

# **REQUEST FOR PROPOSAL**

**FOR FRESNO COUNTY REGIONAL LONG RANGE TRANSIT PLAN**

**Fresno Council of Governments  
2035 Tulare Street, Suite 201  
Fresno, CA 93721  
(559) 233-4148**

Additional background information on this proposal can be found on the  
Fresno COG website!

[www.fresnocog.org](http://www.fresnocog.org)

**January 2017**

# REQUEST FOR PROPOSALS

## FOR FRESNO COUNTY REGIONAL LONG RANGE TRANSIT PLAN

The Fresno Council of Governments (Fresno COG) is requesting proposals from qualified consultants to develop Fresno County's first integrated long range transit plan to guide transit investment in the Fresno region through the year 2050.

### Background

The transit needs of Fresno County are currently predominantly served through the operations of the three main transit providers in the area: Fresno Area Express (FAX), which serves the City of Fresno; Clovis Transit, serving the City of Clovis; and the Fresno County Rural Transit Agency (FCRTA), which serves the smaller cities and unincorporated areas of Fresno County. While the three services operate in effective manners that serve their individual ridership, these agencies do not currently have a collaborative plan to integrate the long-term vision of how their services can continually work together to provide an effective regional network. The Fresno County Regional Long Range Transit Plan will serve as the Fresno County's first jurisdictionally integrated long-range transit plan, intended to integrate efforts, and guide transit and multimodal investments in the Fresno regional area through the year 2050.

Providing efficient transit options is an integral part to implementing a successful Sustainable Communities Strategy (SCS), reducing dependence on the single-occupancy vehicle, providing for the enhancement and expansion of multi-modal opportunities, and thereby reducing greenhouse gas emissions – all of which align with State and Federal transportation planning goals. With over 12 million current transit trips delivered by the three major transit providers in Fresno County each year, 79% of which are taken by the completely transit dependent – more than double the national average - the need to integrate long-range transit planning efforts to ensure that public transit options remain a viable, effective, and healthy option is absolutely vital. The Fresno County Public Transportation Gap Analysis plan indicates that nearly 10% of family households and 19% of one-person households in Fresno County do not own a vehicle, with this number only increasing, as CalEnviroScreen identifies the Fresno Region as one of the most severely disadvantaged in the State. For those with the greatest need, and no other transportation alternative, continually providing, preserving, and improving transit options throughout the region is critical in providing this demographic access to jobs, medical treatment, schooling, and other daily activities. The establishment of the region's first integrated long-range transit plan will enable transit agencies to identify linkages to maximize their services, and allow for region-wide transit options that serve those most in need. Integrating the various transit plans with bicycle and pedestrian plans throughout the region will further provide for a complete system that serves the greatest number of riders as efficiently as possible, providing even greater access to the nearly 6000 daily cyclists throughout Fresno County. As FAX moves forward with the introduction of Bus Rapid Transit into their current operations, anticipated to carry nearly 1 million passengers in its first year, substantially improving the transit operations throughout the main corridors of the metro area, Clovis Transit and FCRTA are mindful of the expansion and service connection needs and opportunities this project offers, and an integrated plan can identify.

Fresno COG recognizes the critical role of transit in the SCS implementation and the improvement of overall quality of life for the people living in Fresno County, and applied to Caltrans' Sustainable Transportation Planning Grant Program for a grant to develop an integrated long range transit plan for the region. The long range transit plan was referred to as "Connected: The Fresno County Sustainable Communities Public Transit Plan" in the grant application. The projects and strategies developed in the long range transit plan will provide input for the formulation of transit investment strategies in the future SCS development. The plan will be implemented by the three major transit operators in Fresno County,

who also share the same vision for a collaborative regional long range transit plan and extended great support to Fresno COG in the grant application process.

### **Scope of Work**

**Please refer to the appendix A & B for the proposed scope of work and timeline as submitted to Caltrans in the grant application.**

**Appendix A & B should be followed in developing project tasks and the timeline for completing the tasks. Minor adjustment to the proposed scope and timeline will be accepted subject to Caltrans' approval.**

### **COORDINATION**

The consultant will take primary direction from the Fresno COG Project Manager. It is intended that all work will be completed within **Twenty-four** months of negotiating a contract in accordance with the schedule component and that the consultant's work will begin immediately upon receiving a notice to proceed.

The selected consultant will best demonstrate the ability to deliver quality work on schedule and in a cost-effective manner, consistent with the tasks and deliverables in this RFP.

File copies of all correspondence, technical memoranda and reports should be delivered to the Fresno COG Project Manager on CD or file in MS Office 2010.

All data, maps and all other materials prepared or collected under this contract will become the property of Fresno COG. Provide monthly progress reports to the Fresno COG 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.

### **Proposed Time Schedule**

<b><i>Activity</i></b>	<b><i>Date</i></b>
Request for Proposals released	Wednesday, January 11, 2017
Deadline for submitting questions	Friday, February 3, 2017
Deadline for proposal submittal	Friday, February 10, 2017, 4:00 P.M.
Oral interviews/selection process	The Week of February 20 <sup>th</sup> , 2017 (Tentatively)
Notice to Proceed	March/April, 2017 – Subject to COG Board approval and contract signing
Completion of project	March 31, 2019 depending on COG Board approval and contract signing

### **III. PROPOSAL REQUIREMENTS**

Clarity and succinctness are essential and will be considered in assessing the consultant's capabilities. Proposals that show creativity and new ideas will be highly considered. 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 (unbound) and five copies of the proposal plus an electronic copy on a CD or flash drive must be received at the Fresno Council of Governments by **Friday, February 10<sup>th</sup>, 2017 at 4:00 P.M. local time.** 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. Appendix A & B should be followed in identifying the tasks and the time frame for each task. Minor adjustment to Appendix A & B will be accepted subject to Caltrans' approval.

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 as detailed in Appendix A. Minor adjustment to the proposed scope of work in Appendix A is allowed subject to Caltrans' approval. 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 that 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. Minor adjustment to the proposed schedule in Appendix B is allowed subject to Caltrans' approval.

**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.**

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.**

## **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 \$360,000 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 FCOG.

**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

Task No. and Description	Key Staff #1	Key Staff #2	Staff Support	Total 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

#### **IV. 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, an electronic file on CD/flash drive and five copies of all proposals must be delivered to Fresno COG no later than **4:00 P.M. local time on February 10<sup>th</sup>, 2017**. Proposals will not be accepted after 4:00 P.M. PST. Postmarks will not be accepted. Proposals should be delivered to:

Kristine Cai, 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.

## V. 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 selection 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. 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.

## VI. 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 scope of services that the proposer finds objectionable, the proposer must provide specific language in its response that will address or cure its objections.

## VII. 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.

### **VIII. RFP QUESTIONS**

All questions on the RFP should be submitted in writing by February 3<sup>rd</sup>, 2017 to:

Kristine Cai, Project Manager  
Fresno Council of Governments  
2035 Tulare Street, Suite 201  
Fresno, CA 93721  
[kcai@fresnocog.org](mailto:kcai@fresnocog.org)

All questions and answers will be posted on the Fresno COG website at:  
<http://www.fresnocog.org/congestion-management> by February 8<sup>th</sup>, 2017.

### **Attachment A**

#### **TITLE VI ASSURANCE**

The Council of Fresno County 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		
<b>Tasks Subtotal</b>								

**DIRECT COSTS**

Direct Cost		Amount
<b>Direct Costs Subtotal</b>		

**SUBCONSULTANTS**

Subconsultants		Total Cost
<b>Subconsultants Subtotal</b>		

<b>PROPOSAL GRAND TOTAL</b>		
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## SCOPE OF WORK:

### **Connected: The Fresno County Sustainable Communities Public Transit Plan**

#### **INTRODUCTION:**

This project will yield in the establishment of Fresno County's *first* integrated long-range transit plan, intended to guide transit and multimodal investments servicing the Fresno region through the year 2050. The plan will detail how to continually provide and preserve a sustainable, safe, innovative, integrated and efficient transit system to enhance the region's economy and livability for all, in-line with the State's Transportation Planning Goals to *Improve Multimodal Mobility and Accessibility for All People, Preserve the Multimodal Transportation System, and Foster Livable and Healthy Communities and Promote Social Equity*; and Federal Transportation Goals relating to accessibility, safety, mobility and integration. Such focus will be accomplished through direct public outreach and partnership by Fresno COG bringing together Fresno County, the 15 incorporated cities, representatives from the unincorporated communities/rural areas, the major transit providers, transit ridership, bicycle and pedestrian advocates/users, and additional various stakeholders and general public to develop "**Connected: The Fresno County Sustainable Communities Public Transit Plan**" to help achieve the GHG reduction targets set by the ARB, and provide insight to the update of the 2018 Fresno County Sustainable Communities Strategy (SCS).

CalEnviroScreen 2.0 identifies 13 of the 15 incorporated cities, as well as the predominant area of unincorporated Fresno County, as Disadvantaged Communities. In total, 67.6% of Fresno County's population, a total of 628,720 residents, fall within this classification. Such economic challenges often limit families and individuals' transportation options to walking, bicycling and public transit – resulting in high demand for such options to be readily available, affordable and efficiently operated in order to allow needed access to employment, medical care, shopping and educational services. Implementation of the Plan will also improve public health and air quality by providing enhanced services to the over 12 million annual transit riders throughout the region, 79% of which are completely transit dependent – more than double the national average – and living within the 5<sup>th</sup> most polluted airshed in the United States, as documented by ARB. The Plan will also incorporate linkages with bicycle and pedestrian plans throughout the region, including items such as the Bicycle Guide for District 6 and individual bike/ped plans, ensuring an integrated, connected, and resilient multimodal system that supports the region's economy, human and environmental health, and social equity, in support of the California Transportation Plan 2040 Vision.

The below Scope of Work reflects the anticipated process and deliverables for Fresno COG's first integrated long-range transit plan – Connected: The Fresno County Sustainable Communities Public Transit Plan.

#### **RESPONSIBLE PARTIES:**

The Fresno Council of Governments (Fresno COG), with the assistance of a consulting firm and significant input from the Steering Committee, will perform this work. Fresno COG has not yet selected a consulting firm; however, the proper procurement procedures will be used through a competitive RFP process. Fresno COG anticipates that the scope will not differ substantially, that the budget will not exceed the grant amount requested; and that the project will be completed within the grant period as indicated within the timeline.

The Steering Committee will include (at a minimum) Fresno COG, Caltrans, Fresno Area Express (FAX), Fresno County Rural Transit Agency (FCRTA), Clovis Transit, Yosemite Area Regional Transportation System (YARTS), California High-speed Rail Authority (CAHSR), Amtrak, Greyhound, engineers and planners from the 15 incorporated cities and Fresno County; as well as members of disadvantaged and environmental justice communities throughout the region, various representatives from the development community, public health sector, environmental sector, bicycle and pedestrian coalitions, public education entities, businesses and general public representatives, as appropriate.

### **OVERALL PROJECT OBJECTIVES:**

- Produce a county-wide long-range transit plan to integrate the efforts, projects and future operations of the major transit providers operating within Fresno County through the year 2050
- Identify a preferred long-range vision for the public transit system in Fresno County, shared by the major transit providers, elected officials, various stakeholders and the general public
- Provide guidance for future investments in the public transportation system operating throughout Fresno County
- Identify transit projects and alternatives that consider and improve the sustainability, preservation, mobility, safety, innovation, economy, health and equity of the transit systems within Fresno County, in-line with State and Federal Transportation Planning Goals
- Integrate the regional movement of bicycles and pedestrians with public transit options and plans, utilizing items such as the Bicycle Guide for District 6, Complete Streets, Smart Mobility Framework and the various Active Transportation Plans (ATP) that have been completed or are in progress
- Identify long-range transit and multimodal projects for placement into the 2018 Fresno COG SCS

### **1. Project Initiation**

#### **Task 1.1: Kick-off Meeting with Caltrans**

- Kick-off Meeting with Caltrans to formally launch the project and discuss details associated to scope, timeline, budget, etc.
- Responsible Party: Fresno COG (applicant)

#### **Task 1.2: RFP for Consultant Services**

- Develop a Request for Proposals (RFP) for consultant services to organize the development of an integrated long-range transit plan for the Fresno County region. The RFP will take into account all future tasks as identified within this Scope of Work, including project initiation, public outreach, plan development and fiscal management tasks, as appropriate.
- Responsible Party: Fresno COG (applicant)

#### **Task 1.3: Steering Committee Formation**

- Establish a Steering Committee that consists of (at a minimum) Fresno COG, Caltrans, Fresno Area Express (FAX), Fresno County Rural Transit Agency (FCRTA), Clovis Transit, Yosemite Regional Transportation System (YARTS), California High-speed Rail Authority (CAHSR), Amtrak, Greyhound, engineers and planners from the 15 incorporated cities and Fresno County; as well as members of disadvantaged and environmental justice

communities from throughout the region, bicycle and pedestrian coalitions, representatives from the development community, public health sector, environmental protection sector, public education entities, businesses and general public representatives, as appropriate.

- Responsible Party: Fresno COG (applicant) / Consultant

**Task 1.4: Staff Coordination**

- Conduct regularly scheduled face-to-face Steering Committee meetings, with consultant, to ensure good communication and collaboration on upcoming tasks and to make sure the project remains on time and within budget.
- In addition to the required quarterly reports submitted to Caltrans, Fresno COG staff will also maintain regular contact with Caltrans local district staff to ensure maximum communication and efficiency of project deliverables are maintained.
- Responsible Party: Fresno COG (applicant) / Consultant

**Task 1.5: Identify Existing Conditions & Review Existing Plans**

Review all the general plans including general plan updates in the Fresno county, short range transit plans, City of Fresno’s Bus Rapid Transit (BRT) Master Plan, the Fresno County Public Infrastructure Study (PTIS), Fresno Clovis Metropolitan Area Public Transit Strategic Service Evaluation, the Fresno County Public Transportation Gap Analysis, Fresno COG’s 2014 Regional Transportation Plan (RTP)/Sustainable Communities Strategies(SCS), the Fresno County and City of Fresno Bicycle Master Plans, the ATPs developed by City of Fresno, Clovis, and Coalinga, and the Regional ATP that Fresno COG is working on, the upcoming Fresno COG Class IV Separated Bikeway (Cycletrack) Feasibility Analysis, the Bicycle Guide for District 6 and Complete Streets Elements, Annual Productivity Reports of the transit operators, and Consolidated Transportation Services Agency (CTSA) Program and Budget.

- Responsible Party: Consultant / Steering Committee

**Task 1.6: Vision and Goals**

- Work with the Steering Committee and general public, with special attention to those living within disadvantaged communities, to develop an integrated vision and long term goals for integrated and multimodal-centric public transit systems throughout Fresno County.
- Responsible Party: Consultant / Steering Committee

<b>Task</b>	<b>Deliverable</b>
<i>1.1</i>	<i>Meeting Notes</i>
<i>1.2</i>	<i>Committee Roster and Committee Meeting Notes</i>
<i>1.3</i>	<i>Copy of Procurement Procedures and Executed Consultant Contract</i>

1.4	<i>Meeting Notes</i>
1.5	<i>Existing Conditions &amp; Plans Report</i>
1.6	<i>Vison and Goals Statement</i>

## 2. Public Outreach

### Task 2.1: Development of an Outreach Plan

- Establish a document that clearly defines the roles and responsibilities of the Steering Committee, the consultant team and staff. Next, work with Steering Committee members to clearly define how the various groups will all participate in the development of the plan.
- Specific attention will be placed on addressing the needs and concerns of environmental justice communities, and linkages of public transit to multimodal and active transportation networks.
- A draft of the Outreach Plan will be submitted to Caltrans for their review, feedback and approval.
- Responsible Party: Consultant / Steering Committee

### Task 2.2: Community Outreach Survey

- Work with Steering Committee members and other interested stakeholders to conduct a public outreach survey to obtain input from the general public on future transit investment, transit needs and usage, improvements to encourage multi-modal linkages, and opinions on future visions for public transit in Fresno County; assuring equal representation amongst metro and rural areas, with a special focus on those living within disadvantaged communities
- Responsible Party: Consultant

### Task 2.3: Transit Workshop (Metro area)

- Hold a metro-area workshop to discuss outreach and survey, as well as gather additional input on desirable future transit services; providing input for transit alternative development
- Responsible Party: Consultant

### Task 2.4: Transit Workshops (Rural areas)

- Hold two rural-area workshop's (one East of SR99, and one West of SR99) to discuss outreach and survey, as well as gather additional input on desirable future transit services; providing input for transit alternative development
- Responsible Party: Consultant

<b>Task</b>	<b>Deliverable</b>
2.1	<i>Outreach Plan</i>
2.2	<i>Survey Questionnaire and Results</i>

2.3	<i>Presentations, Workshop Summary, Media Deliverables (Photos and Videos) and Meeting Notes</i>
2.4	<i>Presentations, Workshop Summaries, Media Deliverables (Photos and Videos) and Meeting Notes</i>

### **3. Plan Development**

#### **Task 3.1: Develop Objectives and Performance Measures**

- Working with the Steering Committee and other interested stakeholders, develop objectives for the goals, and establish performance measures to evaluate the transit alternatives based on the established vision, goals and community outreach inputs; performance measures will be based upon State and Federal Planning Goals, Smart Mobility Framework, and Complete Streets measures.
- Responsible Party: Consultant

#### **Task 3.2: Address Bicycle and Pedestrian Integration**

- Ensure integration of existing and planned bicycle and pedestrian plans and infrastructure into the regional plan.
- By coordinating the Fresno COG ATP and Sustainable Transit Plan, identification of how the plan will integrate the needs of bicycle and pedestrian movements onto and between transit lines will be made.
- Responsible Party: Consultant

#### **Task 3.3: Develop Alternatives**

- Utilizing the public inputs collected during Task 2 activities, and the established goals and objectives in Task 3.1, develop transit alternatives for the 2050 transit system in Fresno County, ensuring the incorporation of all current study/plan results and the adopted short-term transit strategies and projects, and that transit alternatives evaluated are consistent with service provider plans, local agency General Plans; and are complimentary to other transportation modes planned in the RTP/SCS, including (but not limited to) items such as bicycle and pedestrian plans, and the future Fresno HSR station, etc.
- Responsible Party: Consultant

#### **Task 3.4: Alternative Transit Project Analysis**

- Perform modeling analysis and compare the performance of the transit alternatives using the performance measures established in Task 3.1
- Identify transit projects for each alternative, and provide capital and operation cost estimation for each alternative at build out
- Responsible Party: Consultant

**Task 3.5: Develop Implementation Policies and Strategies**

- Develop policy recommendations and implementation strategies that will provide connection between the long-range transit plan and the current implementation and future formulation of Fresno COG’s Sustainable Communities Strategy
- Develop policy recommendations and implementation strategies that the individual transit agencies can utilize to further align future plans and efforts with State and Federal Planning Goals, implementation of Smart Mobility Framework, Complete Streets and CTP 2040
- Responsible Party: Consultant

**Task 3.6: Selection of a Preferred Alternative**

- Based on the analysis in Task 3.3, the Steering Committee makes a recommendation on a preferred transit alternative. The preferred transit alternative is presented to Fresno COG’s Transportation Technical Committee and Policy Advisory Committee for approval and Policy Board for final adoption.
- Development of a Project Improvements Implementation Matrix, including a list of projects, timing/phasing, cost estimates, and potential funding sources.
- Responsible Party: Consultant / Steering Committee

**Task 3.7: Draft Long-Range Transit Plan**

- Utilizing all the aforementioned materials and inputs, prepare a Draft Long-Range Transit Plan incorporating the selected preferred alternative, for review and acceptance/endorsement by the Steering Committee.
- Submit the Draft Plan Report for Caltrans’ review and acceptance/endorsement.
- Responsible Party: Consultant

**Task 3.8: Final Plan Acceptance**

- Following review and acceptance/endorsement of the Draft Plan by the Steering Committee and Caltrans, presentations will be made to the formal governing bodies of FAX, FCRTA, Clovis Transit, and others (where needed/requested) to present the Final Long-Range Transit Plan for the Fresno County region for their individual acceptance/endorsement.
- Submit the Final Plan Report for Caltrans’ review and acceptance/endorsement.
- Responsible Party: Consultant / Fresno COG (applicant)

**Task 3.9: Implementation / Next Steps**

- Work with local agency/transit provider staff to place identified projects into the RTP/SCS, and individual plans, where appropriate
- Responsible Party: Consultant / Fresno COG (applicant)

<b>Task</b>	<b>Deliverable</b>
3.1	<i>Objectives and Performance Measures</i>

3.2	<i>Coordination of Fresno COG's ATP and Sustainable Transit Plan</i>
3.3	<i>Transit Alternatives Report</i>
3.4	<i>Modeling Analysis and Cost Estimation for each Transit Alternative</i>
3.5	<i>Implementation Policy and Strategy recommendations</i>
3.6	<i>Presentations, Meeting Summaries, Photos and Meeting Notes</i>
3.7	<i>Draft Long-Range Transit Plan</i>
3.8	<i>Acceptance/endorsement by Caltrans and the Governing Boards of each of the 3 Major Transit Operators (and others, where necessary/requested)</i>
3.9	<i>RTP/SCS and Individual Plan Transit Project List's</i>

#### **4. Fiscal Management**

##### **Task 4.1: Invoicing**

- Submit complete invoice packages to Caltrans District staff based on milestone completion—at least quarterly, but no more frequently than monthly.
- Responsible Party: Fresno COG (applicant)

##### **Task 4.2: Quarterly Reports**

- Submit quarterly reports to Caltrans District staff providing a summary and percent completion of project tasks/subtasks and grant/local match expenditures.
- Responsible Party: Fresno COG (applicant)

<b>Task</b>	<b>Deliverable</b>
4.1	<i>Invoice Packages</i>
4.2	<i>Quarterly Reports</i>

