

REQUEST FOR PROPOSAL

FRESNO COUNTY TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS (TSMO) PLAN AND REGIONAL ITS ARCHITECTURE UPDATE

DUE Friday, April 24th, 2026, 5:00 P.M. (PDT)

**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

March 13th, 2026

REQUEST FOR PROPOSALS

FRESNO COUNTY TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS (TSMO) PLAN AND REGIONAL ITS ARCHITECTURE UPDATE

I. PROJECT OVERVIEW

Introduction

The Fresno Council of Governments (Fresno COG), as the Metropolitan Planning Organization (MPO) for Fresno County, is soliciting proposals from qualified consulting teams to prepare a Transportation Systems Management and Operations (TSMO) Plan supported by an updated Regional Intelligent Transportation Systems (ITS) Architecture.

The County's existing [ITS Strategic Deployment Plan \(2015\)](#) provides a foundational framework for regional ITS coordination and federal architecture compliance. However, significant changes in technology, standards, operational practices, and regional planning priorities necessitate a comprehensive update. This effort will modernize the regional ITS Architecture using the current ARC-IT framework, incorporate emerging technologies and standards such as connected and automated vehicles (CV/AV) and Mobility as a Service (MaaS), and shift the focus from technology inventory toward practical, operations-oriented strategies.

While the primary purpose of this effort is to comprehensively update the Regional ITS Architecture and modernize the existing Plan, the updated TSMO Plan will also place additional emphasis on interagency coordination, emergency response, non-recurring congestion management, and planned event operations. The Plan will clearly link operational strategies and supporting technologies to regional planning and programming processes, including the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), Congestion Management Process (CMP), and Transportation Improvement Program (TIP). The resulting document will be actionable, maintainable, and structured to support informed decision-making, project development, and continued federal funding eligibility.

The updated Regional ITS Architecture shall be developed consistent with 23 CFR 940 and applicable FHWA and Caltrans guidance to support federal funding eligibility and project-level conformance for future ITS deployments within Fresno County.

In addition to consultant-led technical analysis, this effort may leverage regional institutional resources, including academic or applied research organizations, to support emerging technology assessment, data analysis, workforce development, and long-term sustainability of TSMO and ITS planning activities. Such coordination is intended to enhance regional capacity and knowledge transfer, while maintaining consultant responsibility for all required deliverables.

Background

Fresno COG serves as the Metropolitan Planning Organization for Fresno County and is responsible for regional transportation planning, programming, and coordination. Fresno County encompasses a diverse transportation environment, including urban, suburban, and rural areas, with recurring and non-recurring

congestion influenced by traffic incidents, special events, weather conditions such as Tule fog, and emergency situations including wildfires.

The current Fresno County ITS Strategic Deployment Plan and Regional ITS Architecture, adopted in 2015, updated earlier regional ITS planning efforts and provided a foundation for system inventories, stakeholder coordination, and federal ITS architecture conformance. Under 23 CFR 940, federally funded ITS projects must conform to a regional ITS architecture. As the MPO, Fresno COG plays a central role in maintaining a current and compliant regional ITS architecture to support project development and federal funding eligibility.

Since adoption of the 2015 Plan, transportation systems and planning practices have evolved substantially, including:

- Transition from legacy ITS architecture tools to the ARC-IT framework
- Emergence of connected and automated vehicle technologies
- Expanded use of cloud-based systems, data sharing, and third-party mobility data
- Increased emphasis on system operations, reliability, emergency response, and performance-based planning
- Greater need for ongoing ITS architecture maintenance, governance, and integration with other regional plans

Accordingly, this project will update and modernize the regional ITS Architecture and reposition the Plan as a TSMO-focused document, emphasizing the coordinated use of people, processes, technology, and policy to manage and operate the transportation system effectively.

II. SCOPE OF WORK

The Consultant shall provide the following service as specified in the “TASKS”. Proposers may recommend refinements to the scope; however, the following tasks shall be addressed at a minimum.

TASK 1 – Project Management and Coordination

The Consultant shall provide overall project management and coordination throughout the duration of the contract. At a minimum, the Consultant shall:

- Conduct a project kickoff meeting with Fresno COG staff.
- Prepare and submit a detailed project work plan and schedule.
- Provide regular progress reports and coordination meetings.
- Monitor and manage the project budget, schedule, and deliverables.
- Coordinate with Fresno COG and participating partner agencies as necessary to complete the work.

TASK 2 – Review of Existing Plans and Conditions

The Consultant shall review relevant documents and assess existing regional ITS and operational conditions. At a minimum, the Consultant shall:

- Review the 2015 Fresno County ITS Strategic Deployment Plan and Regional ITS Architecture.
- Review applicable regional, state, and federal planning documents, including the Fresno COG RTP/SCS, CMP, TIP, and relevant Caltrans and FHWA guidance.
- Conduct a planning-level inventory of existing ITS assets and operational practices.
- Identify gaps between current conditions and contemporary operational, technological, and regulatory requirements.

TASK 3 – Stakeholder Engagement and Needs Assessment

The Consultant shall conduct stakeholder engagement and assess regional operational needs. At a minimum, the Consultant shall:

- Prepare a Stakeholder Engagement Plan outlining engagement strategies, stakeholder groups, and coordination methods throughout the project.
- Identify and engage key stakeholders, including local jurisdictions, transit operators, Caltrans, and emergency response agencies.
- Provide a half-day overview workshop on FHWA systems engineering requirements and relevant Caltrans Local Assistance Program Guidelines (LAPG Chapter 13) to support local stakeholders' understanding of federal and state ITS deployment requirements.
- Conduct stakeholder interviews and facilitate workshops with key operational partners including transportation agencies, emergency response agencies, transit providers, and regional planning partners to evaluate operational challenges, coordination needs, and system performance.
- Identify regional operational needs related to incident management, emergency response, planned events, weather-related disruptions, and non-recurring congestion.
- Document stakeholder input and summarize key findings and priorities.
- Where appropriate, coordinate with regional academic or research institutions to support stakeholder engagement, technical workshops, or discussion of emerging technologies and data-driven performance considerations.

TASK 4 – Regional ITS Architecture Update (ARC-IT Based)

The Consultant shall update the Regional ITS Architecture using the current ARC-IT framework. At a minimum, the Consultant shall:

- Develop and document the updated Regional ITS Architecture consistent with the ARC-IT framework.
- Incorporate applicable service packages, subsystems, and information flows reflecting current and emerging technologies.
- Address emerging and evolving ITS technologies at a planning level, including connected and automated vehicles (CV/AV), Mobility as a Service (MaaS), coordination between roadway and transit operations, and data-driven transportation operations.
- Incorporate data exchange, communications, and cybersecurity considerations appropriate to a regional planning context.
- Ensure compliance with 23 CFR 940 and applicable FHWA and Caltrans guidance, and alignment, as appropriate, with the Caltrans Statewide ITS Architecture, to support federal funding eligibility and project-level conformance for future ITS deployments.
- Ensure that the architecture documentation and supporting database are organized in a format that supports ongoing maintenance, future updates, and project-level systems engineering documentation.
- Deliver the updated architecture documentation and database in formats suitable for ongoing maintenance and federally funded project development.

TASK 5 – TSMO Plan Development

The Consultant shall develop a comprehensive TSMO Plan supported by the updated ITS Architecture. At a minimum, the Consultant shall:

- Develop a TSMO vision, goals, and objectives aligned with regional priorities.
- Identify operational strategies supported by technology, institutional coordination, and policy improvements.
- Develop and prioritize recommended TSMO and ITS strategies and projects with a transparent and repeatable prioritization framework based on regional goals, operational benefits, cost considerations, and implementation readiness.
- Prepare planning-level cost estimates and implementation phasing.
- Emphasize practical, implementable strategies appropriate to regional capabilities and resources.

TASK 6 – Emergency Response and Non-Recurring Congestion Focus

The Consultant shall evaluate transportation operations related to emergency response and non-recurring congestion and identify planning-level strategies to improve information sharing, interagency coordination,

and traveler information during incidents, special events, and weather-related disruptions. At a minimum, the Consultant shall:

- Assess coordination among transportation agencies, fire services, law enforcement, and emergency medical services.
- Evaluate traffic signal operations and corridor management strategies during incidents and planned events.
- Identify operational improvements to support wildfire response, fog-related disruptions, major incidents, and special events.
- Recommend strategies to enhance interagency communication and operational effectiveness.
- Document findings and recommendations, which shall be incorporated into the TSMO Plan and the Project Sequencing and Strategic Deployment Guide.

TASK 7 – Regional Data Governance and Data Sharing Framework

The Consultant shall assess and develop a regional framework for data governance and data sharing to support TSMO and ITS implementation. At a minimum, the Consultant shall:

- Evaluate existing data governance practices, data ownership structures, and data sharing agreements within the region.
- Identify institutional, technical, legal, and operational barriers to effective data sharing.
- Assess regional needs related to data interoperability, data standards, cybersecurity, privacy, and system integration.
- Develop recommended best practices and a scalable framework for regional data governance and data sharing appropriate to Fresno County agencies.
- Provide implementation guidance for improving regional data coordination in support of TSMO strategies.

TASK 8 – Integration with Regional Planning and Programming

The Consultant shall ensure that the TSMO Plan and ITS Architecture are integrated with regional planning and programming processes. At a minimum, the Consultant shall:

- Demonstrate alignment between TSMO strategies and the goals and performance measures of the RTP/SCS and CMP.
- Assess how projects identified in the Plan may relate to TIP programming and project prioritization processes.
- Provide guidance on how the Plan may inform future project development and funding decisions.
- Document findings and recommendations, which shall be incorporated into the TSMO Plan and the Project Sequencing and Strategic Deployment Guide.

TASK 9 – ITS Architecture Maintenance Plan

The Consultant shall develop a Regional ITS Architecture Maintenance Plan. At a minimum, the Consultant shall:

- Recommend a schedule and procedures for regular architecture updates.
- Recommend roles, responsibilities, and governance procedures for ongoing Regional ITS Architecture maintenance and oversight, in coordination with Fresno COG and participating agencies.
- Develop procedures for reviewing and approving modifications to the architecture.
- Provide guidance to ensure continued consistency with 23 CFR 940, applicable FHWA and Caltrans guidance, and future federally funded ITS project development.
- Identify opportunities for training, knowledge transfer, or institutional coordination to support long-term regional architecture maintenance.

TASK 10 – Final Documentation and Adoption Support

The Consultant shall prepare final documentation and support plan adoption. At a minimum, the Consultant shall:

- Prepare draft and final versions of the TSMO Plan and Regional ITS Architecture.
- Prepare an executive summary suitable for decision-makers.
- Develop presentation materials and present to Fresno COG’s Transportation Technical Committee, Policy Advisory Committee, and Policy Board for acceptance.
- Deliver all final documents, data, and supporting materials in editable electronic formats.

Deliverables

- Project Work Plan and Schedule
- Regular Progress Reports
- Existing Conditions Technical Memorandum and Regional ITS inventory
- Stakeholder Engagement Summary and Need Assessment
- Updated Regional ITS Architecture documentation and database
- Architecture Maintenance Plan
- Regional Data Governance and Data Sharing Framework Recommendations
- Project Sequencing and Strategic Deployment Guide
- Draft TSMO Plan
- Final TSMO Plan
- Executive Summary suitable for policy makers
- Presentation materials

Coordination

The consultant will take primary direction from the Fresno COG Project Manager. It is intended that all work will be completed within 20 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 in electronic format.

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

Activity	Date
Request for Proposals released	March 13 th , 2026
Deadline for submitting questions	March 26 th , 2026, 5:00 P.M. PT (Responses Posted by Monday, March 30 th)
Deadline for proposal submittal	April 24 th , 2026, 5:00 P.M. PT
Oral interviews/selection process	Tentatively May 26 th – 28 th , 2026
Anticipated Notice to Proceed	June 29 th , 2026(Tentative)
Anticipated Completion of Project	February 28 th , 2028; depending on COG Board approval and contract signing

III. TITLE VI NONDISCRIMINATION

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 proposers that it will ensure that all businesses are afforded full opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration of an award.

IV. 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.

The proposal must be received via email by the Fresno Council of Governments no later than **April 24, 2026, at 5:00 PM PT.** A hard copy can be mailed to Fresno Council of Governments postmarked by April 24, 2026. Proposals not meeting the above requirement by the specified 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 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.

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 Title 2, CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and 2 CFR, Part 1201, Uniform Administrative Requirements Costs Principles, and Audit Requirements for Federal Awards. 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 \$485,000 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 "Hypothetical"). 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. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration as specified by the California Department of Transportation's Travel Policy unless written verification is supplied that hotel rates were not then commercially available at the time and location required.

d. Sub consultant Fees – Sub consultants must provide the same cost data detail as the prime contractor (see Table 1 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
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* 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 \$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.
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. 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.

I. Summary of Qualifications

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

J. 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.

K. Attachments

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

- Attachment A: Budget and Cost Breakdown

V. 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

Proposals must be received by Fresno COG via email no later than **April 24, 2026, at 5:00 PM PT**. Proposals not received by email by that date and time will not be considered. A hard copy of the proposal can be mailed to Fresno Council of Governments on the same day. Proposals should be delivered to and sent to:

Shichen Fan, Project Manager
sfan@fresnocog.org
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.

VI. 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.

VII. 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.

VIII. 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.

IX. RFP QUESTIONS

All questions on the RFP should be submitted in writing by March 26th, 2026, to:

Shichen Fan, Project Manager
sfan@fresnocog.org
Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721

All questions and answers will be posted on the Fresno COG website at:
<https://www.fresnocog.org/business-fresno-cog/> by March 30th, 2026.

Attachment A

BUDGET AND COST SCHEDULE TEMPLATE

TASKS	(Name)	Cost	(Name)	Cost	(Name)	Cost	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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