



Request for Proposals

Yuba-Sutter Transit Resilient Next Generation Transit Facility Plan

September 20, 2019

Release Date: September 20, 2019

Proposal Due Date & Time: 4:00 p.m. on Friday, October 18, 2019

Presentations (If Necessary): November 4 – November 8, 2019

Contract Award (Tentative): November 21, 2019

Notice of Request for Proposals

The Yuba-Sutter Transit Authority (Yuba-Sutter Transit) is seeking proposals from qualified firms to conduct planning work to prepare for the replacement of the existing Yuba-Sutter Transit Maintenance and Operations facility. The key planning tasks include establishing future facility needs; identifying potential sites for a new Yuba-Sutter Transit maintenance and operations facility; conducting climate vulnerability assessment of the candidate sites; developing conceptual site/facility design; and, developing a financial plan to complete the project. When complete, the **Yuba-Sutter Transit Resilient Next Generation Transit Facility Plan** will provide a blueprint for staff to follow from property acquisition to construction of the facility. The selected consultant will work with Yuba-Sutter Transit staff; local officials and the public to develop the plan, incorporate community input and present the final plan to the Yuba-Sutter Transit Authority Board of Directors.

Sealed proposals shall be received by Yuba-Sutter Transit at 2100 B Street, Marysville, CA at or before 4:00 p.m. PST, Friday, October 18, 2019 for the Yuba-Sutter Resilient Next Generation Transit Facility Plan as described in this Request for Proposals (RFP) document. Proposals received after the date and time specified above shall be considered late proposals and shall be returned to the proposer unopened.

Yuba-Sutter Transit reserves the right, in its sole and exclusive discretion, to postpone, to accept or to reject any and all proposals, in whole or in part. The total proposal amount is not to exceed \$200,000. All proposals shall be subject to all applicable State and Federal laws. The award to be let under this solicitation is subject to the terms of a financial assistance agreement between Yuba-Sutter Transit and the California Department of Transportation (Caltrans) under the Fiscal Year 2019-20 Sustainable Transportation Planning Grant program.

Proposal documents can be found at <https://www.yubasuttertransit.com/contract-opportunities>. Submitted documents (2 bound copies and 1 electronic copy) shall be clearly marked “**YUBA-SUTTER TRANSIT RESILIENT NEXT GENERATION TRANSIT FACILITY PLAN**” and shall be mailed or delivered to:

Yuba-Sutter Transit
ATTN: Keith Martin, Transit Manager
2100 B Street
Marysville, CA 95901

Questions should be directed to Adam Hansen, Planning Program Manager at (530) 634-6880, FAX (530) 634-6888 or by email at adam@yubasuttertransit.com. Responses may be shared with other prospective bidders.

Request for Proposals
Yuba-Sutter Transit Resilient Next Generation Transit Facility

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Introduction

The Yuba-Sutter Transit Authority is the sole provider of public transit service in Yuba and Sutter Counties under a joint powers agreement between Sutter and Yuba Counties and the Cities of Marysville and Yuba City. Operated and maintained by a private service contractor, Yuba-Sutter Transit provides four distinct services within the urbanized and rural areas of the counties as listed below:

- Urban fixed route service in the cities of Yuba City and Marysville and the unincorporated communities of Linda and Olivehurst.
- Urban demand responsive Dial-A-Ride service, which includes service to seniors and persons with disabilities and complementary paratransit service as required by the Americans with Disabilities Act (ADA).
- Weekday peak hour and midday commuter service to downtown Sacramento.
- Limited rural route deviation service consisting of three separate routes between Marysville/Yuba City and the Yuba County foothills, Live Oak and Wheatland. The Live Oak and Wheatland services are operated by contract with the Cities of Live Oak and Wheatland.

Yuba-Sutter Transit currently operates a fleet of 51 buses ranging in capacity from 16 to 57 passengers. Annual ridership has increased significantly over the organization's 40+ year history, providing 932,951 passenger trips on all services in FY 2019.

The local fixed route system provides service every 30 to 60 minutes on six routes with 14 buses in all day service Monday through Friday (12 on Saturdays) in Yuba City, Marysville, Linda and Olivehurst. Local fixed route service is provided each weekday from approximately 6:30 a.m. to 6:30 p.m. and from approximately 8:30 a.m. to 5:30 p.m. on Saturdays. The local fixed route system provided 731,507 passenger trips in FY 2019 accounting for over 78 percent of all Yuba-Sutter Transit ridership and 56 percent of all service hours.

Yuba-Sutter Transit has implemented many improvements over the years to enhance service and the rider experience. These improvements included the introduction of larger and more easily identified fixed route buses; the start of Saturday fixed route service in 1998; the placement of bus stop benches and shelters at key stops; the installation of bike racks on all buses; a full conversion to modern low floor buses completed in 2015; upgrading commuter fleet to all over the road coaches for Sacramento service and, a highly successful discount monthly pass programs for area youth, seniors and persons with disabilities.

Background

Yuba-Sutter Transit purchased and renovated the existing 3.2 acre site and former 7-Up bottling plant in 1996 for use as a transit operations, maintenance and administration facility. It was expanded and remodeled again in 2011 to its current and ultimate capacity. This facility has served the growing transit

system well over the years, but the recent adoption of the Innovative Clean Transit regulations by the California Air Resources Board requires that 25 percent of buses purchased after 2025 and 100 percent of buses purchased after 2028 be zero emission buses (ZEBs) has created a need for additional space for ZEB fueling infrastructure.

A high level facility ZEB feasibility analysis was conducted in 2018 by AECOM as Chapter 5 of the Corridor Enhancement Plan (<https://www.yubasuttertransit.com/final-corridor-enhancement-plan>). This analysis found that up to 12 battery electric buses (BEBs) could be reasonably charged at the current facility, but that additional buses would require an overhead gentry/solar canopy system to elevate the charging infrastructure to save ground space for bus parking. The current site already lacks sufficient parking for each bus and cannot afford to give up more parking spaces for the fueling infrastructure needed to support ZEBs. The overhead charging system would require significant investment into a facility that offers little room for future growth.

Additionally, the California Department of Transportation is in the early stages of project development on a safety project on State Route 70 immediately adjacent to the existing facility site that is likely to impact the site footprint. This project is currently scheduled to impact the current site in the next 4 - 5 years which further increases the urgency of relocating this facility.

Lastly, Yuba-Sutter Transit needs to provide service to the public during extreme weather events or other natural disasters. Over the years, Yuba-Sutter Transit has been called upon to assist in evacuation efforts due to widespread flooding (1986 & 1997), the Oroville Dam Spillway threat (2017) and the Loma Rica Fire (2017). Because the frequency of extreme weather events and natural disasters is expected to increase over time, Yuba-Sutter Transit applied for and received an Adaptation Planning Grant to select a site for a new facility with increased resiliency for continued operations during natural disasters and other emergencies. This resulting plan will set the groundwork to pursue funding to procure land and construct a new facility.

Project Summary and Description

The Adaptation Planning Grant is an excellent opportunity to lay the groundwork for many years of safe, efficient transit service to the residents of Yuba and Sutter Counties. The Yuba-Sutter Transit Resilient Next Generation Transit Facility Plan will help us achieve a number of key tasks:

1. Increase the resiliency of transit operations to enable Yuba-Sutter Transit to remain operational during extreme weather events and natural disasters;
2. Transition the current diesel/gasoline powered fleet to a zero emission fuel source;
3. Conduct a near-term (10 years) and long term (30 year) transit system needs assessment;
4. Select and rank suitable candidate sites for the Next Generation Transit facility;
5. Develop preliminary site and building design for the future construction of that facility; and,
6. Develop a funding plan to complete the envisioned facility project.

The transportation planning project to be let under this solicitation will serve to promote the following State and Federal Transportation Planning Goals:

- **Improve Multimodal Mobility and Accessibility for All People:** Expand the system and enhance modal choices and connectivity to meet the state’s future transportation demands.
- **Preserve the Multimodal Transportation System:** Maintain, manage, and efficiently utilize California’s existing transportation system.
- **Support a Vibrant Economy:** Maintain, manage, and enhance the movement of goods and people to spur the economic development and growth, job creation, and trade.
- **Improve Public Safety and Security:** Ensure the safety and security of people, goods, services, and information in all modes of transportation.
- **Foster Livable and Healthy Communities and Promote Social Equity:** Find transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.
- **Practice Environmental Stewardship:** Plan and provide transportation services while protecting our environment, wildlife, historical, and cultural assets.

Federal Transportation Planning Goals

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase accessibility and mobility of people and freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

Current Conditions

The staffing level at Yuba-Sutter Transit is relatively low compared to similarly sized agencies that contract with private service providers to operate and maintain their systems. While future staffing numbers will be dependent upon the both the amount and nature of the services offered in response to such factors as changes in population, ridership, funding and technology over time; the projected number of positions in 2020 are provided below for both Yuba-Sutter Transit and the service contractor.

Projected 2020 Staffing Levels

Position	2020
Yuba-Sutter Transit Administration	5
Contractor Management	7
Dispatchers	6
Maintenance/Utility Workers	13
Drivers	66
Total	97

Fleet

Over the last 18 months, Yuba-Sutter Transit has been in the process of replacing a significant percentage of the revenue vehicle fleet to increase system reliability, fleet uniformity and to reduce maintenance costs. By December 2019, the fleet will include 16 cutaway style demand response and rural route buses (25' in length), 13 high-floor tour-style commuter buses (45' in length) and 22 low floor local fixed route buses (35' in length). Except for ten gasoline powered cutaway vehicles, the rest of the revenue fleet is diesel powered. In addition to the revenue fleet, Yuba-Sutter Transit also operates a non-revenue fleet of six vehicles including a diesel powered shop truck and five gasoline powered supervisor vehicles. The makeup of the current revenue fleet is shown below and a more detailed fleet list is attached as Appendix A.

Revenue Fleet	2019
Paratransit Vehicles	16
Fixed Route Buses	22
Commuter Buses	13
Total	51

Contract

The contract for the Yuba-Sutter Transit Resilient Next Generation Transit Facility will be an agreement between Yuba-Sutter Transit and the consultant. Yuba-Sutter Transit will provide contract administration services under a sub-recipient agreement with Caltrans. The consultant will invoice Yuba-Sutter Transit for services rendered and assist in preparing reports on the progress of the project as required under the Caltrans funding agreement. Yuba-Sutter Transit will reimburse the consultant for these services. This project is being funded primarily through an Adaptation Planning Grant with Yuba-Sutter Transit providing the local match. Project deliverables will be reviewed by the designated Yuba-Sutter Transit project management staff.

Scope of Work

The full scope of work, including the anticipated project timeline, for the Resilient Next Generation Transit Facility Plan is provided for reference below:

Introduction

The goal of this project is to ensure climate change adaptation strategies are implemented into site selection, design and construction of a Resilient Next Generation Transit Facility. This effort is a result, in part of the recently completed Yuba-Sutter Transit Corridor Enhancement Plan that analyzed the ability of the current maintenance and operations facility to meet future transit needs. The analysis found that due to space constraints, the current facility would not allow for future growth, the transition to zero emission fuel sources or allow for implementation of emerging technologies. A key part of the resulting Action Plan is to find a new site to construct a transit facility to meet the future transportation needs of the Yuba-Sutter bi-county region.

The new facility will be sited and designed to replace the existing outdated and undersized facility while facilitating the transition to a zero emission fuel source and safeguarding against loss of power and the impacts to electric vehicles due to climate-related disruptions. The facility will be designed to meet the reasonably anticipated capacity needs of the future with consideration to energy demand forecasts, utility constraints, strategic infrastructure siting issues, adaptation strategies addressing identified vulnerabilities and renewable energy technologies. The resulting plan will provide the information needed to select a climate change sensitive site; design and construct a resilient facility that allows for future growth; enables the transition to a zero emission fuel; and, will support continued transit operation in the bi-county area as the impacts of climate change become more severe.

With a current fleet of 51 revenue vehicles (22 fixed route, 16 demand response/rural route and 13 commuter buses), Yuba-Sutter Transit operates six urban fixed routes; three rural routes; an urban Dial-A-Ride service; and, an intercity commuter service between Marysville/Yuba City and downtown Sacramento. Yuba-Sutter Transit's six local fixed routes serve the cities of Yuba City and Marysville and the unincorporated Yuba County communities of Linda and Olivehurst. A total of 932,951 passenger trips were provided by these services in FY 2019.

This project will have a great benefit to the residents of Yuba and Sutter Counties, especially disadvantaged communities. According to the map provided by the California Air Resources Board which utilized CalEnviroScreen (CES) 3.0 and AB 1550 Low Income Community definition, a majority of our urban service area is low-income or disadvantaged (See Attachment A). Data derived from the five-year (2012-16) American Community Survey data validates this map as the Area Median Income of \$52,943 in Sutter County and \$48,739 in Yuba County is well below that of the SACOG region at \$61,353. The two-county region has a high proportion of disadvantaged residents, with high levels of poverty, low educational attainment, linguistic isolation, and unemployment. The population is nearly 29 percent Hispanic, with a disproportionate percentage (39 percent) living in disadvantaged communities.

	Disadvantaged Communities Yuba/Sutter	Total Yuba & Sutter Counties	Total SACOG Region
Total Population	71,392	169,303	2,411,845
Unemployment Rate	15.3%	11.8%	9.6%
% below 100% of federal poverty level	29.1%	18.9%	15.8%
% below 200% of federal poverty level	61.4%	42.6%	34.0%
Education less than high school	29.6%	19.5%	12.1%
Linguistic isolation	9.2%	6.5%	5.6%

Source: 2012-2016 American Community Survey

Four of the six local routes provided by Yuba-Sutter Transit serve the City of Marysville and the communities of Linda and Olivehurst on the east side of the Feather River containing 37 percent of the population that is served by Yuba-Sutter Transit. These communities contain disadvantaged/low-income populations that are in need of access to jobs and educational opportunities. CalEnviroScreen 3.0 ranks the Olivehurst community in the 94th percentile for poverty, 92nd percentile for unemployment and 75th for limited education. Additional areas of disadvantaged and low-income communities are located within Yuba City where two local routes also operate.

Areas within these disadvantaged communities will be studied and considered as potential sites for the Resilient Next Generation Transit Facility. Locating the facility within a disadvantaged community will enhance local employment opportunities; improve access to service information and resilient transit services especially during emergency situations; and, provide reliable daily access to shopping centers, social services, medical care and educational establishments such as Lindhurst High School and Yuba Community College.

Responsible Parties

Yuba-Sutter Transit

A Joint Powers Agency (JPA), Yuba-Sutter Transit values partnerships which is a key reason the agency exists. Yuba-Sutter Transit is a bi-county joint powers authority that was formed by Yuba and Sutter Counties and the Cities of Marysville and Yuba City. It also provides contract transit service to the Cities of Live Oak and Wheatland. This partnership allows for more efficient and comprehensive transit service for all of the partner jurisdictions. All of our partner agencies supplied a letter of support for this project (See Attachment C). In addition, our commuter service provides us with an opportunity to work and partner with state agencies and other major employers in downtown Sacramento to provide transportation choices for their employees.

Transit Staff

Transit Manager Keith Martin and Planning Project Manager Adam Hansen will be responsible for overseeing this project. Keith has over 30 years of experience in transit operations and management.

He oversaw the purchase and renovation of the current facility in 1996 along with the major remodel and expansion of this facility in 2011. Adam has over 10 years of transit experience and has written and/or overseen the development and delivery of multiple Sustainable Community Grants and a transit facility site selection study at a previous place of employment.

Consultant

An RFP will be released to hire a consulting team with the expertise necessary to complete the needs assessment, site analysis, conceptual design and financial plan for a state of the art transit facility that is expected to serve local transit operations for generations to come. Utilizing the California's Fourth Climate Change Assessment-Sacramento Valley Region Report and the Caltrans District 3 Climate Action Plan, the firm will identify and evaluate potential sites and design a next generation transit facility utilizing sustainable building practices. The project will also include the planning for zero emission fuels, possible onsite power generation/storage, and micro-grid technology to increase the resiliency of zero emission fuel sources and consequently transit service in the region.

The selected consultant will need to plan periodic conference calls throughout the project to keep Yuba-Sutter Transit staff up to date on project progress. An initial kickoff meeting with Yuba-Sutter Transit staff can take place in person or through a conference/video call. The consultant, however, is expected to be onsite to review potential sites (Task 2.2); conduct public outreach/present Working Paper #2 (Task 3.4-5); and for the presentation of the final plan (Task 4.2). Other onsite visits to the Yuba-Sutter area are at the consultant's discretion to complete the following tasks.

Project Tasks

Task 1: Project Administrative Tasks

Task 1.1 – Contract with Caltrans

- Staff will work with Caltrans and a Contract Analyst to enter into a Restricted Grant Agreement in order to be authorized to expend Adaptation Planning funds.
- Set up grant expenditure tracking with accounting.
- Start project.

- Responsible Party: Project Manager

Task 1.2 – Kick-off Meeting

- Yuba-Sutter Transit staff will organize a kickoff meeting with the Caltrans Regional Planning liaison, Sustainability Coordinator, District Transit Representative and other invited staff to review the project objectives, scope of work, deliverables, and discuss the grant procedures including contracting, invoicing, quarterly reporting and project timeline. This meeting will be valuable for everyone to meet the project manager, define project roles, agree on any project timeline modifications, and share expectations.

- Yuba-Sutter Transit staff will take meeting notes and distribute action items to team members post meeting. This list will be updated and maintained throughout the project to keep all team members on task.
- Responsible Party: Project Manager

Task 1.3 – Quarterly Invoicing & Reporting

- Yuba-Sutter Transit Project Manager will prepare quarterly reports to communicate progress or any obstacles, delays or issues to Caltrans staff.
- Yuba-Sutter Transit’s Finance Manager will assist Project Manager in preparing quarterly invoice.
- Responsible Party: Project Manager & Finance Manager

Task 1.4 – Procurement of Consultants

- Project Manager will prepare a draft RFP for review by the Transit Manager and Caltrans staff. To secure the expertise needed to deliver the project, advertising of the final RFP will be done through the Yuba-Sutter Transit, California Association for Coordinated Transportation (CalACT) and California Transit Association (CTA) websites along with the Transit Intelligence newsletter.
- Proposal Review Committee made up of Yuba-Sutter Transit staff with invitations issued to the Caltrans District 3 Sustainability Coordinator and local Yuba-Sutter Transit member jurisdictions.
- Schedule interviews of prospective firms if needed.
- Negotiate terms and enter into agreement with selected firm.
- Responsible Party: Transit Manager & Project Manager

Task	Deliverable
1.1	<i>Executed Restricted Grant Agreement</i>
1.2	<i>List of Action Items with responsible party</i>
1.3	<i>Quarterly Reports & Invoices</i>
1.4	<i>RFP released and signed agreement with selected firm</i>

Task 2: Climate Vulnerability Assessment of Potential Facility Sites

Task 2.1 – Define Facility Needs

- Kickoff meeting with Yuba-Meet with Yuba-Sutter Transit staff to clearly define future needs of the transit system to properly size and set the parameters for the future facility. This includes the allocation of office space, training space, employee break areas, maintenance bays, employee/visitor parking, customer counter, public space, etc. The allocation plan should include a short term (10 year) and long term (30 year) projection to plan for expandability to meet those needs.
- Use projection to determine future space needed for revenue and non-revenue fleet parking and site circulation.
- Determination of required space will include analysis of zero emission fuel sources such as battery electric and hydrogen electric power.
- Analyze future transit trends and local population projections to foresee related space needs for operation, fueling and administration of future alternative mobility options.
- Responsible Party: Consultant, Transit Manager & Project Manager

Task 2.2 – Identify Potential Sites

- Define the ideal geographical location of the facility within the Yuba-Sutter Transit service area and near key transit centers to minimize deadhead miles and reduce operating inefficiencies.
- Identify potential sites (vacant, underutilized or publically owned) that meet minimum acreage with adequate access for buses, transit users and pedestrians.
- Coordinate with local agencies, elected officials, stakeholders and staff to select up to 5 potential sites for further study.
- Analyze potential sites for proper land use/zoning, potential availability and environmental impacts and public accessibility. This preliminary analysis will be conducted to eliminate effort on a potential site that is unavailable or has a fatal flaw.
- Present top potential sites to Yuba-Sutter Transit Staff and other stakeholders for review and comment and reduce potential sites to 5.
- Responsible Party: Consultant & Transit Manager

Task 2.3 – Conduct Climate Vulnerability Assessment

- Utilizing California’s Climate Change Assessment Report, Caltrans District 3 Climate Action Plan, SACOG MTP/SCS and current Adaptation Planning grant “Transportation Project-Level Climate Adaptation Strategies for the Sacramento Region”, Local County Hazard Mitigation Plans and other available sources, identify potential climate change related risks associated with each site.
- Develop list of potential adaptation strategies to mitigate climate change risks associated with each of the 5 sites.

- Develop a cost/benefit analysis of identified strategies to help guide investment decisions through substantiated data.
- Responsible Party: Consultant

Task 2.4 – Working Paper #1

- Incorporate all deliverables from Tasks 2.1 - 2.3 into a working paper.
- Circulate draft for review by Yuba-Sutter Transit staff and project steering committee.
- Incorporate feedback in preparation for public review.
- Responsible Party: Consultant & Project Manager

Task	Deliverable
2.1	<i>List of desired facility and site parameters for the new facility</i>
2.2	<i>List of potential adequately sized and geographically advantageous sites</i>
2.3	<i>List of potential risks and adaptation strategies by site</i>
2.4	<i>Working Paper #1</i>

Task 3: Resilient Next Generation Transit Facility

Task 3.1 – Conceptual Facility Design

- Collect potential architectural design options that meet the functional needs of the transit system and is appropriate for the context of the location. Review with Yuba-Sutter Transit staff to select potential designs for the facility.
- Identify building characteristics that increase efficiency and resiliency with reduced maintenance costs.
- Identify key characteristics that increases the aesthetics, functionality and characteristics that create a healthy work environment for all employees.
- Identify key elements for the bus maintenance facility that will improve comfort, efficiency, and ability of maintenance staff to maintain zero emission buses.
- Responsible Party: Consultant

Task 3.2 – Resilient Fueling Infrastructure

- Develop draft layout and design of fueling infrastructure to meet the demands of a zero emission transit fleet. This includes bus charging infrastructure, maintenance yard requirements, electricity storage capacity, power generation, and potential power savings through demand response monitoring.
 - Analysis of zero emission fuels should consider hydrogen and electricity as a fuel sources.
 - Provide a conceptual solar analysis and conceptual micro-grid analysis for potential sites.
 - Provisions to ensure fueling capacity to operate during extreme water events and natural disasters is essential to a resilient transit system which includes analysis of practicality of relocating current emergency generator installed in 2018.
 - Coordinate planning efforts with the PG&E Fleet Ready Program representative and the local PG&E service coordinator to ensure support, deliverability and incorporation of state of the art power delivery, storage and distribution system.
- Responsible Party: Consultant

Task 3.3 – Conceptual Site Design

- Develop conceptual layouts for up to five potential sites including the administration offices, maintenance and operations facility, fueling infrastructure, parking, site circulation, and power generation/storage infrastructure.
 - Identify and list pros and cons for each site.
 - Provide a preliminary score for each site based on a generated list of criteria.
- Responsible Party: Consultant

Task 3.4 – Working Paper #2

- Incorporate all products and deliverables from Tasks 3.1-3.3 into a working paper.
 - Circulate draft for review by Yuba-Sutter Transit staff and project steering committee.
 - Incorporate feedback in preparation for public review.
- Responsible Party: Consultant & Project Manager

Task 3.5 – Public Outreach

- Work with Yuba-Sutter staff to post Working Papers #1 and #2 with developed concepts online for public viewing and provide an opportunity for public to comment.
- Consultant will present materials developed throughout the project development process to elected officials, city/county administrators and the public. The presentation will include:
 - Conceptual facility designs and scenarios;
 - Plan to transition fleet to zero emissions to follow the Innovative Clean Transit Regulations;
 - Conceptual plans and benefits of decentralized energy generation and storage capacity to safeguard against loss of power and impacts to transit service;
 - Adaptation strategies that can potentially be implemented to increase the reliability and resiliency of the transit system; and,

- Potential facility sites including the pros and cons of each and the preliminary scoring results.
- Record input from the public, member jurisdictions and elected offices.
- Responsible Party: Consultant

Task	Deliverable
3.1	<i>Conceptual Facility Design</i>
3.2	<i>Analysis of Resilient Fueling Infrastructure Options</i>
3.3	<i>Conceptual site designs for selected potential sites</i>
3.4	<i>Working Paper #2</i>
3.5	<i>Presentation and Input from the public and elected officials</i>

Task 4: Cost Estimates and Implementation Recommendations

Task 4.1 – Financial Plan

- Generate cost estimates for the top three facility sites with estimated price ranges for potential options such as electric bus charging, hydrogen fueling station, onsite power generation, power storage, adaptation strategies and other options that make the facility more efficient, resilient and future proof.
- Identify potential funding sources for the project including sources that may be able to fund a specific part of the overall project.
- Generate budget and funding plan for the Resilient Next Generation Transit Facility. The budget will include estimates for each phase of the project with necessary cash flow by year.
- Responsible Party: Consultant

Task 4.2 – Draft and Final Plan Development and Presentation

- Consultant will incorporate Working Paper #1 & 2 into a preliminary draft document for review and comment by Yuba-Sutter Transit staff and project steering committee.
- Based on public and policy input, generate the draft and final Resilient Next Generation Transit Facility Plan. The plan will contain (at a minimum) the following sections: Executive Summary, Introduction and Needs Assessment, Potential Sites, Next Generation Facility Concepts, Zero Emission Fuel Source Analysis, Climate Change Adaptation Strategies, Financial and Implementation Plan, and Follow-Up Recommendations.

- Consultant will present draft plan to the Yuba-Sutter Transit Board of Directors for review and acceptance.
 - Final Plan with all associated documents to be posted on the Yuba-Sutter Transit webpage.
 - Complete write up for the ICARP clearinghouse to be completed by the Project Manager.
- Responsible Party: Consultant, Transit Manager & Project Manager

Task	Deliverable
4.1	<i>Consultant recommendations and cost estimates for complete Next Generation Transit Facility.</i>
4.2	<i>Draft and final plan Development & Presentation</i>

The following tasks will be completed following the closeout of the 2019-20 Adaptation Planning Grant and the related Yuba-Sutter Transit Resilient Next Generation Transit Facility Plan.

Task 5: Resilient Next Generation Transit Facility

Task 5.1- Identify/Budget Funds for Procurement of Property

- Contact property owners of top 1 - 3 potential sites to ascertain their continued availability and willingness to sell.
- Budget available discretionary funds for the procurement of real property.
- Enter into agreement with real estate firm to negotiate and procure real property.

- Responsible Party: Transit Manager

Task 5.2- Initiate Environmental Analysis of Procured Property

- Contract with partner jurisdiction or local firm to complete environmental process. CEQA and NEPA will both need to be conducted for the project.
- Review and comment on draft environmental documents.
- Finalize environmental documents.

- Responsible Party: Consultant & Transit Manager

Task 5.3- Pursue Funding to Complete Design and Construction of the Resilient Next Generation Transit Facility

- Pursue funding from local, state and federal sources identified in the Resilient Next Generation Transit Facility Plan.
- Yuba-Sutter Transit staff will contract with an engineering/architectural firm to complete the design of facility.
- Once funding is secured, receive bids to construct facility.

- Responsible Party: Consultant & Transit Manager

Instructions to Proposers

General

All proposals will be controlled by the Terms and Conditions contained herein. Contractor terms and conditions that may be included as a part of other documents submitted as a part of the proposal are waived and will have no effect either on the proposal, or any contract which may be awarded as a result of the proposal when in conflict with those of this document. The attachment of any other terms and conditions may be grounds for rejection of the proposal.

Compliance with Laws: Yuba-Sutter Transit will comply with all applicable Federal, State, and local laws, codes, ordinances, regulations, orders, circulars, and directives, including, without limitation, all Federal regulatory requirements associated with the funding provided for this project. These regulations, orders, circulars, and directives include, without limitation, the following: 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; Office of Management and Budget Circular A-87, Revised "Cost Principles for State, Local, and Indian Tribal Governments"; and FTA Circular No. 4220.1E, "Third Party Contracting Requirements." Further, Yuba-Sutter Transit will require the appropriate debarment certification form from all contractors and Yuba-Sutter Transit certifies that it will not knowingly enter into any transaction with a contractor, subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State agency.

Contractor specifically agrees to the conditions set forth in the above paragraph by signature of the required "Transmittal Letter" described herein.

Yuba-Sutter Transit invites and encourages participation in this procurement by disadvantaged business enterprises.

Due Date

Sealed proposals, two (2) bound copies and one (1) electronic copy, must be delivered and received at the following address at or before 4:00 p.m. PST on Friday, October 18, 2019:

Yuba-Sutter Transit
ATTN: Keith Martin, Transit Manager
2100 B Street
Marysville, CA 95901

Required Proposal Contents

To be considered responsive, proposals must include the following components, at a minimum:

1. Transmittal Letter
Proposer specifically agrees to the conditions set forth in this RFP by signature of the Transmittal Letter. The letter must be signed by a representative authorized to bind the proposers company

and contain, at a minimum:

- a. Representation as to the type of business the proposer/firm is (individual, partnership, sole proprietorship, etc.);
- b. Representation as to the DBE status of the proposer/firm;
- c. Representation that no gratuities have been offered or given with a view toward securing this contract;
- d. Certification of independent price determination (prices in offer have been arrived at independently without any communications for the purposes of restricting competition)
- e. Certification regarding compliance with all applicable Federal, State, and local laws, codes, ordinances, regulations, orders, circulars, and directives, including, without limitation, all Federal regulatory requirements associated with the funding for this project.
- f. Certification regarding debarment, suspension, ineligibility and voluntary exclusion from FTA funded procurements

2. Technical Approach/Deliverables

Provide an original, detailed description of the level of work to be performed including, but not limited to, the Scope of Work described herein. Technical factors including methods for needs assessment, site selection, vulnerability assessment, resiliency planning, facility and site design, and financial plan should be explained sufficiently to support meaningful comparison and discrimination between competing proposals.

3. Key Personnel / Previous Performance

Yuba-Sutter Transit considers the qualifications, experience and past performance of key personnel and subcontractors that will perform major or critical aspects of the work as a key indicator of a proposer's ability to perform the contract successfully. Provide the names and profiles of the staff to be assigned as well as project descriptions and client contact information for at least three (3) relevant contracts, recently completed by your firm, requiring efforts similar to those of this project. Proposers are encouraged to provide information on problems encountered on the identified contracts and corrective measures taken.

4. Project Schedule

The contractor shall provide a detailed schedule for the work and anticipated completion dates of each major phase/milestone. While the grant funds do not expire until February 2022, Yuba-Sutter Transit would like to complete the project as quickly as possible preferably by January, 2021. This would allow us to pursue funding and property acquisition in 2021. The proposed project schedule is included as Appendix A, but should be modified to accurately reflect your firm's capacity to complete the tasks and must be included in your proposal.

Funding for all work to be completed under this project will expire on February 28, 2022, unless otherwise terminated or extended by written agreement between the parties, subject to approval by Caltrans, and/or any other Federal or State agency having jurisdiction.

5. Cost Proposal

Provide detailed cost breakdown of all labor necessary for the delivery of this project, including personnel assigned, cost per task and total cost. A sample cost proposal sheet is included as Appendix B and is also available on the Yuba-Sutter Transit website. The contracted portion of this project is not to exceed \$200,000.

6. Sub-Contractors

Provide names, addresses and descriptions of sub-contractors to be employed in the delivery of the project. Any subcontract in excess of \$25,000 entered into as a result of this solicitation must contain all of the applicable provisions of the primary agreement. Clearly indicate if no sub-contractors are to be used.

7. Insurance Certifications

Provide proof of insurance as detailed in the Terms and Conditions section.

Proposal Evaluation

Proposals shall be prepared in accordance with the requirements contained in this RFP. Yuba-Sutter Transit reserves the right, in its sole and exclusive discretion, to reject any or all proposals on the basis of responsiveness and/or cost; to award this contract to a single overall consultant/firm on all items; or, to make an award on the basis of individual tasks/deliverables or groups of tasks/deliverables, whichever shall be considered to be the best value to Yuba-Sutter Transit. Award may be made on the basis of the initial proposals submitted without any negotiations or discussions.

Yuba-Sutter Transit shall evaluate all proposals using the factors listed below and shall select the proposal that represents, in the sole opinion of Yuba-Sutter Transit, the "best value" to Yuba-Sutter Transit. Pursuant to applicable purchasing guidelines, Yuba-Sutter Transit will make an award to the responsible consultant(s) whose proposal is most advantageous to Yuba-Sutter Transit with price and other factors considered. Accordingly, Yuba-Sutter Transit may not necessarily make an award to the proposer with the highest technical ranking nor award to the proposer with the lowest price proposal if doing so would not be in the overall best interest of Yuba-Sutter Transit.

Consultant Selection

The consultant selection process will begin with the evaluation of all written proposals based on the following criteria:

Responsiveness/Overall Proposal Quality

Yuba-Sutter Transit will assess the relative quality of the submitted proposals based on the completeness and quality of the written proposal and a demonstrated understanding of the requirements of the project. If the proposal does not conform in all material aspects to the requirements of this solicitation at the time of submission or requires further clarification/discussions with the proposer, the proposal may be considered unresponsive.

Technical Approach

Technical factors regarding the specific methods proposed to be used by the consultant will be considered and they must be tailored to the specific requirements of this RFP. Technical factors should be explained sufficiently to support meaningful comparison and discrimination between competing proposals.

Qualifications, Experience and Past Performance of the Proposer

Consultants will be evaluated on their qualifications and experience in the successful delivery of similar projects. Yuba-Sutter Transit will contact references to verify accuracy and ascertain the proposer's record in meeting delivery schedules and responsiveness to customer issues.

Price

Price will be evaluated on the basis of being the most advantageous to Yuba-Sutter Transit. Proposers are to provide detailed cost breakdown of all applicable labor rates and hours (per work element or task), any applicable production costs and sub-contractor costs for the completion of the Scope of Work contained herein. A sample price proposal form is included in Appendix B and an electronic version is available on the Yuba-Sutter Transit website.

Presentations/Interviews (If Necessary)

Award may be made on the basis of initial proposals submitted without any interviews, negotiations or discussions. If deemed necessary, one or more proposers may be asked to provide an in-person presentation in support of their proposal to Yuba-Sutter Transit's selection committee members. Presentations are tentatively scheduled for the week of November 4 – November 8, 2019. Proposers are encouraged to prepare a presentation which demonstrates their understanding of the required scope of work for this project, experience and qualifications of assigned staff and the proposed management plan/schedule. To the extent possible, key personnel should be available during the presentation for relevant questions to determine the depth of their knowledge in critical areas.

Yuba-Sutter Transit will not be contractually bound by oral discussions during the evaluation process.

Assignment

The selected Contractor may not assign or subcontract its rights or obligations under the Contract without the prior written permission of Yuba-Sutter Transit, and no such assignment or subcontract will be effective until approved in writing by Yuba-Sutter Transit. Notwithstanding the foregoing, Contractor may assign its right to receive the payments from Yuba-Sutter Transit without such consent; however, Yuba-Sutter Transit shall not be under any obligation to pay any third party unless Contractor and/or its assignee have given Yuba-Sutter Transit at least thirty (30) days' notice of such assignment.

Protest Procedures

Yuba-Sutter Transit has on file a set of written protest procedures applicable to this solicitation that may be obtained by contacting Yuba-Sutter Transit. Any protest filed by a proposer in connection with this RFP must be submitted in accordance with Yuba-Sutter Transit's written procedures.

Cancellation

Yuba-Sutter Transit reserves the right to cancel this solicitation at any time before the Contract is fully executed and approved on behalf of Yuba-Sutter Transit.

Questions

Questions regarding the requirements or terms of this RFP should be referred to Adam Hansen, Planning Program Manager, in writing by email, fax or U. S. mail:

Yuba-Sutter Transit
ATTN: Adam Hansen, Planning Program Manager
2100 B Street
Marysville, CA 95901

Telephone: 530-634-6880

Fax: 530-634-6888

adam@yubasuttertransit.com

Questions regarding the requirements or terms of this RFP are due to Yuba-Sutter Transit on or before Friday, October 4, 2019. Responses to any substantive questions received by this date will be post online by Wednesday, October 9, 2019 as an addendum to this RFP.

Terms and Conditions

General

1. Acceptance and Rejection: Yuba-Sutter Transit reserves the right to reject any and all proposals, to waive any informality in proposals, and unless otherwise specified by the proposer, to accept any item in the proposal. If a unit price or extended price is obviously in error and the other price is obviously correct, the incorrect price will be disregarded.
2. Time for Consideration: Unless otherwise indicated in the proposal, the offer shall be valid for 90 days from the due date of the solicitation.
3. Payment Terms: Payment terms are Net 30 days after receipt of a correct invoice or acceptance of goods, whichever is later. Yuba-Sutter Transit is responsible for all payments under the contract.
4. Funding Requirements: Any contract or subcontract to be funded in whole or in part using funds provided under this Agreement will require the contractor and its subcontractors, if any, to:
 - (a) Comply with applicable State and Federal requirements that pertain to, among other things, labor standards, non-discrimination, the Americans with Disabilities Act, Equal Employment

Opportunity, Drug-Free Workplace, and Office of Management and Budget Circular A-87, Revised “Cost Principles for State, Local and Indian Tribal Governments.”

(b) Maintain at least the minimum state-required Workers’ Compensation Insurance for those employees who will perform the work or any part of it.

(c) Maintain unemployment insurance and disability insurance as required by law, along with liability insurance in an amount that is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the contractor or any subcontractor in performing work associated with this Agreement or any part of it.

(d) Retain all books, records, accounts, documentation, and all other materials relevant to this Agreement for a period of three (3) years from the date of termination of this Agreement, or three (3) years from the conclusion or resolution of any and all audits or litigation relevant to this Agreement and any amendments, whichever is later.

(e) Permit Yuba-Sutter Transit, SACOG and/or its representatives, upon reasonable notice, unrestricted access to any or all books, records, accounts, documentation, and all other materials relevant to this Agreement for the purpose of monitoring, auditing, or otherwise examining said materials.

(f) Comply with all applicable requirements of Title 49, Part 26 of the Code of Federal Regulations, as set forth in Section 28.

5. Specifications: Any deviation from specifications indicated herein must be clearly stated by the proposer in writing; otherwise, all items or work offered by the proposer shall be deemed to be in strict compliance with these specifications, and the successful proposer will be held responsible therefore. Deviations must be explained in detail in the proposal or on an attached sheet(s). This paragraph shall not be construed as inviting or permitting any deviation whatsoever by proposer or implying that any such deviation will be acceptable to Yuba-Sutter Transit.

6. Award of Contract: Qualified proposals will be evaluated and acceptance made of the best value proposal to Yuba-Sutter Transit as determined upon consideration of such factors as: price offered; the quality of the articles offered; the general reputation and performance capabilities of the proposer; the substantial conformity with the specifications and other conditions set forth in the proposal; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by Yuba-Sutter Transit, within its sole and exclusive discretion, to be pertinent or peculiar to the purchase in question. Unless otherwise specified by Yuba-Sutter Transit or the proposer, Yuba-Sutter Transit reserves the right to accept any items or groups of items on a multi-item proposal.

Yuba-Sutter Transit reserves the right to make partial, progressive or multiple awards where it is advantageous to award separately by items; or where more than one supplier is needed to provide the

contemplated requirements as to quantity, quality, delivery, service, geographical areas; or other factors deemed by Yuba-Sutter Transit to be pertinent or peculiar to the purchase in question.

7. Governmental Restrictions: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify Yuba-Sutter Transit at once, indicating the specific regulation which required such alterations.

Yuba-Sutter Transit reserves the right, within its sole and exclusive discretion, to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

8. Exceptions: All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions and the submission of other terms and conditions, price catalogs, and other documents as part of a proposer's response will be waived and have no effect on this Request for Proposal or any other contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a proposer may be grounds for rejection of the proposal. The proposer specifically agrees to the conditions set forth in this paragraph by affixing his name and signature on the proposal Transmittal Letter.

9. Confidentiality of Proposals: Access to government records is governed by the California Public Records Act (Gov. Code 6250 et seq.). Except as otherwise required by the California Public Records Act, Yuba-Sutter Transit will exempt from disclosure proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such proprietary information, trade secrets or confidential commercial and financial information which a proposer believes should be exempted from disclosure shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not assure confidentiality. The specific proprietary information, trade secrets, or confidential commercial and financial information must be clearly identified as such. The Price Proposal and its contents shall not be considered proprietary information.

10. Clarifications/Interpretations: Any and all questions regarding this document must be addressed to Adam Hansen, Planning Program Manager. Any and all revisions to this document shall be made only by written addendum issued by Yuba-Sutter Transit. The Vendor is cautioned that the requirements of this proposal can be altered only by written addendum and that verbal communications, regardless of their source, shall be of no force or effect.

11. Situs: The place of all contracts, transactions, agreements, their situs and forum, shall be Yuba County, California, wherein all matters shall be determined, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement of this Request for Proposal, or any contract which may be awarded as a result of this solicitation.

Insurance

During the term of this Agreement, Contractor shall at all times maintain, at its expense, the following coverage requirements (the comprehensive general liability insurance shall include broad form property damage insurance):

1. Minimum Coverage (as applicable) - Insurance coverage shall be with limits not less than the following:

(a) Comprehensive General Liability - \$1,000,000/occurrence and \$2,000,000/aggregate, including ongoing and completed operations coverage

(b) Automobile Liability - \$1,000,000/occurrence (general) and \$1,000,000/ occurrence (property) (include coverage for hired and non-owned vehicles)

(c) Professional Liability/Malpractice/Errors and Omissions - \$1,000,000/occurrence and \$2,000,000/aggregate (if any engineer, architect, attorney, or other licensed professional performs work under a contract, the contractor must provide this insurance. If not, then this requirement automatically does not apply.)

(d) Workers' Compensation - Statutory Limits/Employers' Liability - \$1,000,000/ accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)

2. Yuba-Sutter Transit, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability coverage. (Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.)

3. Any available insurance proceeds in excess of the specified minimum limits and coverage set forth above shall be available to the Authority as an additional insured. All coverage available shall be as broad as the coverage afforded to the named insured and nothing in any agreement with the Authority shall limit or lessen the coverage afforded to the Authority as an additional insured to the extent coverage would be available to the named insured under the policy in question. All insurance policies required to be carried shall provide for severability of interests; shall provide that an act or omission of any of the named or additional insured's shall not reduce or avoid coverage to the other named or additional insured's and shall afford coverage for all claims based on acts, omissions, injury or damage which claims occurred or arose (or the onset of which occurred or arose) in whole or in part during the policy. All insurance shall be primary and non-contributory.

4. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis.

5. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and Yuba-Sutter Transit reserves the right to require higher aggregate limits to ensure

that the coverage limits required for this Agreement are available throughout the performance of this Agreement.

6. Any deductibles or self-insured retentions must be declared to and are subject to the approval of Yuba-Sutter Transit.

7. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Yuba-Sutter Transit or after ten (10) days for delinquent insurance premium payments.

8. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise approved by Yuba-Sutter Transit.

9. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.

10. For any claims relating to this Agreement, the Contractor's insurance coverage shall be primary, including as respects Yuba-Sutter Transit, its officers, agents, employees and volunteers. Any insurance maintained by Yuba-Sutter Transit shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.

11. The insurer shall waive all rights of subrogation against Yuba-Sutter Transit, its officers, employees, agents and volunteers.

12. Prior to commencing services pursuant to this Agreement, Contractor shall furnish Yuba-Sutter Transit with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of Yuba-Sutter Transit before work commences. Upon request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

13. During the term of this Agreement, Contractor shall furnish Yuba-Sutter Transit with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

APPENDIX A

Appendix A PROJECT TIMELINE																																									
Project Title		Resilient Next Generation Transit Facility Plan						Firm																																	
Task Number	Fund Source	Fiscal Year 2019/20						FY 2020/21						FY 2021/22						Deliverable																					
		Responsible Party						J	A	S	O	N	D	J	F	M	A	M	J		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
1 Project Administrative Tasks																																									
1.1	Contract with Caltrans	Project Manager																																		Executed Restricted Grant Agreement					
1.2	Kick-off Meeting	Project Manager																																		List of Action Items with responsible party					
1.3	Quarterly Invoicing & Reporting	Project & Finance Manager																																	Quarterly Reports & Invoices						
1.4	Procurement of Consultants	Transit & Project Manager																																	RFP released and signed agreement with selected firm						
2 Climate Vulnerability Assessment of Potential Facility Sites																																									
2.1	Define Facility Needs	Consultant, Project & Transit Manager																																	List of minimum facility and site parameters for the new facility						
2.2	Identify Potential Sites	Consultant & Transit Manager																																	List of potential adequately sized and geographically located sites						
2.3	Conduct Climate Vulnerability Assessment	Consultant & Project Manager																																	List of risks and adaptation strategies by site						
2.4	Working Paper #1	Consultant & Project Manager																																	Working Paper #1						
3 Resilient Next Generation Transit Facility																																									
3.1	Conceptual Facility Design	Consultant																																	Conceptual Facility Design						
3.2	Resilient Fueling Infrastructure	Consultant																																	Analysis of Resilient Fueling Infrastructure Options						
3.3	Conceptual Site Design	Consultant																																	Conceptual site designs for selected potential sites						
3.4	Working Paper #2	Consultant & Project Manager																																	Working Paper #2						
3.4	Public Outreach	Consultant																																	Input from the public and elected officials						
4 Cost Estimates and Implementation Recommendations																																									
4.1	Financial Plan	Consultant																																	Consultant recommendations and cost estimates for Next Generation Transit Facility.						
4.2	Draft and Final Plan Development & Presentation	Consultant, Project & Transit Manager																																	Draft and final plan						
5 Resilient Next Generation Transit Facility - Next Tasks after Grant Co																																									
5.1	Identify/Budget Funds for Procurement of Property	Transit Manager																																	Purchased property for facility						
5.2	Initiation Environmental Analysis of Procured Property	Consultant & Transit Manager																																	Completed environmental assessment						
5.3	Pursue Funding to Complete Design and Construction of the Resilient Next Generation Transit Facility	Consultant & Transit Manager																																	Funding construct Resilient Next Generation Transit Facility						
TOTALS																																									

Instructions: The blue indicates Yuba-Sutter Transit's ideal schedule. Modify this schedule as needed to reflect accurate completion dates for each task based on your firm's time and resources available.

APPENDIX B

Appendix B COST PROPOSAL													
Project Title		Resilient Next Generation Transit Facility Plan											
		Title											
		Name											
		Hourly Rate											
Task Number		Responsible Party									Total Hours	Total Cost	
1 Project Administrative Tasks													
1.1	Contract with Caltrans	Project Manager											
1.2	Kick-off Meeting	Project Manager											
1.3	Quarterly Invoicing & Reporting	Project & Finance Manager											
1.4	Procurement of Consultants	Transit & Project Manager											
2 Climate Vulnerability Assessment of Potential Facility Sites													
2.1	Define Facility Needs	Consultant, Project & Transit Manager									0		
2.2	Identify Potential Sites	Consultant & Transit Manager									0		
2.3	Conduct Climate Vulnerability Assessment	Consultant & Project Manager									0		
2.4	Working Paper #1	Consultant & Project Manager									0		
3 Resilient Next Generation Transit Facility													
3.1	Conceptual Facility Design	Consultant									0		
3.2	Resilient Fueling Infrastructure	Consultant									0		
3.3	Conceptual Site Design	Consultant									0		
3.4	Working Paper #2	Consultant & Project Manager									0		
3.4	Public Outreach	Consultant									0		
4													
4.1	Financial Plan	Consultant									0		
4.2	Draft and Final Plan Development & Presentation	Consultant, Project & Transit Manager									0		
5 Resilient Next Generation Transit Facility - Next Tasks after Grant Completion													
5.1	Identify/Budget Funds for Procurement of Property	Transit Manager											
5.2	Initiation Environmental Analysis of Procured Property	Consultant & Transit Manager											
5.3	Pursue Funding to Complete Design and Construction of the Resilient Next Generation Transit Facility	Consultant & Transit Manager											
TOTALS													
Other Direct Costs													
1											Each	Quan.	Total
2													
3													
4													
5													
		Total											
Instructions: Please use this sheet or similar to provide cost estimate for each task and project as a whole.													