



REQUEST FOR PROPOSALS:

**Tehama County VMT Analysis
And
Associated Government Assets
Climate Sustainability Model**

Date Released: April 15, 2023

**Tehama County Transportation Commission
1509 Schwab Street
Red Bluff, CA 96080**

Proposals are due prior to 4:00 P.M., May 23, 2023

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INTRODUCTION

Tehama County is subject to the guiding policies and statewide laws such as Assembly Bill (AB) 32 and various Senate Bills (SB) and has been tasked with offsetting environmental effects which will allow the Qualified GHG Reduction Strategies to be incorporated as performance-based emissions impact calculation standards under the California Environmental Quality Act (CEQA) §15064.4(a). The County is further subject to Executive Orders signed by Governor Gavin Newsom in 2019 and 2020 for target reducing greenhouse gas (GHG) emissions in transportation, which account for more than 40 percent of all polluting emissions, to reach the state's ambitious climate goals.

The County of Tehama ("County") is soliciting proposals from qualified consultants to assist the County and its incorporated cities in fulfilling the additional requirements of SB 743 (Steinberg, 2013), Public Resources Code section 21099, and to follow Office of Planning and Research's revised CEQA Guidelines that identify vehicle miles traveled (VMT) as the most appropriate metric to evaluate a project's transportation impacts.

This project includes a phased scope of work including:

- VMT Analysis and Tool Development
- Emission Baseline Development
- Regional Asset Assessment for Emission Identification
- Carbon Reduction Implementation Program
- Regional Project List
- Zero Emission Vehicle Rollout Plan
- Review Schedule
- Modification Recommendations Based on Project Completion
- Regulatory Climate Response Summary and Targets

A professional services agreement in substantially the same format as Exhibit 1, attached hereto, will be executed with the successful individual(s) or firm(s). Any objections to the terms and conditions not made prior to or with submission of the proposal will be considered waived.

The Tehama County Transportation Commission (COMMISSION) will be managing this project on behalf of the County under the project titled: **Tehama County VMT Analysis And Associated Government Assets Climate Sustainability Model** (PROJECT).

The Project will be funded with Local, State, and Federal dollars requiring the successful Proposer to follow all pertinent local, State, and Federal laws and regulations.

The performance period of the contract shall initiate from the date approved by the Commission to June 30, 2025.

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

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

Addenda to this RFP, if issued, will be sent to all Proposers that Commission staff has specifically received written questions regarding the RFP and will be posted on the <https://tehamartpa.org/request-for-proposals/> website and <https://ciplist.com/plans/?Tehama%20County%20Public%20Works/agency/32>

It shall be the proposer's responsibility to check the above listed websites to obtain any addenda that may be issued.

Proposers shall submit a hardcopy OR electronic copy in PDF format via email OR in PDF format on a USB of the proposal. Emailed proposals shall be delivered requesting a delivery receipt. The hardcopy and electronic copy on USB may be mailed or submitted in person to the TCTC prior to **4:00 P.M., May 23, 2023**. Proposals shall be submitted in a sealed package clearly marked **Climate Response Project** and addressed as follows:

**Jessica Riske-Gomez
Deputy Director - Transportation
Tehama County Transportation Commission
1509 Schwab Street
Red Bluff CA, 96080**

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

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

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

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

Prospective Proposers are advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Commission.

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

The anticipated PROPOSER selection schedule is as follows:

Proposals due: May 23, 2023

Questions due: May 15, 2023

Proposal review and evaluation: June 6, 2023

Oral interviews: None

Cost Negotiation with first ranked proposer: June 23, 2023

Contract Award and Notice to Proceed: July XX, 2023

Any questions related to this RFP shall be submitted in writing to the attention of Jessica Riske-Gomez via email at jriskegomez@tehamartpa.org before 5:00 PM on May 15, 2023.

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

PROJECT DESCRIPTION AND BACKGROUND

The County's and Commissions' objective in this Request for Proposal (RFP) is to establish baseline VMT conditions on a local and regional level.

The scope of work will include the following overall project outcomes:

VMT ANALYSIS AND TOOL DEVELOPMENT

(1) Summary VMT-based methodology, thresholds, and procedures:

- Modify/ develop the Tehama County Travel Demand Model (TCTDM) as necessary for use in analyzing induced travel demand, at the local and regional level, consistent with the requirements of Senate Bill (SB) 743 and guidance provided by Caltrans District 2.
- Utilize the Streetlight application, or equivalent, to refine the induced travel demand from the TCTDM.
- Establish baseline VMT conditions at local and regional levels (Tehama County VMT Model).
- Based on substantive evidence and stakeholder input, recommend at least three cost effective models and/or methodologies for assessing project-level VMT impacts.
- Identify appropriate quantitative, qualitative and/or performance-based standards for use to estimate/evaluate the transportation-related greenhouse gas emissions from typical residential, commercial, and industrial development projects of various sizes.
- Build capacity of local lead agencies and developers to meet SB 743 requirements.

(2) Assess VMT impacts and mitigation measures for the Regional CAP EIR using the VMT- based methodology, thresholds, and procedures.

(3) Project Area - The analysis will use clear/consistent language that won't confuse "county" when it means unincorporated area and when it means the County of Tehama agency, versus when the VMT analysis is referring

to unincorporated and incorporated areas combined. The proposed VMT analysis is intended to apply to the unincorporated and incorporated city areas of Tehama County, which is the Project Area.

SCOPE OF WORK:

1. Project Initiation and Kick-Off Meeting

Consultant will participate in a project kick-off meeting with the County to discuss the project history and background, identify/confirm project objectives, discuss areas of controversy and potential strategies, and establish communication/review protocols. The project schedule will also be discussed and refined to set expectations for the frequency of meetings we believe we'll need to monitor progress and keep the project on track. Consultant will work with the County to set up the meeting and establish the agenda. The kick-off meeting will provide the consultant with an opportunity to inquire further about the project and receive applicable background documents.

The County will provide guidance and/or policy information regarding VMT report outline, format, content, etc. at (or shortly thereafter) the kick-off meeting. Consultant will review information provided for the project and will prepare a memo for the County documenting information needed to prepare the VMT analysis.

Deliverables/Meetings:

Kick-off meeting (includes agenda and notes) Information needs list (PDF).

2. Establish Baseline Vehicle Miles Traveled (VMT) Data

Task 2.1: Collect, Review, and Incorporate Relevant Data from Planning Documents: The consultant will conduct an initial review and analysis of relevant planning documents (such as County and City Circulation Elements of their General Plans, recent Environmental Impact Reports (EIRs), Regional Transportation Plan (RTP) EIR, etc.).

Task 2.2: Literature Review: The consultant will survey VMT analysis methods in use by other jurisdictions. The Literature Review will include a critical look at what has been done by others (locally and other regions like ours) and make recommendations on how Tehama County should proceed.

Task 2.3: Review/Update Existing Travel Demand Models: The consultant will work with Caltrans District 2 to review the Tehama County Travel Demand Model (TCTDM) and any local Microsimulation Models, to determine applicability for developing baseline VMT for use in establishing thresholds. This information will be used in the analysis to determine how to best establish VMT baselines, including potential methodologies for establishing VMT baselines for each jurisdiction, and to identify any necessary model modifications. Consultant shall update traffic demand models, as needed for developing baseline VMT for use in establishing thresholds.

Task 2.4: Develop Baseline VMT Data: Estimate and summarize the baseline VMT by major trip types by jurisdiction. Streetlights Data will be considered in establishing baseline VMT by major trip types by jurisdiction.

Task 2.5 Document Jurisdictional VMT Data: After reviewing the draft baseline VMT with an advisory group selected by the County and incorporating any recommended revisions, the consultant will document the Baseline VMT Methodology and Data in a Technical Memorandum.

Deliverables:

Electronic copy of the Literature Review with summaries in layman terms for general consumption.

Develop VMT traffic demand model.

Use the VMT model to develop a greenhouse gas baseline (2023).

Electronic copy of the Technical Memorandum documenting the Baseline VMT Methodology and Data.

Attendance at up to four (4) conference calls with County staff and/or advisory group to review and discuss the Literature Review, and Baseline VMT Methodology and Data.

3: Develop VMT Mitigation Measures

Task 3.1: Identify High-Priority VMT Mitigation Measures: With advisory group input, recommend potential VMT reduction strategies based on effectiveness and applicability to local conditions and common projects in the Tehama County region.

Task 3.2: Develop Localized Quantification Methodology for High Priority Mitigation Measures: Identify methodologies and approaches to quantify VMT reductions associated with high priority mitigation measures. Quantify the estimated level of VMT reduction for each measure.

Deliverables:

Electronic copy of the Technical Memorandum documenting the methodologies and approaches to quantify VMT reductions associated with high priority mitigation measures. The Technical Memorandum will also include quantification of the estimated level of VMT reduction for each measure.

4: Develop Potential VMT Thresholds, Methodologies, & Forecasting Tools

Task 4.1: Review and Analyze Potential VMT Thresholds: The consultant will review and analyze different VMT metrics (e.g., per capita, per employee, etc.) to determine the most appropriate metric to apply when establishing the VMT thresholds within unincorporated Tehama County and its incorporated cities. The consultant will identify the realistically achievable VMT mitigation considering appropriate thresholds.

The consultant will also review and analyze potential VMT thresholds and analysis methods in local land use and transportation planning documents including the most current Regional Transportation Plan, and the General Plan Circulation Elements and General Plan Environmental Impact Reports for the unincorporated County and the three incorporated cities (Red Bluff, Corning, and Tehama).

The consultant will also analyze the need for and applicability of establishing sub-regional VMT thresholds.

Task 4.2: Develop, Evaluate & Recommend Threshold Alternatives: With stakeholder input at two public workshops, the consultant will identify up to three (3) potential VMT thresholds by jurisdiction which could be used to evaluate impacts of new residential, commercial, and industrial development of varying sizes and use types. One threshold will be screening criteria which eliminate the need for further detailed analysis on smaller scale projects. The consultant will test one or two alternative thresholds to verify they result in outcomes consistent with General Plan land use policies of each jurisdiction. The consultant will make a final recommendation on the potential VMT thresholds for each jurisdiction within the region.

Task 4.3: Prepare VMT Threshold Guidance Documents: The consultant will prepare guidance documents that describe how to apply these thresholds in a clear, easy-to-follow manner including, at a minimum, a flow chart, and checklists.

Task 4.4: Identify, Review & Recommend Potential VMT Calculation Methodologies: Identify a minimum of three (3) and up to five (5) potential VMT calculation methodologies for use by the jurisdictions in Tehama County. These methodologies will consider projects of varying size and scale. Evaluate a minimum of three (3) and up to five (5) projects using the VMT calculation methodologies to verify they are appropriate to use in the Tehama County region. Recommend the implementation of one or more VMT calculation methodologies for use by the jurisdictions within Tehama County.

Task 4.5: Prepare Updated Guidance Documents for VMT Calculations: Document VMT calculation approaches that can be used by the jurisdictions within Tehama County. Develop model traffic study guidelines the jurisdictions can incorporate into their existing guidelines.

Task 4.6: Develop VMT Forecasting Tool & User Manual: Review available tools which could be modified for use in the Tehama County region. For review of the County and/or advisory group prior to circulation of the final version, develop a draft tailored VMT forecasting tool for small and medium-sized projects for use by the jurisdictions in Tehama County, using localized data on travel behavior where appropriate. Upon completion of review of the draft tailored VMT forecasting tool for small and medium-sized projects, consultant will revise the draft and produce a final version. Consultant will also produce a “VMT forecasting tool user manual” for use by jurisdiction staff.

Deliverables:

Electronic copy of the Technical Memorandum documenting the different VMT metrics to determine the most appropriate metric to apply when establishing the VMT thresholds within unincorporated Tehama County and its incorporated cities. The Technical Memorandum will also identify the realistically achievable VMT mitigation considering appropriate thresholds. The Technical Memorandum will include a one-page summary designed to be understood by non-technical employees.

Two public workshops to receive input on the different VMT metrics. One workshop will be in-person, the other will be a digital or hybrid meeting.

Electronic copy of the Technical Memorandum identifying up to three (3) potential VMT thresholds by jurisdiction that could be used to evaluate impacts of new residential, commercial, and industrial development of varying sizes and use types.

Electronic copy of the Technical Memorandum identifying a minimum of three (3) and up to five (5) potential VMT calculation methodologies for use by the jurisdictions in Tehama County with recommendations for the implementation of one or more VMT calculation methodologies for use by the jurisdictions within Tehama County and model traffic study guidelines the jurisdictions can incorporate into their existing guidelines.

Electronic copy of the Technical Memorandum reviewing available tools which could be modified for use in the Tehama County region.

Electronic copy of the Draft Technical Memorandum providing a tailored VMT forecasting tool for small and medium-sized projects for use by the jurisdictions in Tehama County, using localized data on travel behavior where appropriate.

Attendance at up to three (3) conference calls with County staff and/or advisory group to review and discuss the Draft Technical Memorandum.

Electronic copy of the Final Technical Memorandum providing a tailored VMT forecasting tool for small and medium-sized projects for use by the jurisdictions in Tehama County, using localized data on travel behavior where appropriate.

“VMT forecasting tool user manual” for use by jurisdiction staff

Develop VMT traffic demand model

Use the VMT model to develop a greenhouse gas baseline (2023)

Electronic copy of the Technical Memorandum documenting the Baseline VMT Methodology and Data

REGIONAL ASSET ASSESSMENT

Summary

Identify County assets, government vehicle fleet and facilities, transportation network, and emission producing activities.

Consultant will develop a task-based outline with deliverables and schedules to conduct an Asset Assessment and summarizing the issues, assets, and climate risks, facing Tehama County's government facilities and transportation impacts along with the asset improvements, or resources, available to address the needs.

The Asset Assessment will utilize consultant developed greenhouse emissions baselines for the year 2023 that are based on the County's VMT model, government vehicle fleet and facilities, and existing documents, including but not limited to, the Draft Tehama County Climate Action Plan, Tehama County Annual Road Report, Transportation Asset Management Plans, state, and federal guidelines regarding program implementation.

The Asset Assessment summary or report should provide a clear, concise overview of the results of the assessment and the processes by which the data were collected including a detailed asset summary including emission type and baseline activity used in the government operations asset inventory.

Some key sections of the summary should include, but are not limited to:

- Description of the region, the goals of the climate-based asset assessment
- A description of how the data was gathered, recorded, and analyzed in a clear, organized way, present the findings of the assessment.
- Include information on based needs, assets, and strategies in place to address the emission reduction goals of the project
- Summarize the findings and identify next steps for the community. The next steps should clearly lead to the Carbon Reduction Implementation Plan.
- Thoroughly list and describe all the fixed assets within the region and their contribution, or lack of contribution, to climate resiliency.
 - Facilities – energy (electricity and natural gas) used in County government building and facilities
 - Public Lighting – electricity used for public lights operated by the County, including streetlights, traffic signals, and other outdoor lighting in public settings
 - Water and wastewater – Electricity used to treat and deliver potable water and to transport and treat wastewater

- Vehicle fleet – The use of County-owned vehicles
- Transportation Network – VMT emissions based on existing conditions
- Landfill – solid waste, from any source, deposited in a County-owned landfill and emissions from flared methane
- Employee commute and travel – vehicle use resulting from County employees traveling to and from work, and on trips for business purposes

CARBON REDUCTION IMPLEMENTATION PROGRAM

SUMMARY

Consultant shall work with the Tehama County Air Pollution Control District, California Air Resources Board and/or other agencies to prepare a Carbon Reduction Implementation Plan. The County shall seek funding from the Federal, State, and/or other sources, including development impact fees, in order to fund the Program.

The plan at a minimum should include:

- An inventory of current assets producing GHG emissions within the Tehama County Air Pollution Control District consistent with methodologies developed by the Tehama County Air Pollution Control District, California Air Resources Board (CARB), California State Transportation Agency (CalSTA), and incorporate the findings of the Climate Action Plan for Transportation Infrastructure (CAPTI).
- Inventory of 2023 GHG emission levels within the Tehama County Air Pollution Control District consistent with methodologies developed by Tehama County Air Pollution Control District and CARB (Other direction by the Board of Supervisors extending the estimated inventories to 2028 have been provided).
- Specific targets for reductions of the current and projected 2030 GHG emissions inventory from those sources reasonably attributable to the County’s discretionary land use decisions and the County’s internal government operations.
- Specific and general tools and strategies to reduce the current and projected 2030 GHG inventories and to meet the Plan’s target’s for GHG reductions by 2040.
- Develop a program that encourages the use of cost-effective and innovative emission-reduction technologies in County building components and design.

Such technologies may include the use of solar equipment, LED and compact florescent lighting, and the use of external electric outlets to allow for the use of non-gasoline powered fleet equipment.

- use of building materials and methods that increase efficiency beyond State Title 24 standards. Encourage the use of “EPA Energy Star”-certified appliances.
- Promote the implementation of sustainable design strategies for County facilities such as installing solar equipment, light-colored paving, the use of increased amounts of insulation, dual-pane windows, and the planting of shade trees along south and west building exposures.
- Promote the incorporation of energy-conserving design and construction techniques in all County facilities.
- Support vehicle improvements and the use of clean vehicles that reduce emissions and improve air quality.
- Replace the County’s fleet vehicles with new vehicles that utilize the lowest emission technology available, whenever economically feasible.
- To the extent permitted by law, adopt a policy that provides preferential treatment to contractors using reduced emission equipment for County construction projects and for County contracts for services (e.g., garbage collection).
- Encourage lowest emission technology buses and vehicles in public transit fleets including the development of a comprehensive Zero Emission Vehicle (ZEV) Rollout Plan as required California Air Resources Board.
- Recommend locations for infrastructure upgrades to support zero emission vehicles.
- Analyze future transportation project improvement lists and make recommendations for emission reduction strategies during implementation.
- Upon tree removal, the County shall replant an equal or greater number of trees. The placement of new trees shall be located on the site so that they provide shade to south-facing windows in order to minimize heat gain.

Appendixes to the Carbon Reduction Implementation Program, shall include, but may not be limited to:

- Appendix A- Regional Project List
- Appendix B – Zero Emission Vehicle Rollout Plan
- Appendix C - Review Schedule (minimum of five-year increments)
- Appendix D - Modification Recommendations Based on Project Completion

CLIMATE RESPONSE SUMMARY AND TARGETS

Summary

The final product will include a simplified, public facing summary report outlining the above activities and recommendations including a web-based platform to deliver that information. The platform will be hosted on the appropriate Tehama County webpage (TBD).

The report will clearly identify the steps that are recommended in order to achieve the federal, state and local emission reduction target by the year 2040. This report will further clearly identify that this action plan applies only to local government and will not be a regulatory item affecting the communities within the region. This project is intended to assist the agencies within the region with developing recommendations for reducing emissions and identifying projects and funding sources that will help Tehama reach those goals.

Their report will further illustrate the many regulatory actions that exist at the federal and State level. The report will further relay how this program will assist the County in meeting those targets and continue to be a prime applicant for funding for infrastructure improvements, facility upgrades, and zero-emission vehicle purchasing assistance.

Emission target will be clearly illustrated in a fashion that is digestible to the public along with the steps necessary for the county to meet current, and upon reevaluation, future state, and federal requirements.

RFP SUMMARY:

The COMMISSION is interested in contracting with a Proposer that will conduct and coordinate specified tasks listed above related to **Tehama County VMT Analysis And Associated Government Assets Climate Sustainability Model**.

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

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

Proposer shall comply with all insurance requirements of the **Project** included in the sample agreement in Attachment C.

COMMISSION

Minimum Qualifications of Personnel – PROPOSER shall meet the appropriate minimum qualifications as required by this RFP.

Materials To Be Provided By The Agency – Proposal shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimates. Materials (if deemed applicable, necessary, and when available from the agency) that may be furnished or made available by COMMISSION and where listed in this Contract, are for the PROPOSER's use only and shall be returned at the end of the Contract.

Work To Be Performed By The Agency –

- **Project Coordination** – Review, give guidance and approve all work products of the PROPOSER, provide direction to PROPOSER to perform procedures required by the funding agencies and programs, review and make payment of PROPOSER's approved invoices for work performed and reimbursable expenses.
- **Existing Data** – COMMISSION will make available all appropriate technical data in County's possession and other information AGENCY deems appropriate related to the project.

- **Advertise and Award** – Commission shall advertise and award design contract. COMMISSION will perform primary duties of advertising period with support of the Proposer.

APPENDIX A – PROPOSAL REQUIREMENTS

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

Proposals shall be no longer than 20 pages and contain the following information in the order listed:

1. Organization of Proposal

a. Introductory Letter- limit of 2 pages, Arial font, single spacing

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

**Jessica Riske-Gomez
Deputy Director – Transportation
Tehama County Transportation Commission
1509 Schwab Street
Red Bluff, CA 96080**

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

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

b. PROPOSER Information, Qualifications & Experience

Commission will only consider submittals from proposers that demonstrate they have successfully completed comparable projects within Tehama COMMISSION or the Northern California region. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of two (2) projects within the past ten (10) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager and, contact information
3. Contract amount

4. Funding source
5. Date of contract
6. Date of completion
7. Proposer Project Manager and contact information
8. Project Objective
9. Project Description
10. Project Outcome

2. Staff Qualifications and Approach

1. Describe the role and organization of your proposed team for this project. Indicate the composition of subconsultants and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.
3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience for the Project's Scope of Work, as well as the length of employment with the Proposer. Key members, especially the Project Manager, shall have experience with this type of project, and shall be committed to staying with the project for the duration of the project.

3. Scope of Work

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables.
3. Describe your cost control and budgeting methodology for this project.

4. Schedule of Work

Provide a detailed schedule for all phases of the project and the proposer's services including time for reviews and approvals.

5. Statements

a. Conflict of Interest Statement

Proposer shall disclose any financial, business, or other relationship with the COMMISSION that may have an impact upon the outcome of the contract or the construction project. Proposer shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposer shall disclose any financial

interest or relationship with any construction company that might submit a bid on the construction project.

b. Litigation

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

c. Contract Agreement

Provide a statement that proposer accepts the terms of the sample agreement in Appendix C, otherwise, indicate if proposer has any concerns or requested changes to the sample agreement. No changes requested during contract negotiation period will be considered if they are not included as requested herein.

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

d. Federal-Aid Provisions

Proposer's services may be federally funded, which necessitate compliance with additional requirements. Special attention is directed to Attachment 3 – Local Assistance Procedures Manual Exhibit (LAPM) 10-I, Notice to Proposers DBE Information. Proposer may be required to complete and submit the following forms following contract award. These forms and instructions are provided for the proposer at <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>.

- Local Agency Proposer DBE Commitment (PROPOSER Contracts); (LAPM 10-O1).
- DBE Information - Good Faith Effort (LAPM 15-H)
- Disclosure of Lobbying Activities (LAPM 10-Q)

Upon award and through completion of the project, the successful proposer may be required to follow applicable federal-aid requirements and may be required to complete and submit the following forms at the time of award:

- Local Agency Proposer DBE Information (PROPOSER Contracts) (LAPM 10-02)
- Any other relevant forms required during the project.

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

6. Cost Proposal

The proposal shall include a cost proposal for each service in the proposal. Proposer will be required to submit certified payroll records, as required. Cost proposal shall be included with the proposal and will be a part of the evaluation criteria. Reference sample cost estimate in Attachment 3 LAPM 10-H, Example #1.

7. References

Provide as reference a Letter of Recommendation from at least two (2) agencies you currently or have previously consulted for in the past five (5) years.

APPENDIX B –CRITERIA EVALUATION

Evaluation Process

All proposals will be evaluated by a Selection Committee (Committee). The Committee may be composed of COMMISSION staff and other parties that may have expertise or experience in the services described herein. The Committee will review and rank the proposals. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the COMMISSION 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 disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP.

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

Evaluation Criteria

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

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

1. Organization of Proposal, Introductory Letter, Proposer Information, Qualifications & Experience (5 points)

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

2. Staff Qualifications and Approach (15 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and subconsultants to conduct requested services.
- b. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward.
- c. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project team.
 - ii. Some or all of team members have previously worked together on similar project(s).
- d. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - ii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform needed work within project schedule milestones.
- e. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
- f. Working Relationship with COMMISSION
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Proposal responds to need to assist Commission staff during the project.

3. Project Scope (20 points)

- a. Detailed Scope of Services to be Provided
 - i. Proposed scope of services is appropriate for advertised work.
 - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables
 - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- c. Cost control and budgeting methodology.

4. Schedule of Work (20 points)

- a. Schedule shows completion of the work within or preferably prior to the Commission overall requested time limits.
- b. The schedule serves as a project timeline.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

5. Statements (Pass/Fail)

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

6. Cost Proposal (30 points)

- a. Include total costs for all payments to the Consultant within this project.
- b. Proposal clearly defines cost in spreadsheet format.
- c. Estimated cost/budget for the project shall be submitted concurrently in a sealed envelope marked "Cost Proposal for Screening Criteria, Thresholds of Significance and Calculations of Vehicle Miles Traveled (VMT) Analyses to Evaluate Environmental Impacts of Projects in Tehama County and Incorporated Cities and VMT Analysis of the Regional Climate Action Plan."

7. References (20 points)

Provide as reference a Letter of Recommendation from at least two (2) agencies you currently or have previously consulted for in the past five (5) years.

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

| No. | Written Evaluation Criteria | Weight /100 |
|------------|------------------------------------|--------------------|
| 1 | Organization of Proposal | 5 |
| 2 | Staff Qualifications & Approach | 15 |
| 3 | Project Scope | 20 |
| 4 | Schedule of Work | 20 |
| 5 | Conflict of Interest Statement | Pass/Fail |
| 6 | Cost Proposal | 30 |
| 7 | References | 20 |
| | Subtotal: | 100 |

APPENDIX C – SAMPLE AGREEMENT

AGREEMENT BETWEEN THE

TEHAMA COUNTY TRANSPORTATION COMMISSION

AND -----[CONSULTANT]-----

1. **RESPONSIBILITIES OF CONSULTANT**

During the term of this agreement, [taken from RFP Scope].

2. **RESPONSIBILITIES OF THE COMMISSION**

COMMISSION shall compensate CONSULTANT for said services pursuant to Section 3 and 4 of this agreement.

3. **COMPENSATION**

CONSULTANT shall be paid in accordance with the rates set forth in the Fee Schedule, attached hereto as Exhibit C for performing the Scope of Services described in this Agreement. In addition COMMISSION shall reimburse CONSULTANT for the actual and reasonable expenses for radio system design, purchase and implementation, travel, postage, and reasonable expenses incurred by CONSULTANT in the performance of the work hereunder. The rates set forth in the Fee Schedule are inclusive of all other expenses. Reimbursement for actual travel expenses will not exceed the currently authorized rates and per diem for COMMISSION employees. The Maximum Compensation (including expense reimbursement) payable under this Agreement shall not exceed \$-----. CONSULTANT shall not be entitled to payment or reimbursement for any tasks or services performed except as specified herein. CONSULTANT shall have no claim against COMMISSION for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by CONSULTANT after the expiration or other termination of this Agreement. CONSULTANT shall not be paid any amount in

excess of the Maximum Compensation amount set forth above, and CONSULTANT agrees that COMMISSION has no obligation, whatsoever, to compensate or reimburse CONSULTANT for any expenses, direct or indirect costs, expenditures, or charges of any nature by CONSULTANT that exceed the Maximum Compensation amount set forth above. Should CONSULTANT receive any such payment it shall immediately notify COMMISSION and shall immediately repay all such funds to COMMISSION]. This provision shall survive the expiration or other termination of this Agreement.

4. **BILLING AND PAYMENT**

On or before the 15th of each month, CONSULTANT shall submit to COMMISSION an itemized invoice for all services rendered, as well as expense reimbursement requested, during the preceding calendar month. COMMISSION shall make payment of all undisputed amounts within 30 days of receipt of CONSULTANT's invoice. COMMISSION shall be obligated to pay only for services properly invoiced in accordance with this section.

5. **TERM OF AGREEMENT**

This agreement shall commence on the date of signing and shall terminate [date], unless terminated in accordance with section 6 below.

6. **TERMINATION OF AGREEMENT**

If CONSULTANT fails to perform his/her duties to the satisfaction of the COMMISSION, or if CONSULTANT fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if CONSULTANT violates any of the terms or provisions of this agreement, then the COMMISSION shall have the right to terminate this agreement effective immediately upon the COMMISSION giving written notice thereof to the CONSULTANT. Either party may terminate this agreement on 30 days' written notice. COMMISSION shall pay CONSULTANT for all work satisfactorily completed as of the

date of notice. COMMISSION may terminate this agreement immediately upon oral notice should funding cease or be materially decreased or should the COMMISSION Executive Director fail to appropriate sufficient funds for this agreement in any fiscal year.

The COMMISSION's right to terminate this agreement may be exercised by Executive Director.

7. **ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. CONSULTANT shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. CONSULTANT specifically acknowledges that in entering into and executing this agreement, CONSULTANT relies solely upon the provisions contained in this agreement and no other oral or written representation.

8. **NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of CONSULTANT, CONSULTANT may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the COMMISSION.

9. **EMPLOYMENT STATUS**

CONSULTANT shall, during the entire term of this agreement, be construed to be an independent CONSULTANT and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow COMMISSION to exercise discretion or control over the professional manner in which CONSULTANT performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by CONSULTANT shall be provided in a manner consistent with the professional standards applicable to

such services. The sole interest of the COMMISSION is to ensure that the services shall be rendered and performed in a competent, efficient and satisfactory manner. CONSULTANT shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of CONSULTANT, if CONSULTANT were a COMMISSION employee. COMMISSION shall not be liable for deductions for any amount for any purpose from CONSULTANT's compensation. CONSULTANT shall not be eligible for coverage under COMMISSION's Workers Compensation Insurance Plan nor shall CONSULTANT be eligible for any other COMMISSION benefit.

10. **INDEMNIFICATION**

CONSULTANT shall defend, hold harmless, and indemnify Tehama [local agency], its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees COMMISSION, damages, judgments, or decrees by reason of any person's or persons' injury, including death, or property (including property of COUNTY being damaged, arising out of CONSULTANT's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, whether by negligence or otherwise. CONSULTANT shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. CONSULTANT shall also defend and indemnify COMMISSION against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the COMMISSION with respect to CONSULTANT's "independent CONSULTANT" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

11. **INSURANCE**

CONSULTANT shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements For CONSULTANT," attached hereto and incorporated by reference.

12. **PREVAILING WAGE**

CONSULTANT certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. If the Services hereunder are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, CONSULTANT agrees to fully comply with and to require its subconsultants to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable, COMMISSION will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office and will make this information available to any interested party upon request. CONSULTANT shall defend, indemnify and hold the [LOCAL AGENCY], its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the CONSULTANT or its subconsultants to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, CONSULTANT specifically acknowledges that COMMISSION has not affirmatively represented to CONSULTANT in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a “public work.” To the fullest extent permitted by law, CONSULTANT hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

CONSULTANT acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no CONSULTANT or subconsultant may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 (with

limited exceptions from this requirement for bid purposes only under Labor Codes section 1771.1(a).

CONSULTANT acknowledges that no CONSULTANT or subconsultant may be awarded a contract for public works on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5

If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, CONSULTANT acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

13. **NON-DISCRIMINATION**

CONSULTANT shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

14. **GREEN PROCUREMENT POLICY**

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction’s contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available

at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

15. **COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by CONSULTANT under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the COMMISSION immediately.

16. **LAW AND VENUE**

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

17. **AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

18. **NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

If to TEHAMA COUNTY TRANSPORTATION COMMISSION:

If to CONSULTANT:

Notice shall be deemed to be effective two days after mailing.

19. **NON-EXCLUSIVE AGREEMENT:**

CONSULTANT understands that this is not an exclusive agreement, and that COMMISSION shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by CONSULTANT, or to perform such services with COMMISSION's own forces, as COMMISSION desires.

20. **RESOLUTION OF AMBIGUITIES:**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

21. **NO THIRD-PARTY BENEFICIARIES:**

Neither party intends that any person shall have a cause of action against either of them as a third-party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

22. **HAZARDOUS MATERIALS**

Contractor shall provide to County all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by Contractor, or any of its Subcontractors, in connection with the services on County property. Contractor shall provide County with copies of any such Safety Data Sheets prior to entry to County property or with a document certifying that no Hazardous Materials will be brought onto County property by Contractor, or any of its Subcontractors, during the performance of the services. County shall provide Safety Data Sheets for any Hazardous Materials that Contractor may be exposed to while on County property.

23. HARASSMENT

Contractor agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement.

24. FEDERAL CLAUSES:

No Obligation to Third-Parties by use of a Disclaimer

- A. **No Federal Government Obligation to Third Parties.** The CONSULTANT agrees that, absent of the Federal Government's express written consent, the Federal Government shall not be subject to any obligations or liabilities to any CONSULTANT, any third-party CONSULTANT, or any other person not a party to the Grant Agreement in connection with the performance of the PROJECT. Notwithstanding any concurrence provided by the Federal Government in or approval of any solicitation, or third-party agreement, the Federal Government continues to have no obligation or liabilities to any party, including the CONSULTANT or third-party CONSULTANT.

- B. Third-Party Contracts and Subagreements Affected. To the extent applicable, federal requirements extend to third-party CONSULTANTS and their contracts at every tier, and to the subagreements of third-party CONSULTANTS and the subagreements at every tier. Accordingly, the CONSULTANT agrees to include, and to require its third-party CONSULTANTS to include appropriate clauses in each third-party contract and each subagreement financed in whole or in part with financial assistance provided by the FTA.
- C. No Relationship between the California Department of Transportation and Third-Party CONSULTANTS. Nothing contained in this Contract or otherwise, shall create any contractual relationship, obligation or liability between the California Department of Transportation and any third-party CONSULTANTS, and no third-party contract shall relieve the CONSULTANT of his responsibilities and obligations hereunder. The CONSULTANT agrees to be fully responsible to the Awarding Agency for the acts and omissions of its third-party CONSULTANTS and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the CONSULTANT. The CONSULTANT's obligation to pay its third-party CONSULTANTS is an independent obligation from the Awarding Agency's obligation to make payments to the CONSULTANT. As a result, the California Department of Transportation shall have no obligation to pay or to enforce the payment of any moneys to any third-party CONSULTANT.
- D. Obligations on Behalf of the California Department of Transportation. The CONSULTANT shall have no authority to contract for or on behalf of, or incur obligations on behalf of the California Department of Transportation.
- E. Awarding Agency Approval of Subagreements. The Awarding Agency shall approve in writing all proposed Subagreements, Memorandums of

Understanding (MOU), or similar documents relating to the performance of the Contract prior to implementation. The CONSULTANT agrees that it will not enter into any Subagreements unless the same are approved in writing by the Awarding Agency. Any proposed amendments or modifications to such Subagreements must be approved by the Awarding Agency prior to implementation.

Program Fraud and False or Fraudulent Statements or Related Acts

- A. The CONSULTANT acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. Section 3801 et seq. and US Department of Transportation regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this PROJECT. Upon execution of an underlying contract, the CONSULTANT certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, and pertaining to the underlying contract or the federally assisted PROJECT for which this contracted work is being performed. In addition to other penalties that may be applicable, the CONSULTANT further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 in the CONSULTANT to the extent the Federal Government deems appropriate.
- B. The CONSULTANT also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a PROJECT that is financed in whole or in part with federal assistance originally awarded by the FTA under the authority of 49 U.S.C. Section 5307, the Government reserves the right to impose the penalties of 18 U.S.C. Section 1001 and 49 U.S.C.

Section 5307(n)(1) on the CONSULTANT, to the extent the Federal Government deems appropriate.

- C. The CONSULTANT agrees to include the above two clauses in each subagreement financed in whole or in part with Federal Assistance provided by the California Department of Transportation. It is further agreed that these clauses shall not be modified, except to identify the subconsultant who will be subject to the provisions.

Access to Records

The Awarding Agency, the California Department of Transportation, the State Auditor General, and any duly authorized representative of the Federal government shall have access to any books, records, and documents of the CONSULTANT and its subconsultants that are pertinent to this Contract of audits, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. The CONSULTANT shall include a clause to this effect in every subagreement entered into relative to the PROJECT.

Record Keeping

The CONSULTANT and all subconsultants shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of this Contract. All parties shall make such materials available at their respective offices at all reasonable times during the performance and for three (3) years from the date of final payment under this Contract and all subagreements.

Accounting Records

The CONSULTANT shall establish and maintain separate accounting records and reporting procedures specified for the fiscal activities of the PROJECT. The

CONSULTANT's accounting system shall conform to generally accepted accounting principles (GAAP) and uniform standards that may be established by California Department of Transportation. All records shall provide a breakdown of total costs charged to the PROJECT including properly executed payrolls, time records, invoices, and vouchers.

Federal Changes, Amendments to State, and Local Laws, Regulations, and Directives

The terms of the most recent amendments to any federal, State, or local laws, regulations, FTA directives, and amendments to the grant or cooperative contract that may be subsequently adopted, are applicable to the PROJECT to the maximum extent feasible, unless the California Department of Transportation provides otherwise in writing.

Civil Rights (Title VI, EEO, & ADA)

During the performance of this Contract, the CONSULTANT its assignees and successors in interest, agree to comply with all federal statutes and regulations applicable to grantee subrecipients under the Federal Transit Act, including, but not limited to the following:

- A. Race, Color, Creed, National Origin, Sex. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. Section 2000e, and federal transit law at 49 U.S.C. Section 5332, the CONSULTANT Agrees to comply with all applicable equal employment opportunity (EEO) requirements of the U.S. Department of Labor (U.S. DOL) regulations, "Office of Labor," 41 CFR Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C.

Section 2000e note), and with any applicable federal statutes, executive orders, regulations, and federal policies that may in the future affect construction activities undertaken in the course of the PROJECT. The CONSULTANT agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection from training, including apprenticeship. In addition, the CONSULTANT agrees to comply with any implementing requirements the California Department of Transportation any issue.

- B. Nondiscrimination. The CONSULTANT, with regard to the work performed by it during the contract term shall act in accordance with Title VI. Specifically, the CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. Department of Transportation's Regulations, including employment practices when the Contract covers a program whose goal is employment. Further, in accordance with Section 102 of the Americans with Disabilities Act (ADA), as amended, 42 U.S.C. Section 12112, the CONSULTANT agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the CONSULTANT agrees to comply with any

implementing requirements the California Department of Transportation may issue.

- C. Solicitations for SUBCONSULTANTS Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation by the CONSULTANT for work performed under a subagreement, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the CONSULTANT of the subconsultants's obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- D. Information and Reports. The CONSULTANT shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Awarding Agency or the California Department of Transportation to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish the information, the CONSULTANT shall certify to the Awarding Agency of the California Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.

Sanctions for Noncompliance. In the event of the CONSULTANT's noncompliance with the nondiscrimination provisions of the Contract, the Awarding Agency shall:

1. Withholding of payment to the CONSULTANT under the Contract until the CONSULTANT complies, and/or

2. Cancellation, termination, or suspension of the Contract, in whole or in part.

E. Incorporation of Provisions. The CONSULTANT shall include the provisions of these paragraphs A through F in every subagreement, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The CONSULTANT will take such action with respect to any subconsultants or procurement as the Awarding Agency or the California Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such directions, the CONSULTANT may request the Awarding Agency to enter into such litigation to protect the interest of the Awarding Agency, and, in addition, the CONSULTANT may request the California Department of Transportation to enter into such litigation to protect the interests of the California Department of Transportation.

Incorporation of FTA Terms

Incorporation of Federal Transit Administration (FTA) Terms - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The CONSULTANT shall not perform any act, fail to perform any act, or refuse to comply with any California Department of Transportation requests which would cause the California Department of

Transportation to be in violation of the FTA terms and conditions. The CONSULTANT shall not perform any act, fail to perform any act, or refuse to comply with any Awarding Agency requests which would cause the Awarding Agency to be in violation of the FTA terms and conditions.

Energy Conservation

The CONSULTANT agrees to comply with the mandatory energy efficiency standards and policies within the applicable California Department of Transportation energy conservation plans issued in compliance with the Energy Policy and Conservation Act, 42, U.S.C. Section 6321 et seq.

Additional Termination Provisions

- A. Termination for Convenience (General Provision). When it is in the Awarding Agency's best interest, the Awarding Agency reserves the right to terminate this Contract, in whole or in part, at any time by providing a TEN (10) DAY WRITTEN NOTICE to the CONSULTANT. The CONSULTANT shall be paid its costs, including contract closeout costs, and profit on work performed up to the time of termination. The CONSULTANT shall promptly submit its termination claim to the Awarding Agency. If the CONSULTANT has any property in its possession belonging to the Awarding Agency, the CONSULTANT will account for the same, and dispose of it in the manner the Awarding Agency directs.
- B. Termination for Default (General Provision). If the CONSULTANT does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the CONSULTANT fails to perform in the manner called for in the contract, or if the CONSULTANT fails to comply with any other provisions of the contract, the Awarding Agency may terminate this contract for default. Termination shall be affected by serving a notice of termination on the

CONSULTANT setting forth the manner in which the CONSULTANT is in default. The CONSULTANT will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the Awarding Agency that the CONSULTANT had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the CONSULTANT, the Awarding Agency, after setting up a new delivery of performance schedule, may allow the CONSULTANT to continue work, or treat the termination as a termination for convenience.

- C. Mutual Termination. The PROJECT may also be terminated if the Awarding Agency and the CONSULTANT agree that its continuation would not produce beneficial results commensurate with the further expenditure of funds or if there are inadequate funds to operate the PROJECT equipment or otherwise complete the PROJECT.

Debarment and Suspension

- A. The CONSULTANT agrees to comply with the requirements of Executive Order Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. Section 6101 note; and U.S. DEPARTMENT OF TRANSPORTATION regulations on Debarment and Suspension and 49 CFR Part 29.
- B. Unless otherwise permitted by the California Department of Transportation, the CONSULTANT agrees to refrain from awarding any third-party contract of any amount to or entering into any sub-contract of any amount with a party included in the "U.S. General Services Administration's (U.S. GSA) List of Parties Excluded from Federal procurement and Non-procurement Program,"

implementing Executive Order Nos. 12549 and 12689, “Debarment and Suspension” and 49 CFR Part 29. The list also must include the names of parties debarred, suspended, or otherwise excluded by agencies, and CONSULTANT’s declared ineligible for contract award under statutory or regulatory authority other than Executive Order Nos. 12546 and 12689.

- C. Before entering into any subagreements with any subconsultant, the CONSULTANT agrees to obtain a debarment and suspension certification from each prospective recipient containing information about the debarment and suspension status and other specific information of that awarding agency and its “principals,” as defined at 49 CFR Part 29.
- D. Before entering into any third-party contract exceeding \$25,000.00, the CONSULTANT agrees to obtain a debarment and suspension certification from each third-party CONSULTANT containing information about the debarment and suspension status of that third-party CONSULTANT and its “principals,” as defined at 49 CFR 29.105(p). The CONSULTANT also agrees to require each third-party CONSULTANT to refrain from awarding any subagreements of any amount, at any tier, to a debarred or suspended subconsultant, and to obtain a similar certification for any third-party subconsultant, at any tier, seeking a contract exceeding \$25,000.00.

Buy America

The CONSULTANT shall comply with the Buy-America requirements of 49 U.S.C. 5323(j) and 49 CFR Part 661 for all procurements of steel, iron, and manufactured products used in PROJECT. Buy-America requirements apply to all purchases, including materials and supplies funded as operating costs, if the purchase equals or exceeds \$100,000.00. Separate requirements for rolling stock

are set out at 49 U.S.C. 5323(j)(2)(c) and 49 CFR 661.11. Rolling stock must be assembled in the United States and have a 60 percent domestic content.

Provisions for Resolution of Disputes, Breaches, or Other Litigation

The Awarding Agency and the CONSULTANT shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the CONSULTANT shall submit to the Awarding Agency Representative for this Contract or designee a written demand for a decision regarding the disposition of any dispute arising under this Contract. The Awarding Agency Representative shall make a written decision regarding the dispute and will provide it to the CONSULTANT. The CONSULTANT shall have the opportunity to challenge in writing within ten (10) working days to the Awarding Agency's Executive Director or his/her designee. If the CONSULTANT's challenge is not made within the ten (10) day period, the Awarding Agency Representative's decision shall become the final decision of the Awarding Agency. The Awarding Agency and the CONSULTANT shall submit written, factual information and supporting data in support of their respective positions. The decision of the Awarding Agency shall be final, conclusive, and binding regarding the dispute, unless the CONSULTANT commences an action in court of competent jurisdiction to contest the decision in accordance with Division 3.6 of the California Government Code.

Lobbying

- A. The CONSULTANT agrees that it will not use federal assistance funds to support lobbying. In accordance with 31 U.S.C. and U.S. Department of Transportation Regulations, "New Restrictions on Lobbying." 49 CFR Part 20, if the bid is for an award for \$100,000.00 or more the Awarding Agency will not make any federal assistance available to the CONSULTANT until the Awarding Agency has received the CONSULTANT's certification that the CONSULTANT

has not and will not use federal appropriated funds to pay any person or organization to influence or attempt to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal grant, cooperative agreement, or any other federal award from which funding for the PROJECT is originally derived, consistent with 31 U.S.C. Section 1352, and;

- B. If applicable, if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with the form instructions.
- C. The CONSULTANT shall require that the language of the above two clauses be included in the award documents for all sub-awards at all tiers (including subagreements, sub-grants, and contracts under grants, loans, and cooperative agreements) which exceed \$100,000.00 and that all awarding agencies shall certify and disclose accordingly.

This Contract is a material representation of facts upon which reliance was placed when the Contract was made or entered into. These provisions are a prerequisite for making or entering into a Contract imposed by Section 1352, Title 31, U.S. Code. Any person who fails to comply with these provisions shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each failure.

Clean Air

- A. The CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. Section 7401 et seq. The CONSULTANT agrees to report each violation to the Awarding Agency and understands and agrees that the Awarding Agency will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- B. The CONSULTANT also agrees to include these requirements in each subagreement exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Clean Water

- A. The CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The CONSULTANT agrees to report each violation to the Awarding Agency and understands and agrees that the Awarding Agency will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- B. The CONSULTANT also agrees to include these requirements in each subagreement exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Patent Rights & Rights in Data and Copyrights (Research or Data Development Only)

In accordance with 37 CFR Part 401, 49 CFR Parts 18 and 19, the CONSULTANT must comply with patent and rights in data requirements for federally assisted contracts involving experimental, developmental, or research work. The Awarding Agency reserves a royalty-free, non-exclusive, and irrevocable right to

reproduce, publish, or otherwise use the work for federal purposes and reserves the right to grant authority to others.

Intelligent Transportation Systems (ITS) National Architecture

To the extent applicable, the CONSULTANT agrees to conform to the National Intelligent Transportation System (ITS) Architecture and Standards as required by 23 U.S.C. Section 517(d), 23 U.S.C. Section 512 note, and 23 CFR Part 655 and 940, and follow the provisions of the FTA Notice, "FTA National ITS Architecture Policy on Transit projects," 66 Fed. Reg. 1455 et seq., January 8, 2001, and any other implementing directives the FTA may issue at a later date, except to the extent the FTA determines otherwise in writing.

Section 504 and Americans with Disabilities Act Program Requirements

The CONSULTANT will comply with 49 CFR Parts 27, 37, and 38, implementing and Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

DBE Contract Assurance

The CONSULTANT or SUBCONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONSULTANT or subconsultant shall carry out applicable requirement of 49 CFR Part 26 in the award and administration of [Federal] DOT-assisted contracts. Failure by the CONSULTANT or subconsultant to carry out these requirements is a material breach of this contract, which may result in the termination of the Standard Agreement between the STATE and the Awarding Agency, the termination of this contract by the Awarding Agency, or such other remedy the STATE or Awarding Agency deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the CONSULTANT from future bidding as non-responsive.

Awarding Agency shall notify the CALTRANS DBELO in the event the Awarding Agency finds the CONSULTANT or SUBCONSULTANT is in violation of 49 CFR Part 26 within five (5) business days the finding is made.

DBE Participation Goal

This contract may be subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The contract goal for participation of Disadvantaged Business Enterprises (DBE) for this contract is X.X%.

Offerors may ~~be~~ required to document sufficient DBE participation to meet the contract goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53 (3)(i)(A). Award of this contract is conditioned on submission of the following:

1. If the offer meets the DBE contract goal the offeror must include with the offer a completed ADM-0227F form.
2. If the offer cannot meet the DBE contract goal the offeror must include with the offer a completed ADM-0312F form that documents the offeror's good faith efforts (GFE) and ADM-0227F form. The Awarding Agency must document concurrence with the offeror's GFE and provide a copy of the GFE to Caltrans DRMT Compliance Liaison for additional concurrence prior to contract award.

The CONSULTANT shall not terminate the DBE subconsultant's listed on ADM-0227F without the Awarding Agency's prior written consent and concurrence from the CALTRANS DBELO. The Awarding Agency may provide such written consent only if the CONSULTANT has good cause to terminate the DBE firm. Before transmitting a request to terminate, the CONSULTANT shall give notice in writing to the DBE subconsultant of its intent to terminate and the reason for the request. The CONSULTANT shall give the DBE five (5) days to respond to the notice and advise of the reasons why it objects to the proposed termination. When a DBE subconsultant is terminated or fails to complete its work on the contract for any reason, the CONSULTANT shall make good faith efforts (GFE) to find another DBE subconsultant to substitute for the original DBE and immediately notify the Awarding Agency in writing of its efforts to replace the original DBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the Contract as the DBE that was terminated, to the extent needed to meet the Contract goal established for this procurement.

Continued Compliance

The Awarding Agency may be required upon award of federal funding to monitor the CONSULTANT's DBE compliance during the life of this contract and submit to the STATE a completed ADM-0369 form in each their request for reimbursement (RFR) packet.

IN WITNESS WHEREOF, COMMISSION and CONSULTANT have executed this agreement on the day and year set forth below upon signature the Executive Director.

TEHAMA COUNTY TRANSPORTATION COMMISSION

Date: _____

----- **(Bold & Capital letters)**

Date: _____

Vendor Number

Approved as to form by
Tehama County Counsel

By: -----

Exhibit A

INSURANCE REQUIREMENTS FOR CONSULTANT

CONSULTANT shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by CONSULTANT, his/her agents, representatives, employees or subconsultants. At a minimum, CONSULTANT shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations)

\$1,000,000 per occurrence for bodily injury, personal injury and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

Workers' Compensation

If CONSULTANT has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover CONSULTANT and CONSULTANT's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

Professional Liability (CONSULTANT/Professional services standard agreement only)

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If CONSULTANT is a state-licensed architect, engineer, CONSULTANT, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, CONSULTANT shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If CONSULTANT maintains higher limits than the minimums shown above, COMMISSION shall be entitled to coverage for the higher limits maintained by CONSULTANT.

All such insurance coverage, except professional liability insurance, shall be provided on an "occurrence" basis, rather than a "claims made" basis.

Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include "Tehama [local agency], its elected officials, officers, employees and volunteers" as an additional insured.

The certificate holder shall be "County of Tehama."

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the Tehama County Transportation Commission. The deductible and/or self-insured retentions will not limit or apply to CONSULTANT's liability to COMMISSION and will be the sole responsibility of CONSULTANT.

Primary Insurance Coverage

For any claims related to this project, CONSULTANT's insurance coverage shall be primary insurance as respects the COMMISSION , its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the COMMISSION , its officers, officials, employees, or volunteers shall be excess of CONSULTANT's insurance and shall not contribute with it.

Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that "coverage shall not be reduced or canceled without 30 days' prior written notice certain to the COMMISSION."

Acceptability of Insurers

CONSULTANT's insurance shall be placed with an insurance carrier holding a current A.M. Best & Company's rating of not less than A:VII unless otherwise acceptable to the COMMISSION . The COMMISSION reserves the right to require rating verification. CONSULTANT shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

SUBCONSULTANTS

CONSULTANT shall require and verify that all SUBCONSULTANTS maintain insurance that meets all the requirements stated herein.

Material Breach

If for any reason, CONSULTANT fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. COMMISSION , in its sole option, may terminate the contract and obtain damages from CONSULTANT resulting from breach. Alternatively, COMMISSION may purchase such required insurance coverage, and without further notice to CONSULTANT, COMMISSION may deduct from sums due to CONSULTANT any premium costs advanced by COMMISSION for such insurance.

Policy Obligations

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CONSULTANT's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

Verification of Coverage

CONSULTANT shall furnish COMMISSION with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the COMMISSION prior to COMMISSION signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The COMMISSION reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

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Exhibit B
Scope of Work
(Taken from Proposal)

Exhibit C
Fee Schedule
(Take from Proposal)