# Implementation of a Countywide Outreach Program for the Marketing of

# Measure C AgWorker Vanpool Program

# Request for Proposals

**TO: Interested Parties**

**FROM: The Fresno Council of Governments**

**Esperanza Velazco,** Measure C Rideshare Technician

**Donna Blocker,** Measure C Administrative Outreach Assistant

**SUBJECT: Countywide Community - Based Outreach for**

**The Measure C Agricultural Vanpool Program**

**Released 12, January 2018**

***Proposals requested by:***

**Fresno Council of Governments**

**2035 Tulare Street, Suite 201**

**Fresno CA 93721**

**(559) 233-4148**

***On behalf of:***

 **cog_signature_logo2**

**I. Introduction**

**A. What is Measure C?**

Measure C is a half-cent sales tax passed by Fresno County voters in November 2006 to provide transportation improvement funding for a variety of program types. It is managed by The Fresno County Transportation Authority (FCTA) while the Fresno Council of Governments (Fresno COG) does the planning and program implementation.

**B. Measure C AgWorker Vanpool Program (AVP)**

The Measure C Agricultural Worker Vanpool Program, (Ag-worker Vanpool Program - AVP) formerly the Farmworker Vanpool Program, was renamed in 2013 to more appropriately address all Agricultural related employees. Approximately 0.6% of Measure C funding is provided to fund vanpools originating in Fresno County. The program is designed to get commuters to their destinations safely, improve air quality, and provide a cost-effective alternative to the single occupant vehicle. The program offers financial assistance to new and existing vanpools.

**Participation requirements include the following:**

1. Must have at least 6 riders and 1 driver
2. Must start in Fresno County
3. Participants must use an authorized vanpool vendor/agency or form an employer- sponsored vanpool
4. Owner–operated vanpools are not eligible for these subsidies

The Measure C AVP Program is open to both public and private industry competition, as well as potential public/private partnerships. The program provides lease subsidies to help Ag-workers pay for their transportation to various job sites when they ride in an approved Ag-worker Vanpool. Funds are available on a first-come first-serve basis until the program funds are exhausted.

**II. Project Overview**

The Fresno Council of Governments (Fresno COG) is seeking assistance from community-based organizations, etc., to implement diverse and extensive grassroots outreach to people throughout the valley who may qualify for subsidies in the AVP program.

Fresno COG will provide grants to organizations and agencies for outreach activities resulting in awareness and active participation in the Measure C AVP Program. Upon award, each grantee will receive a detailed orientation on Fresno COG and the Measure C AVP Program. Fresno COG will also provide information and some materials in English to assist grantees with outreach efforts. All material translation must be done by grant recipients. Outreach strategies could include community events, workshops, one on one contact, media campaigns, etc.

Grant recipients will be required to submit proof that they are meeting performance measures in accordance with strategies and commitments outlined in their submitted application packet. This documentation must be submitted with billing invoices. All reimbursement requests for purchased expenses must be submitted with a complete receipt for items, material or services received, as well as photographs, sign-in sheets, materials, flyers or other items that verify outreach activities.

**III. Scope of Work**

The Measure C Ag-worker Vanpool Program subsidizes an average of 50-55 vanpools per year, originating in Fresno County. The average Vanpool has 11 riders with annual ridership of 550-605. Vanpools beginning in Huron, Reedley and Selma account for approximately 23% each of Vanpool applications, with Parlier slightly fewer than 15% and Fresno and Orange Cove at 9% each.

The overall outreach goal is to increase participation and ridership in the Ag-worker Vanpool Program. The specific outreach goal is to break the 1000 rider mark. This can be achieved with the enrollment of 45-50 new vanpools. Grantees will provide grassroots, community - based outreach to publicize and grow the Measure C AgWorker Vanpool Program (AVP). Grantees will outreach to, and engage Ag worker communities, packing houses, employers, etc.

1. **Outreach Strategy and Goals**

Describe in detail the proposed outreach activities your organization plans to carry out in order to facilitate the Measure C AVP countywide outreach program. Attach a detailed outreach strategy.

1. **Specific Demographics**

Describe the specific demographics of the individuals you will be outreaching to and the geographic area your program would reach (please include ZIP codes).

1. **Proposed Number of People for Targeted Outreach**

How many people do you commit to personally reach while implementing your public outreach strategy? How will you reach them?

1. **Proposed Number of New AgWorker Vanpools**

How many qualified Vanpools will result from your outreach strategy? (Refer to “Participation Requirements” on page 2)

1. **Previous Experience**

Describe any similar types of projects that your organization has undertaken. Describe your organization’s experience working with the listed demographics in these communities.

1. **Staffing and Qualifications**

List all staff members, co-grantors or other individuals who will be implementing your Measure C AVP Outreach Program. Include their years of qualifications and years of experience.

1. **Funding Request**

How much funding do you wish to apply for? Please provide specific detailed information justifying the amount of your request.

**IV. Submission Schedule/Period of Acceptance**

If you are interested in assisting Fresno COG with the Measure C AVP public outreach, respond with a letter of interest and completed proposal by **Monday, February 5, 2018 at 12:00 p.m. (noon).** No applications will be received after that date and time.

Sealed packages must be clearly marked “Measure C AVP Outreach Proposal.”

Fresno Council of Governments

Attention: Donna Blocker

2035 Tulare Street, Suite 201, Fresno, CA 93721 - Email: [dblocker@fresnocog.org](mailto:mcstaff@fresnocog.org)

All proposals will be evaluated on the basis of written responses to the questions within the scope of work and budget worksheet. Please limit your written responses. Creativity and conciseness in the proposal are encouraged. All candidates will be notified as to the results of the selection process. Submission of additional information regarding budget, outreach strategy to reach our targeted audience or other proposal elements and/or participation in an oral interview may be requested.

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 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 prospective Grantee, or to issue another RFP, if deemed appropriate

No contact of any kind should be made with any of the Fresno COG staff other than Esperanza Velazco or Donna Blocker during the application process. Selection shall be made on merit alone within the process set forth. Violation of this condition may be cause for immediate rejection of a proposal. The selected grantees will be expected to perform all work necessary to complete the scope of work. It is intended the Grantee will begin immediately upon signing a contract.

**Time Schedule**

**Activity Date**

Request for Proposals Released Thursday, January 12, 2018

Deadline for Questions on RFP Thursday, February 1, 2018

Deadline for Proposal Submittal Thursday, February 5, 2018

Interviews/Selection Process Wednesday, February 28, 2018

TTC/PAC Meetings Friday, March 9, 2018

Policy Board Approval of Grantees Thursday, March 29, 2018

Notice to Proceed Monday, April 2, 2018

Contracted timeline for Completion April 5 - December 31, 2018

Final Invoices and Reports Submitted to Fresno COG January 9, 2019

**V. Proposal Format/Requirements**

Clarity and conciseness are essential and will be considered in assessing the grantee’s capabilities. All grantee proposals submitted in response to this request will be screened by a review committee. The committee will determine, through the screening process, which grantees 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.

The Proposal should be precise. Printing should not exceed twenty (20) double-sided pages. Special emphasis is placed on the timely completion of the work products by the prospective grantee. The grantee will indicate actions that will be taken to ensure compliance with the schedule. Any suggested variations from the schedule will be indicated in the grantee’s response. Any extensions to the schedule associated with this selection process will require a formal written request from the grantee to Fresno COG, with confirmation/denial of extension approval being provided by the Fresno COG in writing. Fresno COG will monitor the schedule to ensure proper and timely performance by the grantee. All proposals shall be prepared by and at the expense of the Grantee.

In order to simplify the review process, the proposal should be organized in the following manner:

**A. Application Form - Attachment A**

The application should be signed by an official authorized to bind the grantee 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 letter shall contain a statement of understanding of the RFP.

**B. Budget Form – Attachment B**

Include identification of the material by section and page number.

**C. Overview**

This section should clearly convey the grantees understanding of the nature of the work, and a summary of the proposed approach to be taken in its performance. It may include, but not be limited to, a discussion of the purpose of the project, the organization of the project effort, and outreach areas.

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

Failure on behalf of the Grantee to examine and inform itself in this manner shall be at the Grantees’ own risk and no relief for error or omission shall be given.

**D. Management Approach**

This section should describe the grantee’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 Grantee will not substitute members of the project team without prior approval of Fresno COG.**

**VI. 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 pre audit and/or the final cost subject to post audit by Fresno COG. The grantee should have an accounting system capable of segregating direct costs from indirect costs. Grantees 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 method of payment for this project will be a monthly payment method. Invoices shall be submitted monthly by the Grantee.

1. **Project Budget**

Five grants will be awarded ranging from $5,000 - $25,000 for outreach services for this project. Fresno COG reserves the right to increase grant amount.

1. **Task Budget**

A schedule of estimated costs to complete each task should add down to the total cost of the project (see Attachments C & D). 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.

1. **Budget and Cost Breakdown**

Prospective grantees 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.

1. Direct Labor Cost – A schedule of billing rates and hours worked by employee or category of employee is required of the prime Grantee and all sub-contractors. 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.

1. Overhead Rates – The overhead rate should include all indirect costs 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. Grantee 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.

1. 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 costs attributable to final objectives must be separated and not included in the overhead calculation. All direct costs 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.

1. Sub consultant Fees – Sub consultants must provide the same cost data detail as the prime Grantee.

**ADDITIONAL REQUIREMENTS AND COG RIGHTS**

**VII. Insurance Requirements**

1. Without limiting Fresno COG’s right to obtain indemnification from the Grantee 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:

* Comprehensive general liability insurance with coverage of not less than $2,000,000 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.
* 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.
* 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 coverage has been obtained and is 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.

**2. Disadvantaged Business Enterprise (DBE) Certification**

There will be no DBE Goal for this contract.

However, the DBE Bidders Listing (Attachment D) must be completed for all consultants and sub**-**consultants regardless of DBE affiliation.

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.

Grantees with 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.

Prime consultants are required to maintain records and document payments to all sub-consultants 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, FCTA, 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 sub-consultants.

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.

**3. 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.

**4. Attachments**

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

1. Attachment A: Measure C AgWorker Vanpool Outreach Application
2. Attachment B: DBE Participation
3. Attachment C: Budget and Cost Breakdown
4. Attachment D: Sample Cost Estimate
5. **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 Grantee. 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 Grantees to Fresno COG are authorized and binding.

**6. Rejection of Proposals**

Failure to meet the requirements for the request for proposals will be cause for rejection of the proposal. Fresno COG reserves the right to reject any and all proposals submitted. 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 Grantee from full compliance with the contract requirements if the Grantee is awarded the contract.

In the event the Grantee 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.

**7. Award of the Contract**

Fresno COG reserves the right to reject any and all proposals or to select one or more organizations/agencies. Awards will be made to the firm or firms, having submitted a responsive bid for one or more of each of the line items which, in the opinion of Fresno COG provides the best service, and best meets the needs of the **Measure C AVP Program.**

Fresno COG is under no obligation to accept the lowest bidder. Fresno COG reserves the right to further negotiate services and costs that are proposed. Fresno COG has the right to increase the grant amount and outreach timeframe with successful outreach results.

The terms and conditions of the work shall be set forth in a final Professional Services Contract to be negotiated. The initial engagement shall be for approximately 9 months with options for extension.

1. **GRANTEE OBJECTIONS**

A Grantee 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 Grantee 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 Grantee is notified that it was not selected, whichever is later, for objections to Grantee selection.

If Grantee does not state any objections, Fresno COG will assume that the RFP’s Scope of Work is acceptable to the Grantee and have been fully factored into its response. If the Grantee intends to negotiate with Fresno COG concerning any part of the project scope of services that the Grantee finds objectionable, the Grantee must provide specific language in its response that will address or cure its objections.

**FRESNO COG RIGHTS**

Fresno COG may investigate the qualifications of any Grantee under consideration, require confirmation of information furnished by a Grantee, 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 Proposals;
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 Grantees 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 Grantees;
11. Award a contract to one or more Grantee;
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 Grantee or to require other evidence of managerial, financial, or other capabilities which are considered necessary for the successful performance of the contract.

1. **REQUEST FOR PROPOSAL - QUESTIONS**

Any interpretations of, or changes in, this RFP will be posted on the Fresno COG website and distributed to all prospective proposers. Written questions regarding this RFP or for further information please contact:

Donna Blocker: [dblocker@fresnocog.org](mailto:dblocker@fresnocog.org)

**Before 5:00 p.m., Thursday, February 1, 2018. Fresno COG will respond by posting questions** and answers on the Fresno COG website.

**Attachment A:**

**Measure C AgWorker Vanpool Program Community-Based Outreach**

**Application Form**

Organization/Agency:

Address:

Primary Contact:

Phone: E-mail:

Organization/Agency website and/or Facebook page (not required):

*(Please make responses as concise as possible; applications will not be judged on length of response.*

*Attach a separate sheet with the following questions and your answers so you have ample space.)*

1. **Outreach Strategy and Goals**

Describe in detail the proposed outreach activities your organization plans to carry out in order to facilitate the Measure C AVP countywide outreach program. Attach a detailed outreach strategy.

1. **Specific Demographics**

Describe the specific demographics of the individuals you will be outreaching to and the geographic area your program would reach (please include ZIP codes).

1. **Proposed Number of People for Targeted Outreach**

How many people do you commit to personally reach while implementing your public outreach strategy? How will you reach them?

1. **Proposed Number of New AgWorker Vanpools**

How many qualified Vanpools will be formed as a result of your outreach strategy? (Refer to “Participation Requirements” on page 2 of the RFP.)

1. **Previous Experience**

Describe any similar types of projects that your organization has undertaken. Describe your organization’s experience working with the listed demographics in these communities.

1. **Staffing and Qualifications**

List all staff members, co-grantors or other individuals who will be implementing your Measure C AVP Outreach Program. Include their years of qualifications and years of experience.

1. **Funding Request**

How much funding do you wish to apply for? Please provide specific detailed information justifying the amount of your request.

**Attachment B Proposed Project Budget Worksheet Sample**

**Agency/Organization/School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **A. Proposed** **Operational Expense Breakdown**: Includes costs associated with: telephone and postage expenses directly related to the project, use of in-house copier and external printing and copying jobs, etc. Overhead can be no more than 15 percent of contract total. Detailed itemization and receipts required. | | | **$** |
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| **TOTAL PART A. PROPOSED OPERATIONAL EXPENSES** | | | **$$** |
| **B. Proposed** **Staff Costs**: Includes staff who will work on the project, their costs with hourly rates required to complete project and details about work performed. | | |  |
| **Staff Member & Work Performed** | **Hourly Rate** | **Hours** |  |
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| **TOTAL of PART B. PROPOSED STAFF COSTS** | | | **$$** |
| **C.** **Other Proposed Direct Cost Breakdown**: May include refreshments, signage, and other appropriate meeting and promotion expenses. Detailed itemization and receipts required. | | |  |
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| **TOTAL PART C. OTHER PROPOSED DIRECT COSTS** | | | **$$** |
| **TOTAL AMOUNT REQUESTED** | | | **$$** |

**Attachment C 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 D**

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| **DBE/WBE BIDDERS LISTING** | | | | | |
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| Bidders Listing |  |  |  |  |  |
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| Name of Firm | Address | Project Budget $$ | DBE Status Yes/No | Age of Firm | Annual Gross Receipts |
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| TOTAL BUDGET |  | $ |  |  |  |
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| 1. All contractors/subcontractors bidding on the project must provide the requested information. | | | | | |
| 2. Bidders claiming DBE status must attach a copy of a current Certification issued pursuant to 49 CFR Part 26. | | | | | |
| 3. Bidders claiming DBE status must attach written affirmation that they will participate in the project. | | | | | |
| 4. Each bidder must designate of Gross Annual Receipts are greater than or equal to $750,000. | | | | | |