REQUEST FOR PROPOSAL

FRESNO COG AIRPORT ACCESS SURVEY

DUE Wednesday, November 18th, 2026, 5:00 P.M. (PST)

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

October 2026

REQUEST FOR PROPOSALS

FRESNO COG AIRPORT ACCESS SURVEY

The Fresno Council of Governments (Fresno COG) is requesting proposals from qualified consultants to assess the ground access travel behaviors of passengers arriving at/departing from the Fresno Yosemite International Airport (FAT) that will help implement an ActivitySim airport access model within Fresno COG's Activity Based Model (ABM).

I. Background

Fresno is the biggest city of the San Joaquin Valley (SJV) with the busiest airport in the region. Not only do the people within the Fresno County utilize the FAT, people from and around Madera, Merced, Hanford, Lemoore, Visalia, etc. also benefit from this airport. With likely High-Speed Rail service in the region, airport utilization from other cities and counties will only go up. This airport also serves visitors to three national parks in the region, Yosemite, Sequoia, and Kings Canyon. FAT offers passenger flights to multiple major airline hubs in the United States as well as international service to Mexico. Apart from passenger service, the airport is home to several military, law enforcement, firefighting, and medical air units due to its central location within the State. People use different transportation modes to and from the airport which adds the trips and Vehicle Miles Traveled (VMT) within the region. To measure and quantify these trips, it needs to be modeled separately within the Fresno COG's ABM. This model is called the airport access model. For the calibration as well as validation of this model, the ground data needs to be collected through the airport passenger survey.

The primary objective of an airport ground access survey is to gather data on the transportation methods utilized by passengers and other individuals traveling to and from an airport. The survey will collect information regarding the respondent's most recent ground access journey to arrive at/depart from FAT (i.e., revealed preference data or RP). Respondents are typically requested to provide details about their ground access trip, including the main purpose of leaving FAT, mode of travel to the airport, ground access departure/arrival times, usage of parking facilities, and basic sociodemographic information. To evaluate the potential market share for a new high-capacity or fixed guideway transit link connecting FAT to downtown Fresno or the existing transit network, an additional set of stated preference questions will be asked. These questions will assess respondents' willingness to use or switch to a hypothetical alternative. The stated preference data will be used to develop a simulator tool to forecast airport arrival mode market share at various project service levels. The airport access model developed from this project will also help develop the inter-regional rail model which is likely to serve the parts of San Joaquin Valley by 2035, operated by California High Speed Rail (CAHSR).

II. Scope of Work

The consultant team will provide the following service as specified in the "TASKS":

TASK 1. Convene an advisory committee that comprises of, but not limited to, representatives from the City of Fresno, Fresno Yosemite International Airport (FAT), Fresno Area Express (FAX), Airport Land Use Commission (ALUC), and any other interested entities or individuals. This committee will review the work and provide feedback throughout the duration of project.

Task	***Deliverable***
1	*Stakeholder Committee Roster with contact information.*

TASK 2. Development of the Work Plan

2.1 Consultant kick-off meeting with the advisory committee (Meeting #1)

- The consultant will hold a kick-off meeting with the advisory committee. With input from the advisory committee, the consultant will develop a survey plan to collect the ground access travel data from passengers and individuals traveling to airport.

2.2 Survey plan by the Consultants

- The consultant will develop a plan that identifies the specific products, schedules, and staffing required for the survey along with the quality control of the data surveyed, including Title VI reporting.
- The survey administration staff at the ground must coordinate with COG and the Airport authority for undergoing airport security clearance, badging process, and comply with TSA and Airport Operations protocols.
- The consultant will also plan for various demographics groups served by airport as well as the various categories of services available in the airport, like commercial, military, and firefighting.
- The consultant must coordinate the survey locations and timing with FAT, which will determine appropriate areas and ensure airline and tenant impacts are minimized. The consultant will also ensure survey activities do not impede passenger circulation, security queues, or airport customer service, and must follow FAT direction to immediately relocate or pause activity if issues arise.
- The federal government does not directly regulate how public agencies should conduct the ground access and stated preference surveys; however, the Federal Aviation Administration (FAA) and Federal Transit Administration (FTA) of the US Department of Transportation (USDOT) offers guidance on Title VI federal laws and regulations that impact frequency, content, and delivery of passenger surveys. Title VI of the 1964 Civil Rights Act protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance.

Task	**Deliverable**
2.1	*Meeting summary*
2.2	*Work plan for the airport access survey on field*

TASK 3. Design of the Survey and Sampling Plan

3.1 Design of the Survey and Sampling Plan

- The consultant will design the comprehensive and explicit survey questionnaires in accordance with the input from the advisory committee. The survey will be conducted according to nationally recognized ground access airport survey guidelines.
- The survey will be developed including a strategic limited English proficient (LEP) approach. The survey should be in multiple languages in order to interview a wide range of both English and non-English speaking airport travelers.
- The survey will be designed with a statistically representative sample (such as +/- 3% to 5% at the 95% confidence level).
- The consultant will also add a set of state preference questions as part of the survey including the respondents' willingness to use or switch to a hypothetical transportation alternative.

- The consultant will develop a weighting strategy for expansion of the data set and an approach for maximizing response of hard-to-reach population, including the use of incentives to increase response rate. The use of incentives is also justified as we are borrowing the time from the passengers/individuals who have limited time in airport.

3.2 Advisory committee meeting (Meeting #2)

- The advisory committee will review the survey and sampling plans developed by the Consultant in Task 3.1 and will recommend the changes if necessary.

Task	Deliverable
3.1	*A Memo that documents the final survey design and sampling plan*
3.2	*Meeting summary*

TASK 4. Design of Survey Instrument

- The consultant will design a survey instrument in multiple languages (English, Spanish, and potentially Hmong), with the programming of the questionnaires on tablet or other data collection technologies proposed by the consultant.
- The consultant will develop the interview training manual documenting the roles and responsibilities of the interviewer including the strategy for the proper execution of the survey in the field.

Task	Deliverable
4	*A memo that documents the Survey Instrument and methodology. An Interview training manual*

TASK 5. Conduction of the survey on the field

5.1 Pilot/Test Survey

- The consultant will conduct a pilot study to test the survey methodology, instruments, and the recording devices covering the airport services for a typical weekday and weekend. Survey staff will likely be approaching passengers in the boarding or the waiting area.

5.2 Advisory committee meeting (Meeting #3)

- The consultant will evaluate the results and make recommendations to the advisory committee for revisions to the survey instrument, sampling plan, and interview approach, if necessary.

5.3 Final Survey

- The survey procedure will be finalized by addressing the proposed changes (if any in Task 5.2) in the methodology and instruments.
- The consultant will coordinate with FAT airport on survey location and the timing.
- The consultant will conduct the final in-person interviews by employing human resources, supplemented with the data collection technologies proposed in Task 4.

Task	Deliverable
5.1	*Pilot study results; recommended revisions*
5.2	*Meeting summary*
5.3	*Final survey results; raw data*

TASK 6. Data Processing and Analysis

6.1 Data Verification and Quality Control

- The raw survey record will be verified for its accuracy, checked for logic and consistency of the answers, entered into the database, and cleaned using already developed quality control measures. The database will be designed and compiled in a format which is ready to be fed into the Fresno COG ABM for the calibration, validation, and establishment of airport model.

6.2 Data Processing and Analysis

- The cleaned database will be processed in a logical order establishing multiple tiers within the single attribute.
- Analysis of the datasets stating the relationship of various attributes with the airport passengers as well as the visitors and stated preferences.
- From the surveyed data, the various attributes' weightages will be computed in-order to expand the results for the population of airport passengers and visitors.

6.3 Advisory committee meeting (Meeting #4)

- The consultant will present the data and findings to the advisory committee.

Task	Deliverable
6.1	*Quality control measures; final data and final survey database*
6.2	*Data processing steps and final results*
6.3	*Meeting Summary*

TASK 7. Reports and Presentation

7.1 Prepare the final data files and final report

- The consultant will prepare the final ground access behaviors data of airport passengers and visitors for the establishment of the airport model within the COG's activity-based model that can be used by Fresno COG to link the transit and future High-Speed Rail modules.
- The consultant will also create a data file or report estimating the interregional trips traveling to/from the FAT airport.
- The consultant will also analyze the potential market share for a new high-capacity or fixed guideway transit link connecting FAT to downtown Fresno or the surrounding transit network. The collected stated preference data will then be used to develop a simulator tool to forecast airport arrival mode market share at various project service levels.
- The consultant will recommend few alternatives for the potential high-capacity transit links to connect the airport to various core regions of Fresno County including downtown/High Speed rail station based on the stated preference inputs, in the final report.

- The consultant will revise the reports based on input from the advisory committee and submit the final reports to the Fresno COG and FAT airport.

7.2 Presentations

- The consultant will present the final regional report to Fresno COG's Transportation Technical Committee (TTC), Policy Advisory Committee (PAC), and Policy Board for acceptance. The TTC and PAC meetings take place on the 2nd Friday of the month and the Policy Board meeting is on the evening of the 4th Thursday of the month.

Task	Deliverable
7.1	*Processed data files for new calibration and validation of airport model along with stated preference data for new transit link; final report including executive summary*
7.2	*Presentations*

TASK 8. Project Management

- The consultant will work closely with the Fresno COG project manager and provide monthly progress reports.
- The monthly progress report will document the activities for the billing cycle and planned activities for the next month.

Task	Deliverable
8	*Monthly Progress Reports*

Proposed Time Schedule

Activity	***Date***
Request for Proposals released	October 19th, 2026
Deadline for submitting questions	October 26th, 2026, 5:00 P.M. PST (Responses to be posted by October 30th)
Deadline for proposal submittal	November 18th, 2026, 5:00 P.M. PST
Oral interviews/selection process	Tentatively the week of December 14th, 2026
Anticipated Notice to Proceed	February 1st, 2027
Anticipated Completion of project	January 31st, 2028; 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.

The electronic copy of the proposal must be received via email by **November 18th, 2026.** Proposals not meeting the above requirement 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. The Scope of Work should be followed in identifying the tasks and the time frame for each task. Minor adjustment to the scope of work will be accepted subject to Fresno COG's 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. 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 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 **$450,000** 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 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. 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 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. 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 I and Table 2).

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

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

HYPOTHETICAL COST ESTIMATE

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

Table 2 - Project Task Costs by Key Personnel				
	Key Staff #1	Key Staff #2	Staff Support	Total Hours
Task No. and Description				
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 $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 an 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. All contractors or subcontractors claiming to be a certified DBE must provide a valid DBE certification.

Fresno COG will not deny an 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 name, addresses, & phone number of all bidding firms.

2. NAICS code by firm.

3. The dollar amount of participation by each firm.

4. Proof of DBE certification if claimed.

5. Written confirmation named 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 of 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. Include the name and qualifications of all professional personnel to be employed, a resume for each professional, 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.**

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 themself 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

Proposal must be received via email by **5:00 P.M. PST on November 18th, 2026**. 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 Government on the same day. Proposals should be emailed to and sent to:

Santosh Bhattarai, Project Manager
bhattarai@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.

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 October 26th, 2026 at 5:00 P.M. to:

Santosh Bhattarai, Project Manager
bhattarai@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/doing-business-with-fresno-cog/

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 B

DBE/WBE BIDDERS LISTING

Name of Firm	NAICS Code	Address	Phone Number	Project Budget $$	DBE Status Yes/No	Age of Firm	Annual Gross Receipts
				==========			
TOTAL BUDGET				**$**			

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 if Gross Annual Receipts are greater than or equal to $750,000.

Attachment C

BUDGET AND COST SCHEDULE TEMPLATE

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