

# **REQUEST FOR PROPOSALS**

**Mendocino County Sea Level Rise Roadway Impact Study**

**for**

**MENDOCINO COUNCIL OF GOVERNMENTS**

Mendocino Council of Governments  
525 South Main Street, Suite G  
Ukiah, CA 95482

January 6, 2024

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## **I. BACKGROUND**

### **A. The Region**

The Region, served by the Mendocino Council of Governments' (MCOG) transportation planning activities, exists totally within the boundaries of Mendocino County.

Mendocino County lies within the northern extension of California's Coastal Ranges. These mountains are characterized by a series of southeast to northwest trending ridges which are separated occasionally by narrow valleys. Although the relief is not particularly great except in the extreme eastern part of the county, the mountainous nature of the area minimizes ground transportation options. Transportation routes tend to be located within intermontane valleys. East-west travel is especially arduous since parallel ridges must be traversed.

### **B. Population**

2020 California Department of Finance population estimates place Mendocino County population at 88,388. This includes an unincorporated population of 59,330 and an incorporated population of 29,058. Four cities share the incorporated population: Ukiah (16,029), Fort Bragg (7,471), Willits (5,117), and Point Arena (441).

The bulk of the population in Mendocino County is concentrated in a few areas of the county. Ukiah, Talmage, Calpella, and Redwood Valley make up the largest single population concentration. Fort Bragg and the coastal area southward to the Navarro River is another population center. Willits, the surrounding Little Lake Valley and Brooktrails subdivision comprise the only other large settlement area in the county. Much of the rest of Mendocino County is rural and undeveloped.

### **C. Organization and Management**

Transportation planning in Mendocino County is the responsibility of the Mendocino Council of Governments, which is the designated Regional Transportation Planning Agency (RTPA). MCOG is a Joint Powers Agency composed of the County of Mendocino, and the cities of Fort Bragg, Point Arena, Ukiah, and Willits. The MCOG Board of Directors is composed of two members of the County Board of Supervisors, one councilmember 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.

### **D. Purpose**

MCOG is soliciting proposals to develop a report that includes identification and prioritization of coastal roads in Mendocino County that may be impacted by sea level rise and climate change, and potential alternatives for modifications.

## **II. PROJECT DESCRIPTION**

This project will develop a feasibility study (informed by in-depth data collection, mapping, & analysis) to identify, analyze, and propose modifications to at-risk Mendocino County coastal roads vulnerable to sea level encroachments. Study is needed to identify the facilities at risk of failure due to impacts of sea level rise & climate change.

Along the approximately 150 miles of coastline in Mendocino County, there are many places that are vulnerable to coastal erosion due to sea level rise. This project is needed to help maintain, protect, and adapt vulnerable coastal roadways.

The California Coastal Commission states that by 2100, sea level rise is projected to reach up to 66 inches above the 2000 sea level along much of the California coast. As the sea level rises, water is forced further inland, leading to damage from storm surges, waves, and flooding. Studies show that erosion is additionally heightened by an increase in coastal storms and flooding. Bluffs that are damaged by erosion become even more vulnerable as the erosion from sea level rise may remove current vegetation. This further exacerbates the destruction, leading to a lack of stability, causing slides. These landslides may damage large sections of roadway and the storm drainage system and is detrimental to the coastal roadways in the region.

The project area covered in this study includes the unincorporated and incorporated communities that line the entire Mendocino Coast, most, if not all, of which are designated as underserved, as explained below. This includes two tribal communities (Manchester/Point Arena Band of Pomo Indians, and Sherwood Valley Band of Pomo Indians) which own property in the project area. This study will benefit these underserved and tribal communities by ensuring that vulnerable, at risk, transportation facilities that serve these populations are identified and prioritized for repair or modification before roadways fail and critical transportation routes are crippled, causing detours, and increasing vehicle miles traveled (VMT) and greenhouse gas emissions. There are numerous local rural communities in the project area (Gualala, Manchester, Elk, Albion, Caspar, Westport, etc.) that will benefit from the study, as the need for safe and resilient transportation facilities is important for travel, commerce, and quality of life, for the entire region.

The project addresses the communities' needs by studying at-risk roadways vulnerable to sea level encroachment, and developing recommendations for modifications. Initial community input included submission of a petition by local residents to the County, to address roadway failure on Pt. Cabrillo Drive, near the town of Caspar. This project will include a robust community outreach effort to identify/analyze this roadway, plus other at-risk transportation facilities in need of study/repair. Potential additional at-risk sites

include locations on Old Coast Highway, Light House Road, Alder Creek Beach Road, Navarro Bluff Road, Spring Grove Road, Brewery Gulch Road, Ocean Drive, North Harbor Drive, South Harbor Drive, Ward Avenue, Omega Drive, Usal Road, and Briceland Road. Additional roads may also be identified during this study.

### **III. SCOPE OF WORK**

#### **Project Stakeholders**

Project stakeholders include the Mendocino Council of Governments (MCOG), the Mendocino County Department of Transportation (MCDOT), the City of Fort Bragg, City of Point Arena, Caltrans, California Coastal Commission, Manchester Band of Pomo Indians, Sherwood Valley Band of Pomo Indians, Gualala Municipal Advisory Council, Westport Municipal Advisory Council, the Grass Roots Institute, Action Network, Mendocino Land Trust, California Highway Patrol, Mendocino County Sheriff, Fourth and Fifth District County Supervisors, and , community members.

#### **Overall Project Objective**

The overall objective of this project is to develop a feasibility study to analyze, identify, and propose modifications to at-risk Mendocino County coastal roads vulnerable to sea level encroachments. The study will result in the development of a final report that includes locations for the at-risk roads, existing conditions at these locations, prioritization, and feasible alternatives for modifications.

#### **Task 1: Project Kick-off Meeting; Coordination with Project Partners and Invoicing**

Kick-off Meeting – MCOG shall schedule and hold a project kick-off meeting (with consultant, Mendocino County Department of Transportation (MCDOT), and Caltrans District 1) to refine the scope of work and discuss the intent of the project. Meeting may be held in a virtual or in-person format. MCOG shall prepare the meeting agenda; Consultant shall prepare the meeting notes. (MCOG, Consultant, County, Caltrans)

Coordination with Project Partners – MCOG shall form a Technical Advisory Group (TAG) with representatives from the Mendocino County Department of Transportation, Caltrans, California Coastal Commission, MCOG, and the consultant, to meet monthly (virtually), or as needed, throughout the project to provide input, review deliverables, and address any issues that may arise. Consultant shall schedule, prepare for, and attend TAG Meetings, and provide agendas and meeting notes.

Consultant shall coordinate with MCDOT staff as primary technical resource staff, and with MCOG as the primary resource related to Caltrans grant and MCOG contract

requirements.

Invoicing and Monthly Reports – Consultant shall submit monthly invoices, accompanied by a brief summary of work performed. Invoices shall be consistent with Caltrans’s Local Assistance Procedures Manual, Chapter 5 – Invoicing, available at: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch05.pdf>

<b>Task Deliverables</b>
<ul style="list-style-type: none"><li>• Project kick-off meeting agenda (MCOG); kick-off meeting (MCOG, MCDOT, Caltrans, Consultant); kick-meeting notes (Consultant)</li><li>• TAG agendas and meeting notes (Consultant), TAG meetings (MCOG, MCDOT, Caltrans, Consultant)</li><li>• Monthly consultant invoices, with summary reports (Consultant)</li><li>• This task includes travel expense (Consultant)</li></ul>

**Task 2: Literature Review**

Consultant shall conduct a literature review of available climate vulnerability and climate-related studies performed by Caltrans or other agencies on local (County/City) transportation facilities along the Mendocino Coast. Consultant shall review the State’s Climate Action Plan for Transportation Infrastructure (CAPTI), Climate Change Adaptation Strategy, California Adaptation Planning Guide, and related-resources that may be found on the State Adaptation Clearinghouse, to ensure alignment of this study with State guidance.

The Literature review shall include evaluation and consideration of State Sea Level Rise (SLR) guidance resources such as the Ocean Protection Council’s State SLR Guidance, the Coastal Commission’s SLR Policy Guidance, and any certified Local Coastal Plans (LCP). USGS CosMoS SLR groundwater table rise, cliff retreat, and flooding information (anticipated release summer 2024) should be reviewed and reflected as a baseline understanding of SLR exposure.

Consultant shall prepare a technical memorandum summarizing the literature review.

<b>Task Deliverables</b>
<ul style="list-style-type: none"><li>• Literature Review Technical Memorandum (Consultant)</li></ul>

**Task 3: Existing Conditions/Data Collection and Mapping**

Existing Conditions/Data Collection – Consultant shall conduct site visits to coastal transportation facilities identified by County or City staff as being at risk of adverse impacts from climate-related impacts, including Sea Level Rise (SLR). In addition to an initial list provided by County and City staff, additional at-risk transportation facilities are expected to be identified during the course of the project, including during stakeholder/community outreach. Consultant shall gather and review existing documents and data for preliminary research (e. g. right of way ownership, environmental conditions, corridor characteristics, etc.) and assess existing conditions of identified roadways/streets.

Consultant shall research applicable safety, Americans with Disabilities Act (ADA) and legal requirements, and road standards, as applicable, and shall consult with MCDOT about county regulations and requirements for facility development or improvement.

Mapping – Consultant shall gather, develop, and refine mapping data to provide aerial maps to show key project features of identified transportation facilities. Consultant shall use exhibits based on these aerial maps for public community workshops.

Consultant shall consider information and guidance gained from the Task 2 literature review to inform existing conditions, data collection, and mapping.

<b>Task Deliverables</b>
<ul style="list-style-type: none"><li>• Existing Conditions Memorandum (Consultant)</li><li>• Data Collection - roadway data; location maps; AutoCAD maps, aerial maps, project exhibits for public workshops (Consultant)</li><li>• This task includes travel expense (Consultant)</li></ul>

**Task 4: Public Outreach/Stakeholder Engagement**

Consultant shall conduct general community outreach, as well as targeted outreach to underserved and tribal communities in the public outreach/stakeholder engagement effort planned for this study. Community workshops and public engagement events will be conducted in a combination of in-person and virtual formats to solicit community input on coastal County/City transportation facilities that may be at risk from sea level rise and climate-related impacts. In addition to general community outreach, consultant shall develop a stakeholder list, which shall include representatives from Caltrans, the California Coastal Commission, the County of Mendocino, City of Fort Bragg, City of Point Arena, Manchester Band of Pomo Indians, Sherwood Valley Band of Pomo Indians, Gualala Municipal Advisory Council, and Westport Municipal Advisory Council, Grass Roots Institute, Action Network, Mendocino Land Trust, Mendocino Parks and Recreation District, California Highway Patrol, Mendocino County Sheriff, Fourth and



Fifth District County Supervisors, as well as other members that may be identified.

Consultant shall coordinate with the Mendocino County Department of Planning and Building Services on their Mendocino County Sea Level Rise Resilience Strategy, State Route 1 Traffic-Highway Capacity Study, and Coastal Groundwater Study, for their Local Coastal Plan (LCP) update, to determine how those projects may inform this study.

Two in-person public workshops shall be conducted (one on the south coast in Point Arena, and one on the north coast in Fort Bragg), in addition to one virtual workshop, to encourage participation from all areas of the coast. In addition to these workshops, consultant shall propose a mix of in-person and virtual activities that allow for a diverse range of outreach methods (e.g., paper and electronic surveys, direct mailings, project website, pop-up events at local gatherings, etc.). Spanish translation of outreach materials shall be provided, as needed. *(MCOG's bi-lingual staff will provide Spanish interpretation services at public workshops, as needed.)* Opportunities for stakeholder engagement shall be made at the start, middle, and end of the project to obtain adequate public input.

Consultant shall provide all necessary equipment and staffing for delivery of workshop presentations. MCOG shall assist consultant with identification of workshop venues. Consultant shall include estimated venue rental fees and light snacks for workshops in proposal.

Consultant shall prepare a Public Outreach Summary, summarizing outreach efforts conducted, advertising methods, and public input received. This summary shall be included as an appendix in the draft/final study.

<b>Task Deliverables</b>
<ul style="list-style-type: none"><li>• Public outreach events - planning, scheduling, advertising, preparing for and attending three community workshops (two in-person, one virtual); PowerPoint presentations and workshop materials (utilizing maps from task 4); flyers/advertising materials/news releases/website announcements, developing and conducting surveys, development and advertisement of project website, comment cards, Spanish translation of outreach materials. etc. (Consultant)</li><li>• Spanish interpretation services at public workshops (MCOG)</li><li>• List of stakeholders for advertisement of public workshops (Consultant)</li><li>• Workshop venue rental fees, and light snacks (no full meals) (Consultant)</li><li>• Public Outreach Summary (Consultant)</li><li>• This task includes travel expense (Consultant)</li></ul>

### **Task 5: Preliminary Technical Studies and Cost Estimates**

Consultant shall conduct a Preliminary Environmental Overview to identify environmental constraints (identification only, no environmental work), including consideration for the adaptation needs of environmental resources in proximity to the roads, such as coastal resources like tidal marsh or beaches, wildlife connectivity, wetlands, or fish passage.

Consultant shall gather geologic information and cultural/archaeological data. .

Consultant shall conduct Preliminary Roadway Layouts to identify potential roadway modifications to provide resiliency from sea level rise and develop preliminary roadway alternatives layouts.

Consultant shall develop preliminary (conceptual) cost estimates for identified roadway alignments including design, environmental analysis, permitting, ROW acquisition (if required), and construction.

<b>Task Deliverables</b>
<ul style="list-style-type: none"><li>• Preliminary Environmental Overview Report (Consultant)</li><li>• Geologic and Soils Report (Consultant)</li><li>• Roadway Modifications for Resiliency Maps (Consultant)</li><li>• Preliminary Cost Estimates (Consultant)</li></ul>



### **Task 6: Prioritization and Alternatives Analysis**

Alternatives Analysis – Consultant shall develop prioritization criteria for evaluation of identified transportation facilities, and criteria for alternatives analysis, such as impacts to existing conditions, traffic circulation, connectivity for multi-modal transportation, right of way and utility impacts, environmental impacts, projected construction costs, and cost-benefit analysis. Consultant shall then prioritize identified roadways, analyze alternatives for maintaining existing traffic circulation, and develop recommendations for each identified transportation facility.

Consultant shall consider information and guidance gained during the Task 2 literature review to develop priorities and alternative analyses for the final deliverables.

Presentation of Alternatives – Consultant shall present alternatives and recommendations to TAG for review.

Task Deliverables
<ul style="list-style-type: none"><li>• Prioritization criteria: prioritized list of identified facilities; Alternatives Analysis report (Consultant)</li><li>• Presentation of Alternatives Analysis Report to TAG (Consultant)</li></ul>



### **Task 7: Draft and Final Feasibility Report**

Prepare Draft Report – Consultant shall prepare Draft Feasibility Study which shall incorporate all deliverables from Tasks 1-6, above. Draft shall include implementation recommendations, next steps, funding strategies and potential funding sources.

Present Draft Report – Consultant shall present Draft Report to the TAG for feedback. Consultant shall make the draft report available for public review on a to-be-developed project website, and appropriately advertise its availability.

Prepare Final Report – Consultant shall prepare Final Report, incorporating TAG and public comment, as appropriate.

Present Final Report – Consultant shall present Final Report (PowerPoint Presentation) at public meeting of the Mendocino Council of Governments (MCOG), for acceptance by MCOG.

Task Deliverables
<ul style="list-style-type: none"><li>• Draft Report (electronic copy) (Consultant)</li><li>• Presentation to TAG, TAG agenda and meeting notes (Consultant)</li><li>• Final Report (5 print copies, plus electronic copy) (Consultant)</li><li>• PowerPoint presentation to MCOG Board (Consultant)</li><li>• This task includes travel expense (Consultant)</li></ul>



## **IV. PROPOSAL REQUIREMENTS**

Each technical proposal shall contain as a minimum, the following elements:

### **A. 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.

### **B. 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.

### **C. 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.

### **D. 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.

### **E. Subcontractors**

If subcontractors are to be used (for instance, for boring as part of the geologic and soil analysis in Task 5), 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. Consultant mark-up on sub-consultant costs is not allowed.

**NOTE:** Subcontractors will be obligated to comply with all applicable Federal and State procedures for this contract.

### **F. 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.

Proposers' responses to the required tasks outlined in the RFP must be specifically numbered the same as in the RFP. If the responsible party for a certain task 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.

Proposers' may choose to provide additional details and options under existing tasks that may be considered and discussed in negotiations.

### **G. 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 deliverables.

## **H. 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, using fully-weighted hourly billing rates for all personnel. **In addition, the methodology for calculating the fully-weighted rates for all personnel must be shown (e.g. labor, overhead rate, fringe, profit, etc.).** (See attached **Exhibit 1 – Sample Budget Format**)

Consultant mark-up on direct costs or subcontractor costs is not allowed.

Reimbursement for travel-related direct costs (hotels, meals, etc.) is limited to approved State rates which may be found on the Caltrans website:

<https://dot.ca.gov/programs/accounting/travel-guide>.

Receipts are required to be submitted for all direct costs, other than mileage and fully weighted personnel costs.

If subcontractors are to be used, the breakdown of subcontract costs shall follow the same format as that for the prime contractor, including the methodology for calculating fully-weighted rates.

## **I. 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. 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. MCOG 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.

## **B. Proposal Evaluation**

An evaluation committee will evaluate those proposals that meet the proposal requirements and will determine whether interviews will be needed. MCOG reserves the right to select a Consultant based solely on written proposals. Evaluation will be based on proposer's understanding of work scope requirements demonstrated by qualifications of individuals or firm, successful experience and performance with similar projects, proposal contents and methodology, and cost proposal. Scoring will be as follows:

• Qualifications of Individual or Firm	(20 points maximum)
• Experience/Performance	(30 points maximum)
• Proposal Contents & Methodology	(30 points maximum)
• Cost Proposal, Including Budget/Resource Allocation	(20 points maximum)
<hr/>	
Total Points Possible (100 points maximum)	

In the event MCOG elects to conduct interviews, a separate score will be used to rank oral responses, as follows:

• Project Understanding	(50 points maximum)
• Project Approach	(50 points maximum)
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Total Points Possible (100 points maximum)	

## **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.

This contract will be awarded using a cost reimbursement payment method. The contract will include all State and/or Federal requirements that "flow down" from the funding sources. (See attached **Exhibit 2** – MCOG Sample Contract)

A contract shall not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31 (per Caltrans' Local Assistance Procedures Manual Chapter 10.5). A pre-award audit may be required.

## VI. GENERAL INFORMATION

### A. Proposal Submittal

Proposals must be received no later than **5:00 p.m. on February 7, 2025**. MCOG will accept proposals electronically, without requiring print copies until after contractor selection. Proposals (or link to proposals) may be emailed to Project Manager Alexis Pedrotti at [apedrotti@dbcteam.net](mailto:apedrotti@dbcteam.net), and must be received by the time and date listed above.

The successful contractor will be required to submit two (2) print copies of the proposal prior to contract award, by mail or hand delivery, to:

Alexis Pedrotti, Project Manager  
Mendocino Council of Governments – Planning  
525 South Main Street, Suite G  
Ukiah, CA 95482

### B. Late Submittals

A proposal is late if received at any time after **5:00 p.m. on February 7, 2025**. Postmarks will **not** suffice. Proposals received after the specified time will not be considered and will be returned to the proposer.

### C. Modification or Withdrawal of Proposals

Any proposal received prior to the date and time specified above for receipt of proposal 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 the Request for Proposals is as follows:

Activity	Date
RFP Mail-out	January 6, 2025
Written Question Submittal Deadline	January 17, 2025
Response to Questions Posted to MCOG's website <a href="http://www.mendocinocog.org/">http://www.mendocinocog.org/</a>	January 24, 2025
<b>Proposal Submittal Deadline</b>	<b>February 7, 2025 - 5:00 p.m.</b>
Review/Ranking of Proposals	February 10-12, 2025
Interviews (if needed)	February 17-19, 2025
Contractor Selection & Contract Award	February 21, 2025
Project Starting Date - Notice to Proceed	February 26, 2025
Presentation of Final Plans to Local Agencies	May 2026
Final Plans Due	June 3, 2026

## **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 reserves the right to amend the Request for Proposals by addendum prior to the final date of proposal submission. All addenda will be posted on MCOG's website <http://www.mendocinocog.org/>.

## **G. Funding**

Funding for this project is provided with State Highway Account (Climate Adaptation Planning) discretionary grant funds. A total of \$385,000 is expected to be available for the Consultant's portion of the 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. MCOG 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 only be accepted in writing (Correspondence or E-mail is acceptable). Questions should include the individual's name, name of the firm, address, telephone number, and e-mail address. Questions must be submitted no later than **January 17, 2025** to:

Alexis Pedrotti, Project Manager  
Mendocino Council of Governments – Planning  
525 South Main Street, Suite G  
Ukiah, CA 95482  
Email: [apedrotti@dbcteam.net](mailto:apedrotti@dbcteam.net)



Questions and answers will be provided in the form of an addendum to this RFP, and will be posted on MCOG's website <http://www.mendocinocog.org/> by **January 24, 2025.**

#### **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. Protest Procedures and Dispute Resolution Process**

The Mendocino Council of Governments' "Protest Procedures and Dispute Resolution Process" shall be utilized to resolve any protests or disputes to this procurement process. (See attached **Exhibit 3 - Protest Procedures & Dispute Resolution Process**)

#### **M. Web Content Accessibility Guidelines**

In alignment with Caltrans' requirements that documents posted to public websites meet Web Content Accessibility Guidelines, all final deliverables for this project must be consistent with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA criteria (<https://www.w3.org/TR/WCAG21/>).

To ensure accessibility to the largest audience possible, Arial and Verdana fonts may be used; with a minimum font size of 12 point. Additional information may be found at <https://dot.ca.gov/accessibility>.

#### **N. MCOG Acknowledgement**

The following acknowledgment of participation must appear on the cover or title page of the Final Reports (or Plans) funded under this project: "The preparation of this report (or plan) was programmed through the Mendocino Council of Governments' FY 2024/25 Transportation Planning Work Program and funded with State Highway Account (Climate Adaptation Planning) Discretionary Grant funds." Additionally, the number and dollar amount of all contracts and subcontracts relating to the preparation of the Final Reports/Plans must be listed.