

SAN JOAQUIN VALLEY GREENPRINT

PHASE II

Request for Proposals

September 15, 2014

Proposals Requested By:

Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno CA, 93721
(559) 233-4148
www.fresnocog.org

Additional background information on this proposal can be found on the
San Joaquin Valley Greenprint website:
<http://sjvgreenprint.ice.ucdavis.edu>

SAN JOAQUIN VALLEY GREENPRINT PROJECT PHASE II
Request for Proposals

I. INTRODUCTION

The Fresno Council of Governments (Fresno COG), in cooperation with and on behalf of the eight San Joaquin Valley (SJV) Regional Planning Agencies, is seeking proposals from qualified consultants to develop Phase II of the San Joaquin Valley Greenprint project. The eight San Joaquin Valley Regional Planning Agencies are the Fresno Council of Governments, Kern Council of Governments, Kings County Association of Governments, Madera County Transportation Commission, Merced County Association of Governments, San Joaquin Council of Governments, Stanislaus Council of Governments, and Tulare County Association of Governments. Phase II will build on and extend the work in Phase I, by demonstrating the real world utility of the information developed in Phase I and publishing a guide for resource management, including strategies and tools, that governments, businesses and communities can self-select.

Phase II will be carried out under the guidance of the Fresno COG project manager and a Steering Committee consisting of staff from the eight San Joaquin Valley Regional Planning Agencies and other interested and necessary stakeholders. All reports and plans produced during the study will be reviewed by and discussed with the Steering Committee. A maximum of 18 months is allotted for completion of this study from the date of the Notice to Proceed.

II. BACKGROUND

The San Joaquin Valley of California is one of the world's most productive agricultural regions, is a vital link in California's complex water delivery and transportation systems, and provides important habitat to protect biodiversity. Growth, development patterns, and climate, however, pose ongoing challenges to this unique region. The San Joaquin Valley Greenprint project was created as a voluntary, stakeholder driven project to help the eight counties of the San Joaquin Valley create long-term environmental and economic sustainability in the face of these challenges. It serves as a resource that can inform land use and resource management decisions in the Valley, emphasizing the importance of crafting regional solutions because economic and environmental challenges and decisions often cross jurisdictional boundaries. Funding for the completed Phase I and this Phase II of the Greenprint project was awarded by the California Strategic Growth Council from funds generated by Proposition 84.

Phase I of the SJV Greenprint project compiled and evaluated a large collection of publicly funded maps and data that portray the Valley's water, agricultural, and ecological resources to create a single repository of information. The maps are publicly available through a single point of access, the SJV Greenprint website (<http://sjvgreenprint.ice.ucdavis.edu>), which provides an interactive mapping portal to create maps and explore conflicts and solutions related to the Valley's natural resources and non-urban spaces.

Phase I concluded with the publication of a "State of the Valley" report. The report uses the collected maps to tell the story of the San Joaquin Valley, a unique, geographically-

large, resource-rich, and growing region that faces both challenges and opportunities with impacts ranging from local to national significance. The report provides baseline information on the current conditions and trends of natural resources on the valley floor, foothills and watersheds – water, agriculture, biodiversity, and energy. The map and data collection span the full extent of the eight San Joaquin Valley counties.

Previous Work Completed

San Joaquin Valley Greenprint Brochure
Greenprint State of the Valley Report Executive Summary
Greenprint State of the Valley Report

These documents and other information are available at the SJV Greenprint website:
<http://sjvgreenprint.ice.ucdavis.edu>

III. PURPOSE AND OBJECTIVES OF RFP

The completion of the Phase I “State of the Valley” report and the full launch of the SJV Greenprint website signal the close of the first phase of the San Joaquin Valley Greenprint project. Phase II will build on and extend the work completed in Phase I, by focusing on applications of the data and maps through the development of a “pilot projects program” and the subsequent selection and implementation of pilot projects.

The objectives of Phase II include:

- To convene panels of qualified experts to explore the implications of and offer informed opinions on the status of the Valley’s resources and the resource management challenges implied by the maps and data compiled in Phase I.
- To describe existing major policies, program and implementation tools relating to the resource land of the Valley, including conflicts which may exist.
- To enhance relevance of the Greenprint project by identifying opportunities to align it with ongoing, new, and potential state and federal initiatives.
- To outreach, to increase awareness of the Greenprint resources and the state of the Valley’s resources and possible future implications of current trends, and to solicit ideas for resolution of key resource conservation and management challenges.
- To select and fund pilot projects that incorporate Greenprint map resources into local land use planning.
- To publish a guide for resource management to provide a range of specific strategies and implementation tools to address economic and resource objectives.

IV. SCOPE OF WORK

Work Task 1: Convene and facilitate up to four panels of qualified experts to explore the implications of and offer informed opinions on the status of the Valley's resources and the resource management challenges implied by the maps and data compiled in the Phase I Greenprint report. Although the Phase II Work Plan does not include funding for development of new maps or data, the experts will be asked to evaluate the existing Greenprint maps, including ways to improve them. **(\$30,000)**

Deliverable 1: Lists of potential convening panel experts

Deliverable 2: Commitments of participation

Deliverable 3: Conduct and record the convenings

Deliverable 4: Paper(s) summarizing panel discussions, findings, and recommendations including any needed updates, weaknesses, and gaps in data responsive to the findings of the panels of experts

Work Task 2: List and describe existing major policies, programs and implementation tools relating to the resource lands of the Valley. Identify conflicts which may exist in these existing major policies, programs and implementation tools. Identify opportunities to align the Greenprint with ongoing, new, and potential State and Federal initiatives to enhance relevance and secure resources for an ongoing Greenprint resource mapping and analysis program. **(\$40,000)**

Deliverable 1: Existing conditions/conflicts/opportunities report

Work Task 3: Outreach to stakeholders, including the counties, regional interests, and representatives of state and federal local district offices to increase awareness of the Greenprint, acquaint the public with the state of the Valley's resources and possible future implications of current trends, solicit ideas for resolution of key resource conservation and management challenges, and provide training to access and understand the Greenprint maps. The outreach effort will also seek comments from stakeholders on the Phase I data maps. **(\$65,000)**

Task 3.1: Build listings of stakeholders with special emphasis on the counties.

Task 3.2: Facilitate consensus with the Steering Committee throughout the process.

Task 3.3: Hold Steering Committee kickoff meeting to discuss scope of project.

Task 3.4: Hold up to six quarterly face-to-face and monthly teleconference Steering Committee meetings to solicit feedback during process.

Task 3.5: Hold up to two workshop meetings with County Planning Directors and senior staff, specifically identified for inclusion because of their role in long range planning and the land use approval process.

Task 3.6: Conduct up to three stakeholder workshops throughout the Valley to present information and solicit input related to resource conservation and management challenges and strategies. This task will also solicit input on the adequacy and usefulness of the Phase I data maps.

Task 3.7: Present quarterly progress reports to committees and boards of regional transportation agencies and Valley Planners Network.

Deliverable 1: Stakeholders group listing

Deliverable 2: Presentations to Steering Committee, Valley Planners Network, SJV Planning Agencies Directors' Group meetings, County Planning Directors and SJV Stakeholder workshops

Deliverable 3: Quarterly progress reports

Deliverable 4: Meeting Agendas, Participation Logs, Meeting Materials, Meeting Notes

Deliverable 5: Summary of public comments on resource conservation goals and strategies from stakeholder workshops

Work Task 4: In conjunction with the Steering Committee, design and implement a program to identify, select, and fund pilot projects (preferably three to four involving multiple counties throughout the Valley) that incorporate Greenprint map resources and provide real world utility and value, particularly with the counties, as the primary land use authorities in the rural areas. ***(\$15,000) Phase II of the Greenprint project includes an additional \$210,000 for agencies to conduct the pilot projects, selected pursuant to a separate Request for Proposals.***

The objective of the pilot projects is to demonstrate how agencies can use the mapping resources developed in the Phase I Greenprint to bring better factual information and a larger regional perspective into local planning for non-urban lands in the valley. These projects should reflect real hands-on work and build local agency capacity. Emphasis will also be given to work which can be used elsewhere in the valley. Examples of possible pilot projects could be:

- Identify the highest value lands in a county for ground water recharge, weighing this use with other possible beneficial uses such as creating habitat for water related species.
- Identify large solar energy sites on low value lands for agriculture, habitat etc.
- Study the cumulative effects of mineral extraction on waterways, habitat lands and groundwater recharge.
- Identify the economic loss of converting agricultural land to alternative uses.

Deliverable 1: Pilot program design, including proposal evaluation criteria and minimum project amount

Deliverable 2: Request for Proposals for pilot projects

Deliverable 3: List of pilot projects for selection by the Steering Committee

Work Task 5: Publish a guide for resource management, to provide guidance in support of local policy development, programs, and implementation tools that governments, businesses and communities can self-select to address their economic and resource objectives. Include examples of strategies and tools used elsewhere in the State and Nation that promote the simultaneous objectives of resource sustainability and economic growth. **(\$40,000)**

Task 5.1: Prepare draft report.

Task 5.2: Present draft report for feedback/responses to Steering Committee, County Planning Directors group, Valley Planners Network, and to the Transportation Planning Agencies Directors' Group.

Task 5.3: Prepare final report.

Task 5.4: Present final report to the Steering Committee, County Planning Directors group, and to the Transportation Planning Agencies Directors' Group for acceptance.

Deliverable 1: Draft Guide for Resource Management

Deliverable 2: Presentations to Steering Committee and policy groups

Deliverable 3: Final Guide for Resource Management

Coordination

The consultant will take primary direction from the project manager, in close coordination and consultation with the San Joaquin Valley Greenprint Steering Committee.

All data, maps and all other materials prepared or collected under this contract will become the property of all eight Regional Planning Agencies. Consultant will provide monthly progress reports to the project manager. These monthly status reports will include descriptions of work tasks completed that month, and will identify any issues that may affect project schedule or project deliverables.

Project Schedule

Special emphasis will be placed on timely completion of the work products by the proposer. The proposer will indicate actions that will be taken to ensure compliance with the schedule. Any suggested variations from the schedule will be indicated in the proposer's response. 18 months has been allotted for project completion. Any extensions to the 18-month schedule will require a formal written request from the consultant to the Fresno COG project manager. The Steering Committee will take appropriate action to ensure proper and timely performance by the contractor.

Respondents should develop a detailed schedule as part of their proposal. This schedule should show estimated completion dates for deliverables and public workshops. The selected consultant will be expected to perform all work necessary to

complete the scope of work. The consultant will take primary direction from the Fresno COG project manager. It is intended that all work will be completed within 18 months of negotiating a contract in accordance with the schedule component and that the consultant's work team will begin immediately upon signing a contract.

Proposed Time Schedule

Activity	Date
Request for Proposals released	September 15, 2014 (Monday)
Last day to submit written questions	October 13, 2014 (Monday) 5:00 p.m.
Pre-Proposal bidders conference	October 14, 2014 (Tuesday) 10:00 a.m.
Deadline for proposal submittal	October 21, 2014 (Tuesday) 5:00 p.m.
Interviews/selection process	October 22 thru October 31, 2014
SJV COG Directors Group approval	November 6, 2014 (Thursday)
Fresno COG Policy Board approval	November 20, 2014 (Thursday)
Completion of project	May 31, 2016 (or sooner)

Meetings and Presentations

In addition to meetings required to perform previously mentioned task activities, the consultant will facilitate and participate in the following meetings and presentations as outlined below.

- Meetings with the Fresno COG project manager (as needed).
- Presentation of Final Report to Regional Planning Agency Boards (as requested), SJV Regional Planning Agencies' Directors Committee and Regional Policy Council.

Budget

The total budget for this contract is not to exceed \$190,000. (Phase II of the Greenprint project includes an additional \$210,000 for agencies to conduct the pilot projects, selected pursuant to a separate Request for Proposals.)

V. PROPOSAL REQUIREMENTS

Proposal content and completeness are important. Clarity and conciseness are essential and will be considered in assessing the proposer's capabilities. All consultant proposals submitted in response to this request will be screened by a review committee. The committee will determine, through the screening process, which consultants will be invited to make formal presentations and be interviewed by the selection committee. The selection committee reserves the right to make a final selection without an interview.

One reproducible and seven copies of the proposal must be received at the Fresno Council of Governments by **Tuesday October 21, 2014 at 5:00 p.m. PST**. Proposals not received by that date and time *will not be considered*.

In order to simplify the review process and maximize the degree of comparative analysis, the proposal should be organized in the following manner:

A. Transmittal letter

The transmittal letter should be signed by an official authorized to bind the consultant contractually and will contain a statement to the effect that the proposal is a firm offer for 90 days. The letter accompanying the proposal will also provide the following: name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the company. The transmittal shall contain a statement of understanding of the RFP.

B. Table of Contents

Include identification of the material by section and page number.

C. Overview

This section should clearly convey the consultant's understanding of the nature of the work and the general approach to be taken to its performance. This section should include, but not be limited to, a discussion of the purpose of the project, the organization of the project effort, and a summary of the proposed approach.

D. Detailed Work Plan

The prospective contractor shall provide a schedule for completing the project, within the schedule set forth in this RFP. The schedule shall identify the major tasks to be undertaken and the time frame for each task.

This section should include the following components:

1. Task Description

Include a full description of each step to be followed in carrying out the project. The work description should be presented in sufficient detail (tasks, subtasks, etc.) to show a clear understanding of the work and the proposed approach.

2. Deliverables

A description of the format, content, and level of detail which can be expected for each deliverable.

3. Schedule

A schedule showing the expected sequence of tasks, subtasks, etc. should accompany the work description. Important milestones should be identified on the schedule.

E. Management Approach

This section should describe the firm's management approach. If the proposal is a team effort, the distribution of work among the team members should be indicated. Describe the organization of the management, the structure of the work assignments, and any specific features of the management approach that require special explanation. Designate by name the project manager to be employed who will oversee the project. **No substitutions of the identified project manager will be allowed without prior approval of Fresno COG and the PDT.**

Include the name and qualifications of all professional personnel to be employed, a resume for each professional (included in an appendix), a statement indicating how many hours each professional will be assigned to the contract and what tasks each professional will perform. Staffing assignments should be specific enough to demonstrate understanding of skills required and commitment of proper resources. **The selected consultant will not substitute members of the project team without prior approval of Fresno COG and the Steering Committee.**

F. Budget and Billing Format

A cost analysis of the proposed budget will be done by Fresno COG staff. Under various circumstances the budget could be subject to Preaudit and/or the final cost subject to Post audit by Fresno COG or Caltrans division of Audits and Investigations. The allowability of individual items of cost will be determined by 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. Seq. The Contractor will also be required to comply with 49 CFR, Part 18, and Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments. The contractor should have an accounting system capable of segregating direct cost from indirect costs per the above cited regulations. The Contractor and Subcontractors will comply with all applicable laws and maintain books, documents, papers, and accounting records for a period of three years from the date of the final payment.

1. Method of Payment

The cost proposal must be prepared consistent with the method of services provided under this agreement and will be reimbursed, by one of, or a combination of the methods below. The proposer must clearly state the method used to prepare the cost proposal.

- Lump Sum payment
- Actual Cost plus Fixed Fee
- Specific Rates of Compensation

Lump Sum proposals will be paid per milestone of completed work or at the end of the contract upon acceptance of the final product. Actual Cost plus Fixed Fee agreements shall be billed at actual payroll costs and include a fixed fee for profit. In agreements reimbursed by Specific Rates of Compensation, billing rates containing a component for profit will be negotiated that will not change during the term of the contract.

2. Project Budget

A maximum of \$190,000 has been budgeted for consultant services for this project.

3: Task Budget

A schedule of estimated costs to complete each task should add down to the total cost of the project (see Table 1 & 2). The task budget should include a subsidiary breakdown by task of hours and billing rate charges. To ensure a full understanding of the resources committed to the project the schedule should clearly indicate the amount of hours key personnel will be used in each task.

4. Budget and Cost Breakdown

The prospective consultant will prepare a detailed cost breakdown for the work to be performed during the project regardless of the method of reimbursement chosen. This will include all tasks required to complete the project including final reports and presentation.

a. Direct Labor Costs – A schedule of billing rates and hours worked by employee or category of employee is required of the prime contractor and all subcontractors. Billing rates shall be based on actual pay rates and should cover all costs associated with the employee (salary, benefits, and anticipated cost of living and/or merit increases during the term of the contract). Depending on the individual cost structure, overhead may be applied as a component of the billing rate or applied separately. The proposer should be prepared to validate billing rates with payroll registers, wage agreements, or other payroll documentation.

b. Overhead Rates – The overhead rate should include all indirect cost not readily assignable to cost objectives specifically benefited. Typically an overhead rate is calculated on a company or division wide basis by segregating expenses into direct cost and indirect cost categories and then dividing the indirect costs by a direct cost base such as direct labor to arrive at an overhead rate. The overhead rate is then applied on a contract by contract basis to recapture the indirect costs that are not chargeable directly to a final objective such as general and administrative, facilities, equipment, supplies, accounting, maintenance, materials, etc. Some cost structures may be broken into various overhead rates that are applied to different bases. The proposer should be prepared to provide supporting documentation such as prior agreements with government agencies or audits of prior year activities to validate overhead rates structures.

c. Direct Cost – Direct costs are those incremental costs that can be identified specifically with a particular final cost objective. Although in some instances direct cost and indirect cost may include similar categories, incremental direct cost attributable to final objectives must be separated and not included in the overhead calculation. All direct cost specifically attributed to the project and not included in the billing rates must be itemized by budget category to be eligible for reimbursement. Once contractually authorized, direct cost budgets may not be substituted without prior written consent of Fresno COG.

d. Sub consultant Fees – Sub consultants must provide the same cost data detail as the prime contractor (see Table I and Table 2).

e. Fixed Fee – A fixed fee is calculated as a basis of total direct and indirect costs. The State of California allows a 10% maximum fee.

The hypothetical cost format example given below is to illustrate required components of the cost proposal only, and may have to be tailored to fit individual cost structures.

HYPOTHETICAL
 COST ESTIMATE

Table 1.- Direct cost by Task

Cost Items	Task 1	Task 2	Task 3	Total
1. Direct Labor	3,700	17,053	5,502	26,255
2. Overhead (___% of Line 1)	1,480	6,821	2,201	10,502
Total Salary Burden	5,180	23,874	7,703	36,757
3. Direct Expenses				
Telephone/FAX	35	28	15	78
Postage/Shipping	12	8	35	55
Graphics/Printing	11	11	75	97
Travel	350		500	850
Misc.	45	45	45	135
Total Direct Expenses	453	92	670	1,215
4. Subconsultant Fees *	4,244	22,276	2,726	29,246
5. Fixed Fee (___% of Lines 1,2,3)	764	1,524	1,132	3,420
Total	10,640	47,766	12,231	70,638 70,638

Table 2 - Project Task Costs by Key Personnel

	Key Staff	Key Staff	Staff	Total
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Task No. and Description	#1	#2	Support	Hours
Task 1. Establish Parameters	25	75		100
Task 3. Data Collection and Analysis		400	250	650
Task 4. Final Report and Presentation	15	50	175	240
Total Hours	40	525	425	990
Billing Rate	\$75.00	\$44.06	\$25.00	
Memo Total	3,000	23,132	10,625	36,757

* Subconsultants must provide required cost components found in Tables 1 & 2

G. Insurance requirements

Without limiting Fresno COG’s right to obtain indemnification from the consultant or any third parties, the consultant, at its sole expense, shall maintain in full force and affect the following insurance policies throughout the term of the contract:

1. Comprehensive general liability insurance with coverage of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Comprehensive general liability insurance policies shall name Fresno COG, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under the terms of the contract are concerned. Such coverage for additional insured shall apply as primary insurance or self-insurance and any other insurance, maintained by Fresno COG, its officers, agents, and employees, shall be given excess only and not contributing with insurance provided under the consultant’s policies herein.
2. Comprehensive automobile liability insurance with limits for bodily injury of not less than \$25,000 per person, \$250,000 per accident, and for property damages of not less than \$50,000, or such coverage with a combined single limit of \$250,000.
3. Professional liability insurance of at least \$1,000,000.
4. Worker’s compensation insurance as required by law.

This insurance shall not be canceled or changed without a minimum of thirty (30) days advance written notice given to Fresno COG. The consultant shall provide certification of said insurance to Fresno COG within twenty-one (21) days of the date of the execution of the contract. Such certification shall show, to Fresno COG’s satisfaction, that such insurance

coverages have been obtained and are in full force; that Fresno COG, its officers, agents, and employees will not be responsible for any premiums on the policies; that as and if required such insurance names Fresno COG, its officers agents, and employees individually and collectively as additional insured (comprehensive and general liability only), but only insofar as the operations under the contract are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self insurance, maintained by Fresno COG, its officers, agents, and employees, shall be excess only and not contributing with insurance provided under the consultant's policies herein; and that this insurance shall not be canceled or changed without a minimum of thirty (days) advance, written notice given to Fresno COG.

In the event the consultant fails to keep in effect at all times insurance coverage as herein provided, Fresno COG may, in addition to other remedies it may have, suspend or terminate the contract upon the occurrence of such event.

H. Disadvantaged Business Enterprise (DBE) Certification

DBE Bidders Listing (Attachment B) must be completed for all contractors and subcontractors regardless of DBE affiliation.

The Fresno COG fully anticipates that it will consistently meet and exceed its adopted DBE overall goal under 49 CFR Part 26 using Race-neutral measures exclusively.

Only DBE firms currently certified per 49 CFR Part 26 will participate as DBEs in our program. Such certification must be issued by Caltrans, FHWA, FTA, DOT, MPO, City, County, or State in accordance with 49 CFR Part 26.

Fresno COG will not deny award to contractors on the basis of DBE participation, who demonstrate that they have used good faith efforts to achieve DBE participation.

Contractors selected on the basis of DBE participation must provide the following information with the initial proposal or before entering into a contractual agreement with Fresno COG:

1. The names and addresses of the DBE firms.
2. A description of the work each DBE will provide.
3. The dollar amount of participation by each DBE.
4. Proof of DBE certification.
5. Written confirmation that the DBE will participate.
6. If DBE participation is not achieved, evidence of good faith efforts must be provided.

Prime contractors are required to maintain records and document payments to all subcontractors for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative on Fresno COG,

Caltrans, FHWA, or DOT. This reporting requirement also extends to any certified DBE subcontractor. The contractor shall maintain records showing the name and address of each subcontractor, the date of payment, and total dollar figure paid to each subcontractor.

Fresno COG will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with federal, state, or local laws.

I. Conflicts of Interest

The prospective contractor shall disclose any financial, business, or other relationship with Fresno COG that may have an outcome on the selection.

J. Summary of Qualifications

Proposals shall include a summary of the firm's qualifications, including resumes of assigned staff.

K. Signing of Proposal/Authorization to Negotiate

The proposal shall be signed by an official authorized to bind the proposer and shall contain a statement to the effect that the proposal is a firm offer for a 90-day period. The proposal shall also provide the following: name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company.

L. Attachments

Attachments to be included at the end of the proposal are as follows (as attached herein):

- Attachment A: Title VI Assurance
- Attachment B: DBE Participation
- Attachment C: Budget and Cost Breakdown

VI. PROPOSAL SUBMITTAL

A. Preparation of Proposal

The proposal shall be formatted in accordance with the requirements specified in *Section III: Proposal Requirements* of this RFP. Proposal forms shall be executed by an authorized signatory as described in *Section III-K: Signing of Proposal/Authorization to Negotiate*. All proposals shall be prepared by and at the expense of the proposer.

B. Examination of RFP Document

The proposer shall be solely responsible for examining, with appropriate care, the RFP, including any addenda issued during the proposal period. The proposer shall also be

responsible for informing itself with respect to any and all conditions which may in any way affect the amount or nature of the proposal, or the performance of the work in the event the proposer is selected. Failure of the proposer to examine and inform itself in this manner shall be at the proposer's own risk and no relief for error or omission shall be given.

C. Submission of Proposal/Period of Acceptance

One reproducible master and seven copies of all proposals must be delivered to Fresno COG no later than **5:00 p.m. Pacific Standard Time on October 21, 2014**. Proposals will not be accepted after 5:00 p.m. PST. Postmarks will not be accepted. Proposals should be delivered to:

Clark Thompson, Project Manager
Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721

All proposals will remain firm for a period of ninety (90) days following the final date for submission. All proposals will become the sole property of Fresno COG and a part of its official records without obligation on the part of Fresno COG.

This RFP is not to be construed as a contract of commitment on the part of Fresno COG. Fresno COG reserves the right to reject all proposals, to seek additional information from each proposer, or to issue another RFP, if deemed appropriate.

D. Modification or Withdrawal of Proposals

Any proposal received before the date and time specified above for receipt of proposals may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be received by the proposal due date and time specified previously.

All verbal modifications to these conditions or provisions are ineffective for proposal evaluation purposes. Only written changes issued by proposers to Fresno COG are authorized and binding.

E. Rejection of Proposals

Failure to meet the requirements for the request for proposals will be cause for rejection of the proposal. Fresno COG may reject any proposal if it is conditional, incomplete, or contains irregularities or inordinately high cost rates. Fresno COG may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposals document or excuse the proposer from full compliance with the contract requirements if the proposer is awarded the contract.

VII. CONSULTANT SELECTION

All consultant proposals submitted in response to this request will be screened by a selection committee. The committee will determine, through the screening process, which consultants will be invited to make formal presentations and be interviewed by the committee. The section committee reserves the right to make a final selection without an interview.

The actual award of the contract will be by the Fresno COG Policy Board (tentatively set for the November 20, 2014 meeting). Proposal opening does not constitute the awarding of a contract. The contract is not in force until it is awarded by Fresno COG and executed by the Fresno COG designees.

VIII. PROPOSER OBJECTIONS

A proposer may object to any of the terms or provisions set forth in the RFP's Scope of Work or to the selection of a particular proposer on the grounds that Fresno COG's procedures, the provisions of this RFP, or applicable provisions of federal, state, or local law have been violated or inaccurately or inappropriately applied by submitting Fresno COG a written explanation of the basis for the objection. Deadlines for submittal of objections are:

- No later than two weeks prior to the date proposals are due, for objections to RFP provisions; or
- Within three working days after the date on which contract award is authorized or the date the proposer is notified that it was not selected, whichever is later, for objections to proposer selection.

If the proposer does not state any objections, Fresno COG will assume that the RFP scope of services are acceptable to the proposer and have been fully factored into its response. If the proposer intends to negotiate with Fresno COG concerning any part of the Fresno-Madera Metropolitan Freeway/Interchange Deficiency Study scope of services that the proposer finds objectionable, the proposer must provide specific language in its response that will address or cure its objections.

IX. FRESNO COG RIGHTS

Fresno COG may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by a proposer, and require additional evidence of qualifications to perform the work described in this RFP.

Fresno COG reserves the right to:

1. Reject any or all of the proposals if it deems such action is in the public interest;
2. Issue subsequent Requests for Proposals;
3. Cancel the entire Request for Proposal;

4. Remedy technical errors in the Request for Proposals process;
5. Appoint an evaluation committee to review the proposals;
6. Seek the assistance of outside technical experts in proposal evaluation;
7. Approve or disapprove the use of particular subcontractors;
8. Establish a short list of proposers eligible for interviews after review of written proposals;
9. Negotiate with some, all, or none of the respondents to the RFP;
10. Solicit best and final offers from all or some of the proposers;
11. Award a contract to one or more proposers;
12. Accept an offer other than the lowest price offer; and
13. Waive informalities and irregularities in proposals and the bid process.

This RFP does not commit Fresno COG to enter into a contract, nor does it obligate Fresno COG to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. All proposals will be subject to public disclosure as required by the California Public Records Act.

Fresno COG reserves the right to investigate the qualifications of all firms under consideration to confirm any part of the information furnished by a proposer, or to require other evidence of managerial, financial, or other capabilities which are considered necessary for the successful performance of the contract.

X. RFP QUESTIONS

All questions on the RFP should be submitted in writing by October 13, 2014 to:

Clark Thompson, Project Manager
Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721
clarkt@fresnocog.org

Attachment A

TITLE VI ASSURANCE

The Fresno Council of Governments, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, department of Transportation, Subtitle A, Office of the Secretary, Part 21 Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority businesses enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or nation origin in consideration of an award.

Attachment C

BUDGET AND COST SCHEDULE TEMPLATE

TASKS	(Name)		(Name)		(Name)		Total Task Hours	Total Task Cost
	(Role)		(Role)		(Role)			
	(Hourly Billing Rate)		(Hourly Billing Rate)		(Hourly Billing Rate)			
Task	Hours	Cost	Hours	Cost	Hours	Cost		
Tasks Subtotal								

DIRECT COSTS

Direct Cost		Amount
Direct Costs Subtotal		

SUBCONSULTANTS

Subconsultants		Total Cost
Subconsultants Subtotal		

PROPOSAL GRAND TOTAL		
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