



# Request for Proposals

## YUBA-SUTTER TRANSIT CORRIDOR ENHANCEMENT PLAN

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December 16, 2016

**Release Date: December 16, 2016**

**Proposal Due Date: January 23, 2017**

**Presentations (If Necessary): January 30 – February 3, 2017**

**Contract Award (Tentative): February 16, 2017**

## Notice of Request for Proposals

The Yuba-Sutter Transit Authority (Yuba-Sutter Transit) is seeking proposals from qualified firms to develop a pre-engineering and capital plan for physical and technological enhancements to the primary local fixed route transit corridor. Building on the preliminary recommendations in the recent Yuba-Sutter Transit Short Range Transit Plan, the **Yuba-Sutter Transit Corridor Enhancement Plan** will provide in-depth analysis and the necessary pre-engineering to support capital improvements to facilities along the approximately eight mile long Route 1 service corridor. Consultants will develop design and/or operational concepts; facilitate and incorporate community input; assess feasibility; and, prepare a prioritized plan with detailed cost estimates.

Sealed proposals shall be received by Yuba-Sutter Transit at 2100 B Street, Marysville, CA at or before 4:00 p.m. PST, Monday, January 23, 2017 for the Yuba-Sutter Corridor Enhancement 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 \$105,000.

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 2016-17 Sustainable Transportation Planning Grant program.

Proposal documents shall be clearly marked “**YUBA-SUTTER TRANSIT CORRIDOR ENHANCEMENT PLAN PROPOSAL**” 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 Matt Mauk, Planning Program Manager at (530) 634-6880 ext. 107, FAX (530) 634-6888 or email at [matt@yubasuttertransit.com](mailto:matt@yubasuttertransit.com). Responses may be shared with other prospective bidders.

Request for Proposals  
Yuba-Sutter Transit Corridor Enhancement Plan

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# Project Overview

## 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. Under the current operating contract with Transdev Services Inc. Yuba-Sutter Transit provides four distinct public transit 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, reaching a system-wide high of 1,296,622 one-way trips in FY 2014-15.

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. Local fixed route ridership increased to a high of 1,067,000 passenger trips in FY 2015 accounting for over 80 percent of Yuba-Sutter Transit's ridership and 56 percent of all service hours.

The strong long term growth trend in local fixed route ridership is a reflection of the successful implementation of many improvements over the years. 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; and, highly successful discount monthly pass programs for area youth, seniors and persons with disabilities.

## Background

The quality of bus stops is a vital factor in a passenger's overall perception of a transit service. Depending on the trip, a transit passenger can spend a substantial proportion of their travel time waiting at their boarding location. If this is an uncomfortable experience, perceived to be unsafe, or if it does not provide adequate protection from the weather; the bus stop can be the deciding factor in a passenger's potential use of the transit system. Yuba-Sutter Transit does not currently get particularly high marks in this regard. In an on-board survey of local route passengers that was conducted as part of the 2015 Yuba-Sutter Transit Short Range Transit Plan, the bus stops and shelter facilities ranked second from the bottom (behind only on-time performance) in passenger satisfaction, with 17 percent of existing passengers giving a score of only 1 or 2 out of a possible 5.

In terms of on-time performance and connectivity, the Yuba-Sutter Transit local route system relies heavily on timed transfers between the six local routes. This makes the four transfer centers along the primary east-west corridor served by the Route 1 trunk line particularly important in the function and overall passenger experience of the system. The historical investment in these transit centers has been relatively modest in comparison with other similar systems. Considering the existing ridership patterns and near-term growth projections, significant capital improvements are needed to these transit centers. In addition, improvements are warranted at other key bus stops along the corridor that currently experience significant boarding activity and a general lack of facilities or amenities. Detailed analysis is necessary to 1) determine the feasibility of significant expansions, which may require easements on private or public land in some cases; 2) assess critical accessibility issues at existing facilities; and, 3) substantiate the need for investments in additional amenities, technological upgrades and/or safety features.

On one or both ends of their trip, virtually all transit passengers walk, bicycle or use a mobility device as part of their overall travel. The quality of bike lanes, bike paths and sidewalks is an important factor in generating transit ridership. Yuba-Sutter Transit therefore has an important role in advancing improvements to non-motorized facilities, particularly those facilities that access bus stops. Adequate non-auto access is particularly important on transit route segments along high-volume roads that were originally developed in more rural conditions. The Yuba-Sutter Transit Corridor Enhancement Plan will provide the necessary analytical/technical background work as well as engender the public and stakeholder support needed to advance improvements in bicycle/pedestrian/transportation plans. In addition, this planning effort will enable staff to effectively coordinate with local Public Works and Community Development departments on high priority bus stop and sidewalk locations that merit programming improvements.

## Project Summary and Description

The Yuba-Sutter Transit Corridor Enhancement Plan will focus on the approximately eight mile long Route 1 service corridor spanning and connecting the small urban areas of Yuba and Sutter counties, including the cities of Marysville and Yuba City. The project will provide a validated planning foundation

leading directly to program improvements in the local transit infrastructure. This combined effort will include a detailed assessment of high priority transit facility improvements; delivery of a substantial public engagement effort to determine an implementable capital plan that reflects the needs of the community; and, provide the foundational technical and fiscal analysis necessary to advance system improvement projects. The resulting Corridor Enhancement Plan will enable future investments to significantly increase transit access for the disadvantaged communities situated along the corridor; improve mobility and safety for all riders; enhance connectivity and expand multimodal choices; and, improve transit service performance and efficiency.

The contract for the Yuba-Sutter Transit Corridor Enhancement Plan 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 a Sustainable Transportation Planning Grant with Yuba-Sutter Transit providing the local match. Project deliverables will be reviewed by the designated Yuba-Sutter Transit project management staff.

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

### **State Transportation 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.

The following issues and subjects, including preliminary recommendations in the recent Yuba-Sutter Transit Short Range Transit Plan, have been identified for consideration in the Corridor Enhancement Plan:

### **Facilities Considerations**

- Modifications, enhancements, expansions and/or relocation of major transit centers along the Route 1 fixed route corridor
- Bus stop improvements such as ADA upgrades, concrete bus landing pads, asphalt repairs, new bus stop signs, additional bus stop benches and shelters
- Bicycle and pedestrian improvements

### **Technology Considerations**

- Analysis of “next bus” technology on-line and at major transfer points/bus stop locations
- Safety and security enhancements

### **Routing/Service Considerations**

- Impact of the planned Fifth Street Bridge Expansion on future transit operations or routing
- Potential impacts to State Right of Way

## **Scope of Work/Services**

The full scope of work, including the anticipated project timeline, for the Corridor Enhancement Plan is provided for reference below:

**INTRODUCTION:** Develop a Yuba-Sutter Transit Corridor Enhancement Plan for physical and technological enhancements to the transit infrastructure along the primary community fixed route corridor. With the help of a qualified consultant, and involvement of community partners and stakeholders, Yuba-Sutter Transit will analyze the needs for improvements to on-street facilities; develop design concepts; assess feasibility; and prepare a prioritized capital plan. The Yuba-Sutter Transit Corridor Enhancement Plan will serve as the foundation planning document leading to development and implementation of significant upgrades to the local and intercity transit corridor over the next five to ten years that support improved regional and community transportation service.

**RESPONSIBLE PARTIES:** Yuba-Sutter Transit, with the assistance of a qualified consultant selected through a competitive bid process, will be responsible for this work. Yuba-Sutter Transit staff anticipates that the project will not differ substantially from the following scope and will not exceed the grant request amount.

**OVERALL PROJECT OBJECTIVES:**

- Identify and prioritize needs for improvements to existing on-street facilities
- Solicit and incorporate community/stakeholder input into the capital planning process
- Assess the potential for acquisition of private and/or commercial property easements to accommodate facility expansions or realignments, where needed
- Conceptual designs for sidewalk widening and accessibility improvements to facilities and adjacent streets and/or intersections
- Added bicycle facilities
- Installation of street furniture, passenger amenities and/or design features
- Conceptual designs for lighting and other safety and security enhancements
- Assess potential for improved passenger experience and system performance through deployment of intelligent technologies infrastructure
- Review and identify potential funding sources for future implementation

**TASKS:**

**1. Project Initiation, October 2016 – March 2017**

**Task 1.1 - Grant award/kickoff, October 2016**

- Upon notification of grant award, Yuba-Sutter Transit will hold a meeting with Caltrans staff to discuss grant procedures, responsibilities, project expectations and other relevant project information. Complete any and all Caltrans grant agreement requirements.

**Task 1.2 - Prepare and Distribute Request for Proposals, November 2016 – January 2017**

- Yuba-Sutter Transit will prepare and distribute a Request for Proposals to a qualified bidders list.

**Task 1.3 – Select Qualified Consultant, December 2016 – February 2017**

- Yuba-Sutter Transit will convene a qualified selection committee to review and rate written proposals and interview proposers (if necessary) to determine the most qualified consultant.



**Task 1.4 – Execute Contract between Consultant and Yuba-Sutter Transit, February 2017 – March 2017**

- Upon approval by the Yuba-Sutter Transit Board of Directors at a noticed public meeting, Yuba-Sutter Transit will execute a contract with a qualified consultant

**Responsible Party: Yuba-Sutter Transit**

<b>Task</b>	<b>Deliverable</b>
<i>1.1 Caltrans Grant Award</i>	<i>Meeting notes; Revised Timeline and Scope of Work (as applicable); Caltrans Grant agreement</i>
<i>1.2 Request for Proposals</i>	<i>Request for Proposals; Bidders List; Public Notices/Advertising (as applicable)</i>
<i>1.3 Consultant Selection</i>	<i>Written proposals; selection committee forms, meeting notes and correspondence; staff reports/Board agenda items</i>
<i>1.4 Consultant Contract</i>	<i>Executed Consultant Contract</i>

**2. Project Administration, February 2017 – June 2018**

**Task 2.1 - Monitor Project for Adherence to Contractual Requirements, February 2017 – June 2018**

- Yuba-Sutter Transit will monitor the project in accordance with the terms of the Caltrans grant agreement and consultant contract requirements. Project team meetings will be conducted, as needed.

**Task 2.2 – Process Consultant Invoices, February 2017 – May 2018**

- Yuba-Sutter Transit will process invoices according to contract terms

**Task 2.3 – Prepare and Submit Billing and Quarterly Reports, February 2017 – May 2018**

- Yuba-Sutter Transit will prepare and submit project billing and quarterly reports according to Caltrans agreement terms

**Task 2.4 – Project Closeout, June 2018**

- Yuba-Sutter Transit will conduct project closeout and final filing

**Responsible Party: Yuba-Sutter Transit and the Consultant**

<b>Task</b>	<b>Deliverable</b>
<i>2.1 Project monitoring</i>	<i>Project monitoring reports and/or meeting notes (as applicable)</i>
<i>2.2 Process Invoices</i>	<i>Contractor Invoices</i>
<i>2.3 Project Billing and Quarterly Reporting</i>	<i>Staff time tracking forms; Project billing and Quarterly Reports</i>
<i>2.4 Project Closeout</i>	<i>Final filing</i>

### **3. Project Kickoff and Existing Conditions Review, February 2017 – May 2017**

#### **Task 3.1 – Kickoff Meeting with the Consultant and Yuba-Sutter Transit, February 2017**

- Yuba-Sutter Transit will host a project kickoff meeting with the Consultant. Note: Caltrans staff will be invited to attend any face-to-face project meetings.

#### **Task 3.2 – Review of Existing Conditions, February 2017 – April 2017**

- Consultant will review relevant Yuba-Sutter Transit operations and service information to identify opportunities and constraints.
- Consultant will inventory and evaluate existing passenger, bicycle and pedestrian facilities.

#### **Task 3.3 – Existing Plans and Documents Review, March 2017 – May 2017**

- Consultant will review existing and planned land uses and relevant transportation projects, travel projections and population demographics within the service area.
- Consultant will review existing short and long range transit plans, local general plans and regional transportation plans, as needed
- Consultant will coordinate with local City, County, Regional and State planning staff, as needed
- Consultant will identify and gather existing standards to be used to guide preparation of the plan

#### **Responsible Party: Consultant**

<b>Task</b>	<b>Deliverable</b>
<i>3.1 Kickoff Meeting</i>	<i>Meeting notes</i>

3.2 Existing Conditions	<i>Existing Conditions Review Summary Report or Technical Memorandum</i>
3.3 Plan/Document Review	<i>Planning Review Summary Report or Technical Memorandum</i>

#### **4. Public Outreach, February 2017 – May 2018**

*Note: All public meetings and/or outreach events will be publically noticed and facilities will be accessible for persons with disabilities to encourage maximum participation. Information will be made available in English, Spanish and in alternative formats upon request.*

##### **Task 4.1 – Identify Stakeholders, February 2017 – March 2017**

- Yuba-Sutter Transit will identify community groups and gather contact information for interested parties to facilitate regular communications throughout the plan development (i.e. development of a stakeholder email distribution list). Participation will be solicited from representatives from various groups including, but not limited to, transit riders, disadvantaged community residents, human service organizations, City and County planning staff, persons with disabilities, bicycle and pedestrian advocates, members of the local business community and other interested parties.

##### **Task 4.2 – Project Webpage, February 2017 – May 2018**

- Yuba-Sutter Transit, with the assistance of IT staff, will develop and maintain a project webpage on its website to promote stakeholder involvement opportunities, solicit public input, provide project updates and distribute project materials/deliverables.

##### **Task 4.3 – Community Workshop #1 and Bus Tour, July 2017**

- Yuba-Sutter Transit and the Consultant will hold a workshop to introduce the project to the public and stakeholders; define project parameters and expectations; discuss project opportunities and constraints; and solicit opinions to inform the alternatives analysis.
- In conjunction with Workshop #1, Yuba-Sutter Transit and consultant staff will offer a guided bus tour of the project area for interested parties

##### **Task 4.4 – Community Workshop #2, December 2017**

- This will be an interactive workshop to present the existing conditions analysis of alternatives and preliminary design concepts for short and long term enhancements developed from the Existing Conditions Review process and initial public input. Community and stakeholder feedback will be utilized to determine preferred alternatives and confirm focus areas for detailed capital planning.

#### **Task 4.5 – Community Workshop #3, March 2018**

- This will be a public meeting to present the Draft Yuba-Sutter Transit Corridor Enhancement Plan. Consultants will solicit further feedback from the community, stakeholders and Yuba-Sutter Transit Board of Directors to shape the final Plan.

#### **Responsible Party: Yuba-Sutter Transit and the Consultant**

<b>Task</b>	<b>Deliverable</b>
<i>4.1 Identify Stakeholders</i>	<i>Stakeholder list</i>
<i>4.2 Project Webpage</i>	<i>Screenshots of project webpage</i>
<i>4.3 Workshop #1</i>	<i>Presentation materials, handouts, Workshop summary</i>
<i>4.4 Workshop #2</i>	<i>Presentation materials, handouts, Workshop summary</i>
<i>4.5 Workshop #3</i>	<i>Presentation materials, handouts, Workshop summary</i>

### **5. Corridor Enhancement Plan, March 2017 – May 2018**

#### **Task 5.1 – Review of Existing Conditions and Planning Parameters, March 2017 – June 2017**

- The Consultant will prepare a review of existing conditions based on a detailed analysis of existing transit operations and service information; demographics and growth projections; relevant local and regional planning documentation; existing and planned land use and transportation infrastructure projects; and, initial public and stakeholder input.

#### **Task 5.2 – Conceptual Design Alternatives Analysis, May 2017 – December 2017**

- The Consultant will develop a list of potential short-term (1-3 year) and longer term (3-10 year) enhancement projects for public review in Workshop #2. The Consultant will develop and present preliminary design concept drawings, illustrations, street cross sections, maps and/or models as deemed necessary to facilitate a meaningful review process. The Consultant will include a detailed review of the alternatives with respect to feasibility; projected cost and financial constraints; timing of relevant development; and, overall community benefit.

#### **Task 5.3 – Review of Public Process, May 2017 – March 2018**

- The Consultant will fully document the process of public and stakeholder involvement and provide a summary of the comments received throughout the planning process. The Consultant

will present the review of the public process to the Yuba-Sutter Transit Board of Directors prior to adoption of the final Plan.

**Task 5.4 – Draft Corridor Enhancement Plan, October 2017 – March 2018**

- Based on the preferred alternatives identified through the public process and staff review, the Consultant will prepare a draft Yuba-Sutter Transit Corridor Enhancement Plan for public and Board review. The Consultant will produce all draft Plan materials in original and PDF file format for email and website distribution; at least one (1) unbound hard copy suitable for reproduction; and up to twenty (20) bound copies for distribution to stakeholders and staff. In addition, the Consultant will produce a companion overview/summary for wider distribution and marketing to the public prior to Community Workshop #3.

**Task 5.5 – Final Corridor Enhancement Plan, January 2018 – April 2018**

- Complete the final Yuba-Sutter Transit Corridor Enhancement Plan that addresses the public comments given throughout the plan development process, reflects Board input from the draft review, incorporates existing conditions and establishes a framework for beneficial and implementable enhancements to the corridor.
- The final Plan will consist of sections/chapters incorporating the relevant elements of Tasks 3-5 including an Executive Summary and implementation plan.
- The Consultant will produce all final Plan materials in original and PDF file format for email and website distribution; at least one (1) unbound hard copy suitable for reproduction; and up to five (5) bound copies for distribution to stakeholders and staff.

**Task 5.6 – Board of Directors Adoption, May 2018**

- Present the final Plan at a regular, public Yuba-Sutter Transit Board of Directors meeting.
- Adopt the Final Yuba-Sutter Transit Corridor Enhancement Plan.

**Responsible Party: Yuba-Sutter Transit and the Consultant**

<b>Task</b>	<b>Deliverable</b>
<i>5.1 Existing Conditions</i>	<i>Existing Conditions Narrative</i>
<i>5.2 Conceptual Design Alternatives Analysis</i>	<i>Conceptual Design Alternatives Analysis Narrative</i>
<i>5.3 Public Process Review</i>	<i>Public Process Summary Narrative, marketing/public outreach materials</i>
<i>5.4 Draft Plan</i>	<i>Draft Corridor Enhancement Plan</i>

<i>5.5 Final Plan</i>	<i>Final Corridor Enhancement Plan</i>
<i>5.6 Board Adoption</i>	<i>Staff reports/Board agenda items</i>

## **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, one (1) unbound original and two (2) bound copies, must be delivered and received at the following address at or before 4:00 p.m. PST on Monday, January 23, 2017:

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. a representation as to the type of business the proposer/firm is (individual, partnership, sole proprietorship, etc.);
- b. a representation as to the DBE status of the proposer/firm;
- c. a representation that no gratuities have been offered or given with a view toward securing this contract;
- d. a certification of independent price determination (prices in offer have been arrived at independently without any communications for the purposes of restricting competition)
- e. a 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. A 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 demographic, transit demand and performance analysis and development of service alternatives 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 including personnel assigned, the estimated time commitment from each, and anticipated completion dates of each major phase/milestone. The draft Yuba-Sutter Transit Corridor Enhancement Plan is to be submitted by March 1, 2018 for public review and comment at the March 2018 meeting of the Yuba-Sutter

Transit Board of Directors. The final draft report is to be submitted by early May for review and approval consideration at the May 2018 meeting.

Funding for all work to be completed under this project will expire on June 30, 2018, 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. The contracting budget for this project is not to exceed \$105,000.

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 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.

### **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 January 30 – February 3, 2017. 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 Matt Mauk, Planning Program Manager, in writing by email, fax or U. S. mail:

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

Telephone: 530-634-6880

Fax: 530-634-6888

[matt@yubasuttertransit.com](mailto:matt@yubasuttertransit.com)

Questions regarding the requirements or terms of this RFP are due to Yuba-Sutter Transit on or before Friday, January 6, 2017. Responses to any substantive questions received by this date will be sent to all interested parties by Friday, January 13, 2017 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 Matt Mauk, 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.