

# **REQUEST FOR PROPOSAL**

## **FRESNO COUNTY MOBILITY HUB FEASIBILITY STUDY**

**DUE Wednesday, February 28, 2024, 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](http://www.fresnocog.org)

**January 2024**

# REQUEST FOR PROPOSALS

## FRESNO COUNTY MOBILITY HUB FEASIBILITY STUDY

The Fresno Council of Governments (Fresno COG) is requesting proposals from qualified consultants to complete the Fresno County Mobility Hub Feasibility Study. Fresno Council of Governments was awarded the Sustainable Transportation Planning Grant for Fiscal Year 2023-24 by Caltrans that will run through 2026. The Fresno Council of Governments, in partnership with the City of Fresno's Department of Transportation (Fresno Area Express/FAX), the City of Clovis (Clovis Transit), and the Fresno County Rural Transit Agency (FCRTA) are seeking funding for a county wide Mobility Hub Feasibility Study.

### Desired Qualifications

1. Knowledge of car sharing models and best practice research
2. Knowledge of successful car share operations for city agencies and private operators and expansion strategies
3. Knowledge of mobility hubs including purpose, characteristics, and the role of hubs in the region
4. Knowledge of developing and implementing mobility hub plans

### Background

Fresno County, with high unemployment and low educational attainment, is plagued with a low median household income of less than \$54,000, which is below 28% of the state average. This population is significantly more reliant on public transit than in other areas.

Fresno County scores poorly on many of the indexes for identifying disadvantaged communities and the underserved, including over 55% of census tracts above the 75th percentile on CalEnviroScreen 4.0. In addition, the average income is 25% below the state average, meaning over 58% of the residents are in low-income communities. The cost of transportation for low-income populations is significantly higher than for the average households. This burden can be as high as 30% compared to 20% for the average household. Affordable and efficient public transit in some of the disadvantaged communities can be inadequate. By connecting communities through mobility hubs, we can improve first and last mile access to multi-modal options like bikeshare, carshare, scooters, transit, and enhanced transit waiting areas. This study, through research, analysis, and public outreach, will develop the criteria needed to successfully identify and prioritize site locations for mobility hubs near existing or planned transit in both the rural and urban areas.

### Scope of Work

This Scope of Work should include the development of the Mobility Hub Feasibility Study to identify feasible mobility hub locations within the urban core as well as in the rural areas of the County, that can facilitate multi-modal transportation, such as e-bikes, e-scooters, carshare, and traditional public transit. The scope of work also includes administrative requirements of the project such as, a consultant facilitated project kick-off meeting and provide an agenda to review project goals, communication protocols, schedule, deliverables, and meeting dates. In addition to sites, the study will develop criteria for mobility hubs and implementation guidelines. Once the feasible locations have been identified, criteria will be applied to identify four specific locations at existing transit stops/stations – one each in Fresno, Clovis, the FCRTA service area, and an unincorporated community – to design mobility hub features at these places for future implementation. The study will include a robust public outreach campaign, with an emphasis on the underserved communities within Fresno County.

The Mobility Hub Feasibility Study must include:

- Existing Conditions Report
- Criteria list for urban and rural mobility hubs, Recommended Implementation Policies, and Summary of Analysis;

- Outreach Summary;
- Site Selections, Cost Estimates, and 30% design or conceptual designs;
- Draft Plan with public review comments and Final Plan with meeting minutes of Policy Board approval

**REFERENCE MATERIALS**

More information on the Caltrans Sustainable Transportation Planning Grant Program can be found here: [Sustainable Transportation Planning Grants | Caltrans](#)

**Task 1: Existing Conditions**

- The consultant will collect the following types of information from FCOG or relevant stakeholder agencies to establish existing conditions around the potential mobility hub and smart corridor locations. This data will help inform potential trade-off decisions and communicate existing opportunities or constraints. Potential data to be requested may include, but is not limited to:
  - Fresno Clovis Metropolitan Area Short Range Transit Plan
  - FCRTA Rural Short-Range Transit Plan
  - Fresno COG’s 2022 Regional Transportation Plan and Sustainable Communities Strategy
  - Fresno County Active Transportation Plan
  - All relevant General Plans in Fresno County
  - California Transportation Plan 2050
  - State Plans
  - HSR Station Area Plan
  - Fresno COG Long Range Transit Plan
  - Annual Productivity Evaluation
  - Other relevant Fresno County Studies

Task Deliverables
Existing Conditions Report

**Task 2: Analysis**

- Develop the methodology for mobility hub site identification.
- Establish criteria for mobility hub selection prioritization and features; including but not limited to:
  - Existing and planned transit connections
  - Multimodal hub integration to existing transit stations
  - Identify current/anticipated ridership demand in the communities being considered
  - Impact on transit ridership/service demands
  - Major trip generators
  - Areas of mobility need
  - Property/ROW availability
  - Order of magnitude cost
  - Social Equity
  - Identify existing best practices
  - Identify charging infrastructure needs for electric bikes/scooters/carshare needs to at hubs and key destinations
- Prepare recommended implementation guidelines
  - Review of multimodal implementation throughout the State

Task Deliverables
Summary of Analysis Criteria list for mobility hubs (rural and urban) Recommended Implementation Policies

**Task 3: Public Outreach**

- Identify a Steering Committee. The Steering Committee will include the Fresno COG, Fresno Area Express, Clovis Transit, Fresno County Rural Transit Agency, Fresno Economic Opportunities Commission, Caltrans, Social Services Transportation Advisory Committee representative, community organizations and interested public members.
- Develop a public outreach plan. The consultant will develop a public outreach plan that outlines format of the outreach activities and identifies specific outreach activities. Such outreach activities should include but not limited to a project website, virtual or/and in-person workshops, pop-up events, community surveys, and online interactive tools, etc. The Outreach Plan will specify how to reach out to the disadvantaged/ underserved communities and Tribal Governments. The Steering Committee will provide input for the outreach plan before it is finalized. All outreach material to be provided in multiple languages as identified by the steering committee.

Task Deliverables
Outreach Summary

**Task 4: Select Four Project Sites**

- Identify two locations for rural mobility hubs based on selected criteria
- Identify two locations for urban mobility hubs based on selected criteria

Task Deliverables
Rural site selections (2) Urban site selections (2)

**Task 5: Develop Planning Level Cost Estimates for Selected Sites**

- Develop planning level cost estimate for each identified site
- Provide up to 30% design or conceptual drawings (architectural/engineering) for each identified site
- Using the technical information and input from the community, the Consultant will work with the Project Team to identify and design two types of sites. If feasible, the consultant should also identify opportunities for quick build projects based on the potential configurations for rapid implementation. The Consultant will develop planning-level cost estimates for each of the alternatives. The concepts should reflect elements such as bicycle and pedestrian connections, bicycle parking, auto access and parking configuration, wayfinding, internal pedestrian circulation, transit access and circulation, transit amenities, micro-transit/shared autonomous vehicle space, charging infrastructure, green

stormwater opportunities, and TNC and other shared mobility service access and circulation. Concepts will identify mobility services anticipated to be provided at the hub as well as an assessment of the requirements associated with providing those services (i.e., infrastructure, curb space, operations, etc.).

- Sketch plans will be illustrative and planning-level in nature and thus will not reflect engineering design. Sketch plans will indicate major constraints to implementation at each site and for each feature, such as right-of-way, potential parking loss, environmental risks, multi-agency coordination requirements, technology, and infrastructure requirements. A technical memo will be prepared that contains the individual alternative sketches, the list of improvement projects, and the tables summarizing the improvements and opportunities for the sites. Additionally, four posters or informational fact sheets should be developed (one for each alternative) to be used during community engagement and to be posted on the project webpage.

Task Deliverables
Cost estimates 30% design or conceptual designs

**Task 6: Draft and Final Plan**

Develop the draft plan that includes recommendations for next steps and receive input from the working group.

- Publish the draft plan for 30-day public review.
- Receive public input.

Task Deliverables
Draft Plan Public Review – list of comments Final Plan that includes a summary of next steps towards implementation Preparation for submittal to Caltrans in an ADA accessible electronic copy

**Task 7: Presentation and Board Review Acceptance**

- Present the draft final plan to the Transportation Technical Committee, the Policy Advisory Committee and the Policy Board for acceptance.
- Incorporate comments from the committees into the final report.

Task Deliverables
Presentation materials Meeting minutes with board acceptance/approval

**COORDINATION**

The consultant will take primary direction from the Fresno COG Project Manager. It is intended that all work will be completed within eighteen months 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**

<b><i>Activity</i></b>	<b><i>Date</i></b>
Request for Proposals released	January 24 <sup>th</sup> , 2024
Deadline for submitting questions	February 14 <sup>th</sup> , 2024, 5:00 p.m. PST
Deadline for proposal submittal	February 28 <sup>th</sup> , 2024, 5:00 p.m. PST
Selection process	Week of March 18 – March 22 (Tentative)
Anticipated Notice to Proceed	May 2024 (Tentative)
Anticipated Completion of project	November 2025

### **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 proposal must be received by email by **5:00 p.m. PST on Wednesday, February 28<sup>th</sup> 2024**. 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.

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, if different from the provided proposed project timeline (Appendix B), 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 \$840,000 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 I and Table 2).

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

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

### HYPOTHETICAL COST ESTIMATE

Table 1.- Direct cost by Task

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

Table 2 - Project Task Costs by Key Personnel

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

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

## **G. Insurance requirements**

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

1. Comprehensive general liability insurance with coverage of not less than \$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. 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 award to contractors on the basis of DBE participation, who demonstrate that they have used good faith efforts to achieve DBE participation. Contractors 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's will participate.
6. If DBE participation is not achieved, evidence of good faith efforts may be required.

Prime contractors are required to maintain records and document payments to all subcontractors for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative on Fresno COG, Caltrans, FHWA, FTA or DOT. This reporting requirement also extends to any certified DBE subcontractor. The contractor shall maintain records showing the name and address of each subcontractor, the date of payment, and total dollar figure paid to each subcontractor.

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

#### **I. Conflicts of Interest**

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

#### **J. Summary of Qualifications**

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

#### **K. Signing of Proposal/Authorization to Negotiate**

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

#### **L. Attachments**

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

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

#### **IV. PROPOSAL SUBMITTAL**

##### **A. Preparation of Proposal**

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

##### **B. Examination of RFP Document**

The proposer shall be solely responsible for examining, with appropriate care, the RFP, including any addenda issued during the proposal period. The proposer shall also be responsible for informing itself with respect to any and all conditions which may in any way affect the amount or nature of the proposal, or the performance of the work in the event the proposer is selected. Failure of the proposer to examine and inform itself in this manner shall be at the proposer's own risk and no relief for error or omission shall be given.

##### **C. Submission of Proposal/Period of Acceptance**

The proposal must be received by email by **5:00 p.m. PST on Wednesday, February 28<sup>th</sup>, 2024**. 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

Simran Jhutti, Project Manager  
jhutti@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 5:00 p.m. PST by February 14<sup>th</sup>, 2024, to:

Simran Jhutti  
jhutti@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/>.

### **Attachment A**

#### **TITLE VI ASSURANCE**

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





## Attachment C

### BUDGET AND COST SCHEDULE TEMPLATE

TASKS	<i>(Name)</i>		<i>(Name)</i>		<i>(Name)</i>		Total Task Hours	Total Task Cost
	<i>(Role)</i>		<i>(Role)</i>		<i>(Role)</i>			
	<i>(Hourly Billing Rate)</i>		<i>(Hourly Billing Rate)</i>		<i>(Hourly Billing Rate)</i>			
Task	Hours	Cost	Hours	Cost	Hours	Cost		
<b>Tasks Subtotal</b>								

**DIRECT COSTS**

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

**SUBCONSULTANTS**

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

<b>PROPOSAL GRAND TOTAL</b>		
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