.** Consultant agrees and understands that the work and/or services performed under this Agreement are performed as an independent contractor and not as an employee of C/CAG and that neither Consultant nor its employees acquire any of the rights, privileges, powers, or advantages of C/CAG employees.
9. **Assignability and Subcontracting.** Consultant shall not assign this Agreement or any portion of it to a third party, or subcontract with a third party, to provide services required by Consultant without the prior written consent of the C/CAG Executive Director. Any such assignment or subcontract without the C/CAG Executive Director’s prior written consent shall give C/CAG the right to automatically and immediately terminate this Agreement without penalty or advance notice.
10. **Hold Harmless/Indemnity.**
 - a. *General.* Consultant shall indemnify and hold harmless C/CAG and its officers, agents, employees, and servants from and against any and all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Consultant under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following: (A) injuries to or death of any person, including Consultant or its employees/officers/agents; (B) damage to any property of any kind whatsoever and to whomsoever belonging; (C) any sanctions, penalties, or claims of damages resulting from Consultant’s failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of C/CAG and/or its officers, agents, employees, or servants. However, Consultant’s duty to indemnify and hold harmless under this Section shall not apply to injuries or damage for which C/CAG has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

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

- b. *Intellectual Property.* Consultant hereby certifies that it owns, controls, and/or licenses and retains all right, title, and/or interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as “IP Rights”) except as otherwise noted by this Agreement.

Consultant warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Consultant shall defend, indemnify, and hold harmless C/CAG from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party’s IP Rights provided any such right is enforceable in the United States. Consultant’s duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) C/CAG notifies Consultant promptly in writing of any notice of any such third-party claim; (b) C/CAG cooperates with Consultant, at Consultant’s expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Consultant retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Consultant shall not have the right to settle any criminal action, suit, or proceeding without C/CAG’s prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on C/CAG, impair any right of C/CAG, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of C/CAG without C/CAG’s prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Consultant’s opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes C/CAG’s reasonable use of the services under this Agreement to be seriously endangered or disrupted, Consultant shall, at Consultant’s option and expense, either: (i) procure for C/CAG the right to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Consultant will have no obligation or liability to C/CAG under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for C/CAG (other than modification performed by, or at the direction of, Consultant) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by C/CAG in a manner prohibited by this Agreement.

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

11. Insurance.

- a. *General Requirements.* Consultant or its subconsultants performing the services on behalf of Consultant shall not commence work under this Agreement until all insurance required under this section has been obtained. Consultant shall use diligence to obtain such insurance. Consultant shall furnish C/CAG with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending Consultant’s coverage to include the contractual liability assumed by Consultant pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days’ notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy.
- b. *Workers’ Compensation and Employer’s Liability Insurance.* Consultant shall have in effect, during the entire life of this Agreement, Workers’ Compensation and Employer’s Liability Insurance providing full statutory coverage. In signing this Agreement, Consultant certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance

with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

c. *Liability Insurance.* Consultant shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect Consultant, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage that may arise from Consultant's operations under this Agreement, whether such operations be by Consultant or by any sub-consultant or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000.

d. *Insurance Limits; Insured Entities; Breach.* Required insurance shall include:

(a)	Comprehensive General Liability.....	\$1,000,000
(b)	Workers' Compensation.....	Statutory
(c)	Motor Vehicle Liability Insurance.....	\$1,000,000
(d)	Professional Liability.....	\$1,000,000

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

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

12. **Compliance with All Laws.** All services to be performed by Consultant pursuant to this Agreement shall be performed in accordance with all applicable federal, state, San Mateo County, and municipal laws, ordinances, regulations, and executive orders, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the federal regulations promulgated thereunder, as amended (if applicable), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any federal financial assistance, as well as any required economic or other sanctions imposed by the United States government or under state law in effect during the term of the Agreement. In the event of a conflict between the terms of this Agreement and any applicable State, federal, San Mateo County, or municipal law, regulation, or executive order, the requirements of the applicable law, regulation, or executive order will take precedence over the requirements set forth in this Agreement.

Consultant will timely and accurately complete, sign, and submit all necessary documentation of compliance with this Section.

13. **Non-discrimination.**

a. *General.* Consultant and any subconsultants performing services on behalf of Consultant shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition, military service, or genetic information, or in any manner prohibited by federal, state or local laws.

b. *Discrimination Against Individuals with Disabilities.* The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). **This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime**

contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

14. **Substitutions.** If particular persons or classifications are identified in Exhibit A as providing services under this Agreement, Consultant will not assign others to work in their place without the prior written consent of the C/CAG Executive Director. Any substitution shall be with a person or classification of commensurate experience and knowledge unless otherwise authorized by the C/CAG Executive Director.

15. **Record Retention; Right to Monitor and Audit.**

- a. Consultant shall maintain all required records relating to services provided under this Agreement for three (3) years after C/CAG makes final payment and all other pending matters are closed, and Consultant shall be subject to the examination and/or audit by C/CAG, a federal grantor agency, and/or the State of California.
- b. Consultant shall comply with all program and fiscal reporting requirements set forth by applicable federal, State, and local agencies and as required by C/CAG.
- c. Consultant agrees upon reasonable notice to provide to C/CAG or its authorized representative, to any Federal or State department having monitoring or review authority, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

16. **Debarment and Suspension Certification**

- a. The Consultant's signature affixed herein shall constitute a certification under penalty of perjury under the laws of the State of California, that the Consultant or any person associated therewith in the capacity of owner, partner, director, officer or manager:
 1. Is not currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any federal agency;
 2. Has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years;
 3. Does not have a proposed debarment pending; and
 4. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Any exceptions to this certification must be disclosed to C/CAG. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining responsibility. Disclosures must indicate the party to whom the exceptions apply, the initiating agency, and the dates of agency action.
- c. Exceptions to the Federal Government excluded parties (<https://sam.gov/content/home>) maintained by the U.S. General Services Administration are to be determined by FHWA.

17. **Permits/Licenses.** If any license, permit, or approval is required to perform the work or services required by this Agreement, Consultant bears the responsibility to obtain said license, permit, or approval from the relevant agency at Consultant's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

18. **Merger Clause; Amendments.** This Agreement, all Exhibits and other attachments incorporated by reference, constitutes the sole agreement of the Parties with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any exhibit or attachment to this Agreement, the provisions of the

body of the Agreement shall prevail. Any prior agreement, promises, negotiations or representations between the Parties not expressly stated in this Agreement are not binding. All subsequent modifications or amendments shall be in writing and signed by the Parties.

19. **Controlling Law; Venue.** This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.
20. **Notices.** Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of C/CAG, to:
City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: [NAME]
Email: [EMAIL]

In the case of Consultant, to:
[CONSULTANT NAME]
[ADDRESS]
[ADDRESS]
Attention: [NAME]
Email: [EMAIL]

21. **Electronic Signature.** Both C/CAG and Consultant wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law.

In witness of and in agreement with this Agreement's terms and conditions, the Parties, by their duly authorized representatives, affix their respective signatures.

[NAME] (Consultant)

By _____

Date

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

By _____

Michael Salazar
C/CAG Chair

Date

C/CAG Legal Counsel

By _____

Melissa Andrikopoulos, C/CAG Counsel

Exhibit A
SCOPE OF WORK

In consideration of the payments set forth in Exhibit B, Consultant shall provide the following services:

**Exhibit B
BUDGET**

In consideration of the services provided by Consultant described in Exhibit A and subject to the terms of the Agreement, C/CAG shall pay Consultant based on the following fee schedule and terms:

[INSERT FEE SCHEDULE AND DESCRIBE PAYMENT STRUCTURE]

Options:

- time and materials, monthly invoice
- time and materials, deliverables, or percentage of deliverables completed
- task orders

Under no circumstances shall the amount paid by C/CAG to Consultant exceed \$XXXXX. Consultant shall provide C/CAG with a written itemized invoice [option: insert invoicing schedule, i.e., "monthly"] that allows C/CAG to reconcile the work performed. All invoices shall include the agreement number, project location, dates of services and specific work completed. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.

Remit invoices to:

[INSERT]

Payment will be made within 30 days of receipt of an acceptable invoice. C/CAG shall have the right to withhold payment if C/CAG determines the quantity and/or quality of the work performed is unacceptable.

Exhibit C
KEY PERSONNEL ASSIGNMENTS