

REQUEST FOR PROPOSALS

for the preparation of a

COVELO/ROUND VALLEY NON-MOTORIZED NEEDS
ASSESSMENT & ENGINEERED FEASIBILITY STUDY

IN MENDOCINO COUNTY

FOR:

MENDOCINO COUNCIL OF GOVERNMENTS

&

CALIFORNIA DEPARTMENT OF TRANSPORTATION

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Caltrans – District 1
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May 25, 2012

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I. BACKGROUND

A. Regional Setting

Caltrans District 1 is made up of California's northernmost coastal counties: Del Norte, Humboldt and Mendocino and inland Lake County. Within this rural District, the State Highway System (SHS) commonly acts as *main street* for numerous communities and is utilized by vehicular traffic as well as non-motorized users to travel between local destinations.

The SR 162 corridor is the primary north-south route between the town of Covelo and the Round Valley Indian Reservation's administrative services, including a health center and Tribal offices. The State highway acts as the central collector through the community, intersecting County roads, and creating a series of local access routes to schools, housing centers and other services. Route 162 is a 22 – 26' wide, two-lane, conventional highway with narrow or non-existent shoulders. Route 162 is classified as a major collector according to the California State Highway Log (2002). The current route concept for SR 162 is conventional two-lane highway. Within the project area, little or none of the route segment meets the standard roadway width (two, twelve-foot travel lanes with four-foot shoulders or 32-feet of total paved width) for a conventional two-lane highway. Many of the roads under the Mendocino County Department of Transportation jurisdiction are also lacking non-motorized improvements that may better link non-motorized users to their destinations.

Non-motorized travel is an important form of transportation in Round Valley. Covelo and the Round Valley Indian Reservation are not served by public transportation. A large number of children, elderly and low-income residents use non-motorized travel modes. The Tribal Health Center is known to attract pedestrian mothers with their infants in strollers for regular visits. The need for safe pedestrian corridors was identified by local residents as a high priority during MCOG's Blueprint planning workshop held in Covelo in October, 2010, and documented earlier in 2010 in "Making Safe & Healthy Community Connections in Round Valley – Walk/Bike Path and Community Revitalization Strategy."

B. Population

The 2010 California Department of Finance population figures place Mendocino County's population at 87,841. This figure includes an unincorporated population of 59,156 and an incorporated population of 28,685 (Fort Bragg, Point Arena, Ukiah and Willits). The Round Valley Indian Reservation, the unincorporated community of Covelo and its surrounding area, which encompasses approximately 44 square miles, has a population of roughly 4,000 people. The Round Valley Indian Reservation is the second largest Reservation in California, in terms of population, with approximately 2,800 members living in the area. Mendocino County's poverty rate is above the Statewide average. Native American and low-income communities are frequently located in isolated rural areas like Round Valley in Mendocino County and are frequently disadvantaged in terms of employment opportunities, access to transportation, goods, services and public health.

Covelo Non-Motorized Needs Assessment and Engineered Feasibility Study



C. Organization and Management

Mendocino Council of Governments is a Joint Powers Agency comprised of the County of Mendocino, and the cities of Fort Bragg, Point Arena, Ukiah, and Willits and is the designated Regional Transportation Planning Agency (RTPA). The MCOG Board of Directors is comprised of two members of the County Board of Supervisors, one representative from each of the four cities, and one countywide representative appointed by the Board of Supervisors. With the addition of a representative of the Caltrans District 1 Director, the MCOG Board becomes the Policy Advisory Committee.

The Mendocino Council of Governments (MCOG) will administer two grants that will serve complementary purposes; one is an Environmental Justice (EJ) grant and the other is a State Planning & Research (SP&R) grant. MCOG will provide administrative support for the contracts and Caltrans District 1 Planning staff will manage and guide the work of the selected consultant. Grant contract funds will be paid on a reimbursement basis for project expenses incurred by the consultant. Invoices will be reviewed and given an initial approval by Caltrans prior to the formal invoice submittal to MCOG.

D. Purpose

This consolidated project has two separate projects, each with its own purpose. The purpose of MCOG's EJ project is to prepare a non-motorized needs technical study, which will identify improvements for bicycle and pedestrian access to schools, services, Tribal facilities and other destinations on County and Tribal roads. The EJ project area will include the larger Covelo community, as described in the 2010 Walk/Bike Path and Community Revitalization Strategy¹ (available on MCOG's website – www.mendocinocog.org). The non-motorized needs technical study may consider off-road trails and paths to complement the limited network of roads.

The purpose of the Caltrans SP&R project is to prepare an engineered feasibility study for improving State Route 162 for bicycle and pedestrian use in Round Valley and the community of Covelo. The project limits for the SP&R project are from postmile 28.58 to 30.72 on SR 162, which includes improvements within downtown Covelo. The engineered feasibility study will identify the appropriate facility to meet non-motorized needs within the project area and propose suitable bicycle, pedestrian and parking facilities in central Covelo. Within the central commercial district, any proposed improvements will address the community's streetscape and livability goals and be consistent with Caltrans policies and guidelines.

All design recommendations for both projects will include the information necessary to estimate project costs, both for the construction of identified improvements and for necessary support costs (design, environmental studies and permitting, and right of way) that will be used to apply for future grant funding opportunities.

Prospective bidders are requested to submit one proposal for two separate projects within the same study area (Round Valley). The EJ project focuses on County and Tribal jurisdictional routes. The SP&R project focus is on State Route 162. Each project has a discrete scope of work and requires separate accounting and billing systems. **Project tasks, such as outreach meetings, field analysis and project coordination, as well as deliverables, including the final report, may be combined to streamline the project and maximize project resources.** Tasks from both scopes of work may be undertaken concurrently. Any deliverables that are combined must satisfy the requirements from both scopes of work.

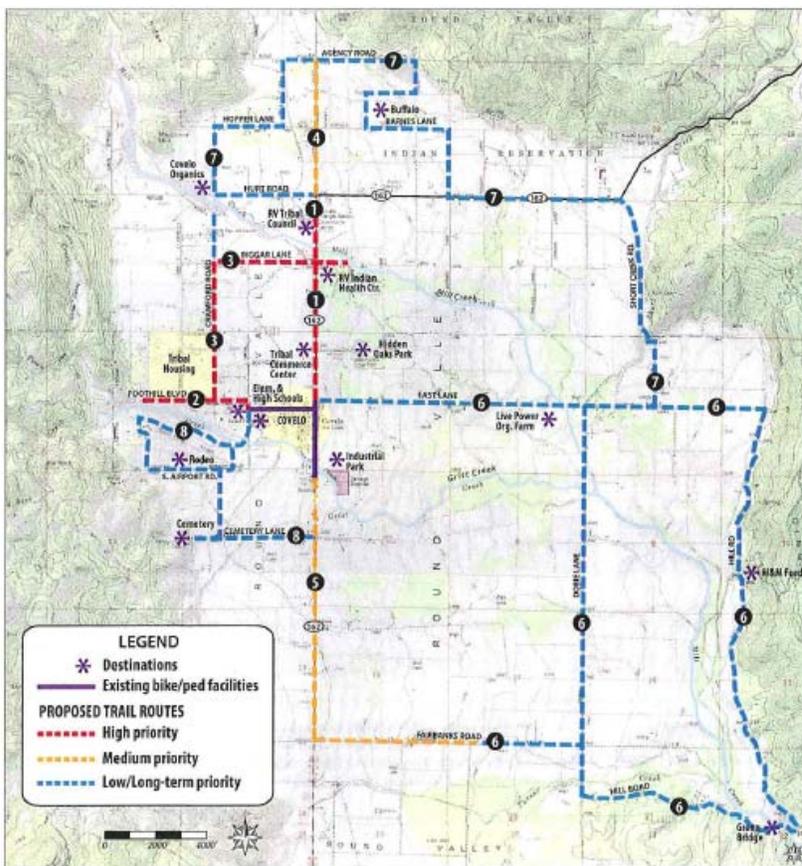
It is envisioned that the Final Report will be one comprehensive document, separated into the two distinct project components.

II. PROJECT DESCRIPTION

Mendocino Council of Governments, in cooperation with Caltrans, will hire a consultant to develop a two-part study that will analyze the State Route 162 corridor and local streets and roads within the project area to recommend improvements for non-motorized facilities and provide recommended designs for downtown Covelo. As mentioned in Sections C and D above, the project will consist of two (2) components: an Environmental Justice non-motorized needs technical study and a State Planning & Research engineered feasibility study. Adequate traffic, design, right of way, environmental and other significant technical data for scoping improvement projects and providing engineer's cost estimates will be developed.

The final document for both projects will include a full range of improvement alternatives, made up of a short-, medium- and long-range implementation plan. The basis for the report's

priorities will stem from community input and from the 2010 Walk/Bike Path and Community Revitalization Strategy¹. The highest priority from the 2010 plan is on the State highway between downtown Covelo and the Tribal Offices north of Biggar Lane. The second and third highest priorities connect housing, schools and Tribal services along County and/or Tribal routes. The SP&R grant will evaluate all segments of Route 162 in the study area from the 2010 plan (Fairbanks Rd. to Short Creek Rd.) with the exception of the segment from East Lane to Biggar Lane. The final report will include realistic engineered cost estimates for each of the proposed improvements.



This map shows the top 3 Trail Improvement priorities from *The Round Valley Walk/Bike Path and Community Revitalization Strategy*, Alta/ Opticos/LGC, 2010

Caltrans is in the process of completing a Project Study Report (PSR) for the segment of SR 162 between East Lane and Biggar Lane (postmiles 29.25 to 30.27) in which shoulder widening to accommodate non-motorized users will be analyzed. This report has a projected completion date of June 2012 and will be available for use by the Consultant.

The Consultant will meet with a Technical Advisory Group (TAG) on a quarterly basis (up to eight meetings) for the duration of the project. The TAG will be comprised of representatives

from MCOG, Caltrans, the County of Mendocino, and the Round Valley Indian Tribes. Other than the initial TAG meeting which will take place in Covelo, these meetings can take place via teleconference. This TAG will constitute the advisory group for both projects. The Consultant will also participate in monthly (or as needed) project manager status meetings via teleconference.

The Consultant will rely on the extensive public outreach efforts that occurred in the community in preparation for the 2010 study¹. In addition, the Consultant will plan, advertise, and conduct two (2) public informational meetings to be held at an accessible location within Round Valley. The Study Consultant will coordinate and facilitate the public and TAG meetings in cooperation with Caltrans and MCOG staff.

III. SCOPE OF WORK

A. Environmental Justice (EJ): Non-Motorized Needs Technical Study

EJ Task 1: RFP Preparation, Consultant Selection and Contract Preparation – This task is to be completed by MCOG and Caltrans and not to be bid upon.

EJ Task 2: Coordination with Project Partners & Consultant

EJ Task 2.1: Caltrans/MCOG will form the Technical Advisory Group (TAG); **this task is not to be included in the bid proposal.**

EJ Task 2.2: The consultant will organize and facilitate a kick-off meeting with the consultant and TAG to refine the scope of work and discuss the intent and goals of the project.

EJ Task 2.3: The consultant will meet with the TAG quarterly, and will prepare agendas and minutes for TAG meetings.

Task	Responsible Party	Deliverable	Documentation
EJ 2.1	Caltrans/MCOG	TAG formed	TAG member list
EJ 2.2	MCOG/Consultant/Caltrans	Kick-Off Meeting (1)	Presentation materials, meeting agenda & minutes
EJ 2.3	MCOG/Consultant/Caltrans	TAG meetings (8 max.)	Presentation materials, meeting agenda & minutes

EJ Task 3: Research Data & Assess Existing Conditions

EJ Task 3.1: The consultant will assess existing conditions through compilation and review of existing data and plans for the road network and non-motorized facilities. Any gaps or deficiencies in the existing data that is required to complete the Technical Needs Assessment will be collected by the consultant team as part of this task.

Examples of data that may need to be collected include, but are not limited to: roadway data (roadway geometry, traffic volumes, traffic safety data, classification data, non-motorized counts, hydrological data, pavement condition, right of way and survey data,), existing and/or initial environmental assessments, engineering plans and planned

County/Tribal transportation projects within the project limits, previous planning grant projects, Mendocino County General Plan, the Regional Transportation Plan, Tribal transportation plans, community outreach reports and community input.

The Consultant will make recommendations for implementing Priorities 2 and 3 from the 2010 Round Valley Walk/Bike Path and Community Revitalization Strategy. An assessment of existing conditions and the feasibility of constructing a non-motorized facility (Class I, II, or III facility) will be completed for Mina Road (from Route 162 to Agency Road) and Fairbanks Road (from Route 162 to the cluster of residences identified in the 2010 study).

EJ Task 3.2: The consultant will compile and document safety and legal requirements. Research applicable safety, Americans with Disabilities Act (ADA), and legal instruments and standards, especially pertaining to public access easements, for Tribal and off-highway trails projects.

Task	Responsible Party	Deliverables	Documentation
EJ 3.1	Consultant	Complete data compilation and analysis	Memorandum
EJ 3.2	Consultant	Safety and legal standards and requirements relating to public access easements & facilities	Memorandum

EJ Task 4: Public Participation, Community and Tribal Outreach, Agency Outreach

The public workshops should be combined with the outreach for the SP&R project, as needed, although a billing methodology for separating EJ and SP&R project costs will need to be approved by MCOG and Caltrans.

EJ Task 4.1: The consultant will develop a list of stakeholders for invitation to public workshops.

EJ Task 4.2: The consultant will advertise both public workshops using a variety of outreach methods, as contained in MCOG’s Public Participation Plan. Advertisements for the public workshops will directly target Tribal members and Tribal government, low-income households and under- represented Hispanic communities in the project area in order to maximize the participation of these community user groups.

EJ Task 4.3: The consultant will conduct two (2) community workshops to solicit public input at different stages in the development of the needs assessment. The first workshop will coincide with the data collection stage, once the existing data has been compiled and prior to collection of field data; the second workshop will take place once the consultant is prepared to solicit feedback on the draft report.

Task	Responsible Party	Deliverables	Documentation
EJ 4.1	Consultant	Develop list of stakeholders	Stakeholders list

EJ 4.2	Consultant	Advertise community workshops	Advertising materials, press releases, mailings
EJ 4.3	Consultant	Conduct two community meetings	Agendas, meeting notes Presentation materials

EJ Task 5: Develop Draft Report

EJ Task 5.1: Using the data collected and with public input received, the consultant will prepare a draft report for the Non-Motorized Needs Technical Study. The report will identify a feasible facility type, propose an alignment, and note any constraints to implementation or construction for Priorities 2, 3, 4 and the non-State highway portion of Priority #5 in the Round Valley Walk/Bike Path and Community Revitalization Strategy.

EJ Task 5.2: The consultant will present the draft report at the second public meeting and receive comments. Comments from the public will be addressed in the report’s recommendations.

Task	Responsible Party	Deliverables	Documentation
EJ 5.1	Consultant	Draft Non-Motorized Needs Technical Study	Draft Report
EJ 5.2	Consultant	Public comments	Agenda & meeting notes

EJ Task 6: Final Plan Preparation & Hearings

EJ Task 6.1: The Consultant will prepare Final Report based on TAG and community input.

EJ Task 6.2: The Consultant will present the Final Report at a public hearing before the MCOG Board for acceptance.

Task	Responsible Party	Deliverables	Documentation
EJ 6.1	Consultant	Preparation of Final Report	Final Report
EJ 6.2	Consultant	Presentation of Final Report to MCOG	Agenda & Meeting Minutes

EJ Task 7: Administration

EJ Task 7.1: MCOG will act as project manager, monitor ongoing progress of project and provide required quarterly reports to Caltrans. MCOG will oversee contractual agreements with Caltrans and the Consultant and will coordinate and participate with the TAG.

EJ Task 7.2: MCOG will act as fiscal manager for project providing invoicing and ensuring proper documentation of expenditures and timely use of funds.

Task	Responsible Party	Deliverables	Documentation
EJ 7.1	MCOG	Project Progress Reports	Quarterly Reports
EJ 7.2	MCOG	Project Invoices	Invoices

The deliverables for the EJ final products are described in Section C: Combined Deliverables.

B. State Planning & Research (SP&R): State Route 162 Covelo Non-Motorized Engineered Feasibility Study (EFS)

SP&R Task 1: RFP Preparation, Consultant Selection and Contract Preparation – This portion to be completed by MCOG and Caltrans and is not to be bid upon.

SP&R Task 2: Project Management, Data Collection & Analysis

SP&R Task 2.1: Refine the work plan to incorporate recommendations from the consultant team or clarifications or insertions by MCOG & Caltrans.

SP&R Task 2.2: The consultant will work with MCOG, Caltrans, through regular, biweekly status meetings to work out procedural aspects of project development. The consultant will communicate with the Caltrans and MCOG project managers as needed to resolve day-to-day or more immediate issues.

SP&R Task 2.3: Review existing information and data including, but not limited to: Caltrans’ State Route 162 Project Study Report (PSR)(currently in development), the State Route 162 Transportation Concept Report (TCR), the Mendocino County General Plan, the Mendocino County Regional Transportation Plan, the 2007 Tribal Community Survey Results, previous community outreach reports and the Round Valley Walk/Bike Path and Community Revitalization Strategy (Alta/Opticos/LGC, 2010).

SP&R Task 2.4: The consultant team will conduct an on the ground assessment of conditions within the project limits to document current conditions and begin to formulate improvement options. Field data that may be collected includes, but is not limited to: right of way determinations, surveys, preliminary environmental analysis and utility mapping and recordation/field verification of typical sections.

SP&R Task 2.5: The consultant will develop and present alternative facility types that will accomplish the over-arching goal of providing non-motorized facilities. An opportunities and constraints analysis will be conducted for each of the facility types to aid in the decision-making for implementation. The opportunities and constraints analysis will consider the suitability of the alternatives using data collected in the field.

Task	Responsible Party	Deliverables	Documentation
SP&R 2.1	Consultant	Revised work plan	Revised scope of work, budget & timeline
SP&R 2.2	Consultant	Status Updates to Project Team	Meeting materials, agendas & meeting minutes
SP&R 2.3	Consultant	Data compilation	Memorandum
SP&R 2.4	Consultant	Field analysis	Memorandum
SP&R 2.5	Consultant	Opportunities & constraints analysis	Memorandum

SP&R Task 3: Public Outreach

The public workshops should be combined with the outreach for the EJ project, as needed, although a billing methodology for separating EJ and SP&R project costs will need to be approved by MCOG and Caltrans.

SP&R Task 3.1: The consultant will conduct TAG meetings on a quarterly basis and project manager (CT/MCOG/consultant) status meetings monthly. An initial TAG meeting will be conducted in Round Valley; however the remainder of the TAG and project status meetings may take place via teleconference. Consultant will prepare meeting notes for status and TAG meetings.

SP&R Task 3.2: The consultant will conduct two (2) community workshops to solicit public input at different stages in the development of the feasibility study. The first workshop will coincide with the data collection stage, once the existing data has been compiled and prior to collection of field data; the second workshop will take place once the consultant is prepared to solicit feedback on the draft report.

The consultant will develop a list of stakeholders for invitation to public workshops. The consultant will advertise both public workshops using a variety of outreach methods, as contained in MCOG’s Public Participation Plan (available on MCOG’s website – www.mendocinocog.org). The consultant will be responsible for: a) preparing the agendas and other outreach materials as necessary, b) publicizing the meeting(s) using an approved variety of media, c) facilitating the meeting(s) and, d) preparing meeting notes clearly indicating “next steps”, follow-up tasks, and responsible parties for tasks and deadlines, as appropriate.

Task	Responsible Party	Deliverables	Documentation
SP&R 3.1	Consultant	Quarterly TAG meetings & monthly project status meetings	Presentation materials, agendas & meeting minutes
SP&R 3.2	Consultant	Two public meetings	Stakeholder list, advertising materials, press releases, mailings, agendas, meeting minutes; presentation materials

SP&R Task 4: Develop Project Alternatives & Estimates

SP&R Task 4.1: The consultant will develop short, medium and long term recommendations for non-motorized improvements on State Route 162 through the community of Covelo and north of town to the junction with Mina Road (Priority #1 in the 2010 Walk/Bike Path and Community Revitalization Strategy). Recommendations for this segment will need to be coordinated with a non-motorized/shoulder improvement project, for which Caltrans is currently preparing a PSR. The recommended improvements will include a determination of their feasibility and provide sufficient engineering/project detail to enable the immediate initiation of a project scoping document in the event that public agency funding, grants or other non-traditional funding sources become available.

SP&R Task 4.2: For the improvements proposed under SP&R Task 4.1, the Consultant will provide cost estimates including project development support, ROW, permitting, environmental mitigation and construction cost estimates for each recommended project.

SP&R Task 4.3: The Consultant will prepare a draft report that includes an analysis of the feasibility for the recommended projects identified as part of SP&R Task 4.1 and includes the cost estimates prepared under SP&R Task 4.2.

SP&R Task 4.4: The consultant will address public comments received from the second public outreach meeting (Task 3.2) in the draft report.

Task	Responsible Party	Deliverables	Documentation
SP&R 4.1	Consultant	Recommended improvements for Route 162	Memorandum
SP&R 4.2	Consultant	Cost estimates, including support costs	Memorandum
SP&R 4.3	Consultant	Prepare draft report	Draft Report
SP&R 4.4	Consultant	Public Input for draft report	Presentation materials, agenda & meeting minutes/public comment

SP&R Task 5: Present Results to Project Partners

SP&R Task 5.1: Copies of the draft will be circulated to the TAG and other project stakeholders and prior to the second public workshop.

SP&R Task 5.2: The consultant will make a presentation to the TAG.

Task	Responsible Party	Deliverables	Documentation
SP&R 5.1	Consultant	Circulation of Draft to TAG	Draft copies
SP&R 5.2	Consultant	Draft Report Presentation	Presentation materials, agenda & meeting minutes

SP&R Task 6: Final Plan, Circulation to Project Partners

SP&R Task 6.1: Comments received will be incorporated into the final document. A copy of the final document will be provided to the members of the TAG.

SP&R Task 6.2: The Consultant will present the Final Report at a public hearing before the MCOG Board for acceptance.

Task	Responsible Party	Deliverables	Documentation
SP&R 6.1	Consultant	Distribution of Final Report	Final Report
SP&R 6.2	Consultant	Presentation of Final Report to MCOG	Agenda & Meeting Minutes

The deliverables for the SP&R final products are described in Section C: Combined Deliverables.

C. Combined Deliverables

The deliverable products for both Scopes of Work may be combined to streamline the project and maximize project resources. For example, there may be one combined set of two community workshops to solicit input on both projects; one set of TAG meetings covering both projects; one set of monthly status meetings with Caltrans and MCOG; and one set of draft and final reports. Combined deliverables shall contain separate components for the EJ and SP&R projects.

A total of 10 copies of the Draft Report and 20 copies of the Final Report shall be provided to the Mendocino Council of Governments. In addition, one (1) electronic copy of the Draft and Final Plans shall be provided on a CD (in “Word” format) to the Mendocino Council of Governments and one (1) electronic copy to Caltrans.

Proposals shall clearly specify the approach that will be undertaken to combine projects and deliverables, while maintaining separate invoicing procedures for each grant project.

IV. PROPOSAL REQUIREMENTS

A. Content

Each technical proposal shall contain as a minimum:

1. Identification of Prospective Contractor

The proposal shall include the name of the firm submitting the proposal, its mailing address, telephone number, e-mail address, and the name of an individual to contact if further information is desired.

2. Management

The prospective contractor shall designate by name the project manager to be assigned to

this project. The selected contractor shall not cause the substitution of the project manager without prior written approval of the Mendocino Council of Governments.

3. Personnel

The prospective contractor shall describe the qualifications of all professional personnel to be employed, including a summary of similar work or studies performed, a resume' for each professional, a statement indicating how many hours (estimated) each professional will be assigned to the contract and what tasks each professional will perform. The contractor shall not cause members of the project team to be substituted without prior written approval of the Mendocino Council of Governments.

4. References

The prospective contractor shall provide names, addresses and telephone numbers for at least three clients for whom the prospective contractor has performed work similar to that proposed in this request. A summary statement for each assignment shall be provided

5. Subcontractors

If subcontractors are to be used, the prospective contractor must submit a description of each person or firm and the work to be done by each subcontractor. The cost of the subcontract work is to be itemized in the cost proposal.

6. Methodology

The prospective contractor shall describe the overall approach to the project, specific techniques that will be used, and specific administrative and operations management expertise that will be employed.

Note: Proposers' responses to the required tasks outlined in this RFP must be specifically numbered the same as in this RFP. If the responsible party for a certain task (i.e. Task 1) is not the consultant, then that should be noted to maintain the required numbering. If additional tasks are proposed, they should be numbered as sub-tasks under the appropriate existing task. (The reason for this task numbering requirement is that staff has found, when invoicing Caltrans grant projects, problems are minimized when the invoiced tasks match the task numbers in the approved grant.)

7. Schedule of Tasks

The proposal shall contain a detailed schedule identifying major tasks to be undertaken to conduct the work and timeframe for each task. The schedule shall also identify all meetings, progress reports, deliverables, and the estimated staffing and hours to accomplish each task and deliverable.

8. Budget

The prospective contractor shall prepare a detailed budget, by task, for the work to be performed. The budget shall itemize all items that will be charged to the project. Costs shall be shown to reflect fully-weighted hourly billing rates for all staff. It is not required

to break down actual salary costs plus direct and indirect expenses. Consultant mark-up on sub-consultant costs and direct costs is not allowed under these grant programs. Reimbursement for travel-related direct costs (hotels, meals, etc) is limited to approved State per diem rates. When invoicing, receipts are required for all direct costs, other than fully-weighted personnel costs.

If subcontractors are to be used, the prospective contractor shall indicate any markup that the contractor intends to take on subcontracts. The breakdown of subcontract costs shall follow the same format as that for the prime contractor.

9. Signature

The proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the proposer contractually and shall contain a statement to the effect that the proposal is a firm offer for a 90-day period for the engineered feasibility project. The letter accompanying the technical proposal shall also provide the following: name, title, address, telephone number, and e- mail address of individuals with the authority to negotiate a contract and bind the consultant to the terms of the contract.

V. CONTRACTOR AWARD

A. Proposal Review

Each proposal will be reviewed to determine if it meets the proposal requirements contained in Section IV. Failure to meet the requirements for the Request for Proposals will be cause for rejection of the proposal.

The Mendocino Council of Governments may reject any proposal if it is conditional, incomplete, or contains irregularities. The Mendocino Council of Governments may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposals documents or excuse the proposer from full compliance with the contract requirements if the proposer is awarded the contract.

B. Proposal Evaluation

An evaluation committee will evaluate those proposals that meet the proposal requirements. Evaluation will be based on proposer's understanding of work scope requirements (including knowledge of local conditions), responsiveness and comprehensiveness of the RFP response, qualifications of individuals or firm, successful experience/performance with similar projects, and proposal contents/methodology.

C. Contract Award

A contract will be negotiated with the individual or firm determined in the proposal evaluation process to be best suited to perform this project. If a contract cannot be negotiated with the individual or firm submitting the highest rated proposal which is in the best interests of the Mendocino Council of Governments, then staff will terminate negotiations with that firm and commence the negotiation process with the firm submitting the second highest rated proposal. The contract will include all State and/or Federal requirements that “flow down” from the Caltrans grant.

D. Funding

Funding for this project is provided through the State Planning & Research and Environmental Justice grant programs and is included in MCOG's 2011/12 Overall Work Program (SP&R - Work Element 26 / EJ – Work Element 22). A total of \$273,000 is expected to be available for the Consultant's portion of the project.

VI. GENERAL INFORMATION

A. Proposal Submittal

Proposals must be received by no later than 3:00 p.m. on Friday, June 29, 2012. Seven (7) copies of the proposal shall be furnished. Proposals may be either mailed or hand delivered to:

Jesse Robertson, Associate Transportation Planner
Caltrans District 1
Office of Regional & Community Planning
1656 Union Street, PO Box 3700
Eureka, CA 95502-3700

B. Late Submittals

A proposal is late if received at any time after 3:00 p.m. on Friday, June 29, 2012. Postmarks will not suffice. Proposals received after the specified time will not be considered and will be returned unopened to the proposer.

C. Modification or Withdrawal of Proposals

Any proposal received prior to 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, any modified proposal must be received by the date and time specified above.

D. Schedule

The tentative schedule of activities related to this Request for Proposals is as follows:

<u>Activity</u>	<u>Date</u>
RFP Mail-out	May 25, 2012
Bidder's Supplemental Information Request Deadline	June 14, 2012
Proposal Submittal Deadline	June 29, 2012 - 3:00 p.m.
Interviews (if necessary)	July 23 – July 27, 2012
Contractor Selection & Contract Award	August 3, 2012
Project Starting Date - Notice to Proceed	August 24, 2012
Final Study Presentation to MCOG Board	October 7, 2013
Final Study Report Due	October 31, 2013

E. Property Rights

Proposals received within the prescribed deadline become the property of the Mendocino Council of Governments and all rights to the contents therein become those of the Council.

F. Amendments to Request for Proposals

The Mendocino Council of Governments and Caltrans reserve the right to amend the Request for Proposals by addendum prior to the final date of proposal submission.

G. Funding

Funding for this project is provided through the State Planning and Research and Environmental Justice grant funding and is included in MCOG's FY 2011/12 Transportation Planning Work Program (Work Elements 22 and 26). A total of **\$273,000** is expected to be available for the Consultant portion of this project.

H. Non-commitment of the Mendocino Council of Governments

This Request for Proposals does not commit the Mendocino Council of Governments to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Mendocino Council of Governments reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified individual or firm, or to modify or cancel in part or in its entirety the Request for Proposals if it is in the best interest of the Council to do so.

I. Public Domain

All products used or developed in the execution of any contract resulting from this request will remain in the public domain at the completion of the contract.

J. Questions

Questions regarding this Request for Proposals will be written and are to be received by e-mail, FAX or mail. Questions should include the individual's name, the name of the firm, address, telephone number, and e-mail address.

Questions should be directed to:

Jesse Robertson, Associate Transportation Planner
Caltrans District 1 - Office of Regional & Community Planning
PO Box 3700, Eureka, CA 95502-3700
Telephone (707) 441-2009; FAX (707) 441-5869
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K. Affirmative Action

Prospective contractors should be aware that the Equal Employment Opportunity Requirement of Executive Order 11246, as amended by Executive Order 11275, Title VII

of the Civil Rights Act of 1964, the California Fair Employment Practices Act and other federal and state laws pertaining to equal employment opportunity are applicable to any contract awarded by the Council of Governments.

L. MCOG Acknowledgment

The following acknowledgment of participation must appear on the cover or title page of the Final Report for this study:

"The preparation of this report was programmed through the Mendocino Council of Governments' FY 2011/12 Transportation Planning Work Program and funded with State Planning and Research and Environmental Justice grant funds, and local matching funds (Local Transportation Funds (LTF) and Planning, Programming and Monitoring (PPM) funds)