

# Request for Qualifications:

## VENDOR to Provide MOBILITY PLATFORM

Project: Ecosystem of Shared Mobility | Valley Flex

Proposals Due by November 9, 2018  
5:00 P.M. (PST)

Electronic Submission ONLY

**Issued by:** Sigala Inc.  
**RFQ Reference:** ESMFLEX-Maas  
**Release Date:** October 19, 2018  
**Closing Date:** November 9, 2018

**RFQ Contact:** **Name:** Jennifer Khy, Assistant Project Manager  
**Company:** Sigala Inc  
**Address:** 2525 Alluvial Avenue, Suite 281, Clovis, CA 93611  
**Phone:** 559-355-8644  
**Submittal Email:** [Jennifer@sigalainc.com](mailto:Jennifer@sigalainc.com)

Proposals must be received **electronically** via email no later than 5:00 p.m. (PST) on November 9, 2018 at the email address listed above. Sigala Inc will not be responsible for late or lost bids or accept bids that fail to be delivered to the email address listed above by the time and date listed above. Any costs incurred in the preparation of this RFQ are the responsibility of the supplier.

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## **I. PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to obtain bids from potential vendors (“Firm”) to develop and implement a technology platform to coordinate trips using multiple independently operated transportation services in Stanislaus and San Joaquin counties, including both fixed-route and demand-responsive transit (including several general-public dial-a-ride (DAR) services), as well as volunteer transportation organizations, social service agencies providing transportation services, taxis, and transportation network companies (TNCs). Through an iterative and incremental implementation, the platform will ultimately aggregate the supply of available services, allowing participating transportation providers to communicate their service availability (locations, times, vehicle capacity, and fares) via a common interface that will allow riders to plan trips within and across multiple jurisdictions while making the most efficient use of available seats and vehicles. The platform will act as a ride matching clearinghouse, matching riders with transportation services to improve the rider experience while minimizing operating costs, travel times, and greenhouse gas (GHG) emissions by filling available seats and reducing deadhead travel miles in a largely rural area.

The successful proposing firm(s) will be required to enter into a formal agreement with Sigala Inc (Sigala) for the purposes of completing the work specified in this RFQ. Participating transportation providers will enter into MOUs with Sigala outlining the terms of their participation in the project. The initial contract will be tied to the duration of the CARB grant underlying this pilot project (ending in March 2020), but may be extended, and its scope expanded, if additional revenues can be identified to support this project.

## **II. BACKGROUND AND GOALS**

The San Joaquin Valley Air Pollution Control District (SJVAPCD) and partners have been awarded a grant from the California Air Resources Board (CARB) to implement the *Ecosystem of Shared Mobility Project in the San Joaquin Valley* pilot. Funding is provided by the Low Carbon Transportation program and is part of California Climate Investments, a statewide program that puts Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy and improving public health and the environment—particularly in disadvantaged communities.

The Valley Flex project:

- Represents half of a \$2.25 million pilot project to prove out ways to improve the efficiency and service of the multiple independently operated demand-responsive transportation services in Stanislaus and San Joaquin jurisdictions (e.g., DAR, volunteer transportation organizations, carsharing, and ridesourcing);
- Is the first large-scale CARB pilot program to focus on rural disadvantaged communities as part of CARB’s growing multi-year investment under its Car Sharing and Mobility Options Pilot Project program;
- Is led by a project team, including UC Davis Institute of Transportation Studies (UC Davis), Sigala Inc (Sigala), the Shared-Use Mobility Center (SUMC), and MOVE Stanislaus (MOVE), that is focused on both short-term deliverables as part of the pilot project as well as working toward the long-term sustainability of the transportation solutions it builds; and

- Has the central goal of improving access while reducing the total cost to public agencies of providing necessary transportation throughout the urban and rural parts of San Joaquin and Stanislaus counties.

The Valley Flex technology platform will match the demand for fixed route transit and a variety of flexible transportation options and the supply of vehicles from public DAR vans, deviated buses, social service and volunteer transportation organizations (VTOs), taxis, and ridesourcing (e.g., Uber, Lyft, and similar services). In the fully realized system, participating individuals and transit providers will communicate the demand for travel (departure/arrival times and locations) while transportation suppliers will communicate vehicle availability, capacity, and fares. (See System Overview in Figure 1).

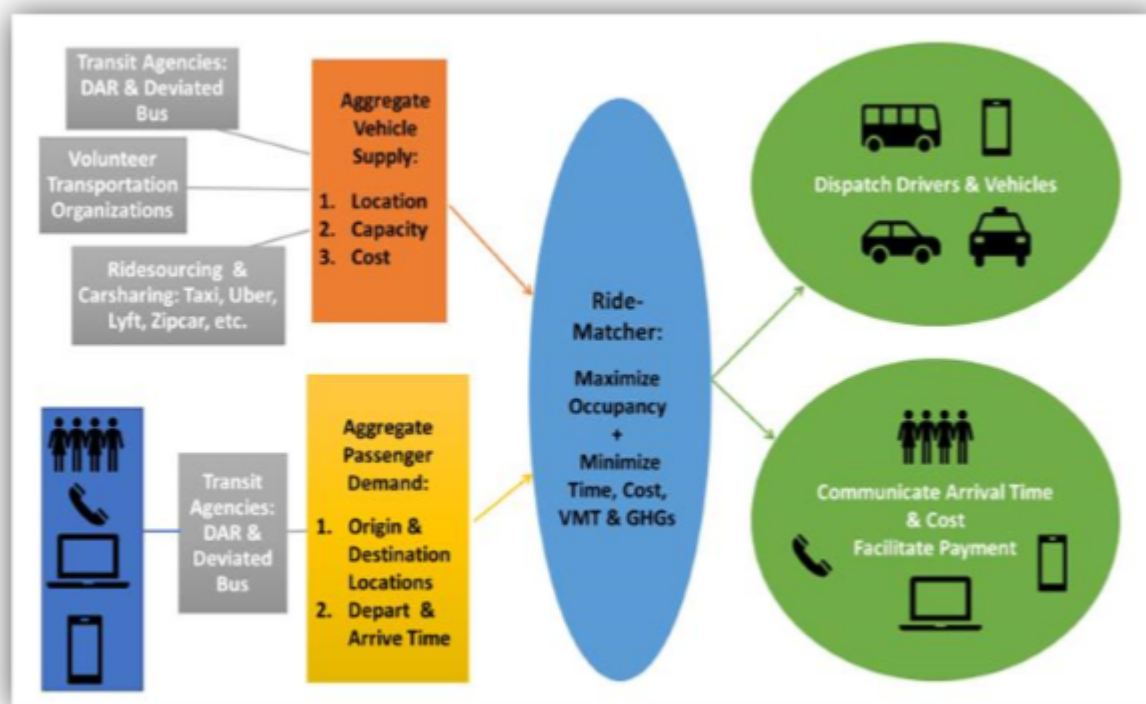


Figure 1 - System Overview for Valley Flex

#### 1. Key Project Stakeholders and Roles:

- **SJVAPCD** – Project applicant and direct contract holder with CARB. SJVAPCD is subcontracting all project components through Sigala and the agency is also responsible for administering several EV-related state incentive programs.
- **Sigala** – Primary project administrator, with many years' experience administering complex state grants on behalf of SJVAPCD. Firm will contract for services directly with Sigala, and Sigala will also subcontract to all other project partners.
- **UC Davis** – Principal Investigator on this project (Institute for Transportation Studies, Dr. Caroline Rodier). UC Davis will provide general project guidance and will interface directly with Firm on surveys, focus groups, data collection and interpretation, and

publishing assessments of program results and impacts, and associated academic studies.

- **MOVE** – Volunteer Transportation Organization and Engagement. MOVE is a nonprofit organization and the designated Consolidated Transportation Services Agency (CTSA) of Stanislaus County. MOVE will coordinate outreach and education in conjunction with SUMC.
- **SUMC** – Primary Technical Assistance provider to the project. SUMC will work with Sigala, UC Davis, and Firm to negotiate contract terms and will be Firm’s main day-to-day point of contact for program development, reporting, data collection, and problem solving.
- **Regional Transit Agencies** – Transportation providers and service integration. San Joaquin Regional Transit District (SJRTD), Stanislaus Regional Transit (StaRT) and the City of Escalon (eTrans) provide a variety of fixed route and demand-responsive transit services throughout San Joaquin and Stanislaus counties and are the project’s primary public-agency partners in the pilot, providing both direct and in-kind support. Several other transit agencies in the region have expressed interest in the project but are not formal stakeholders at this time.

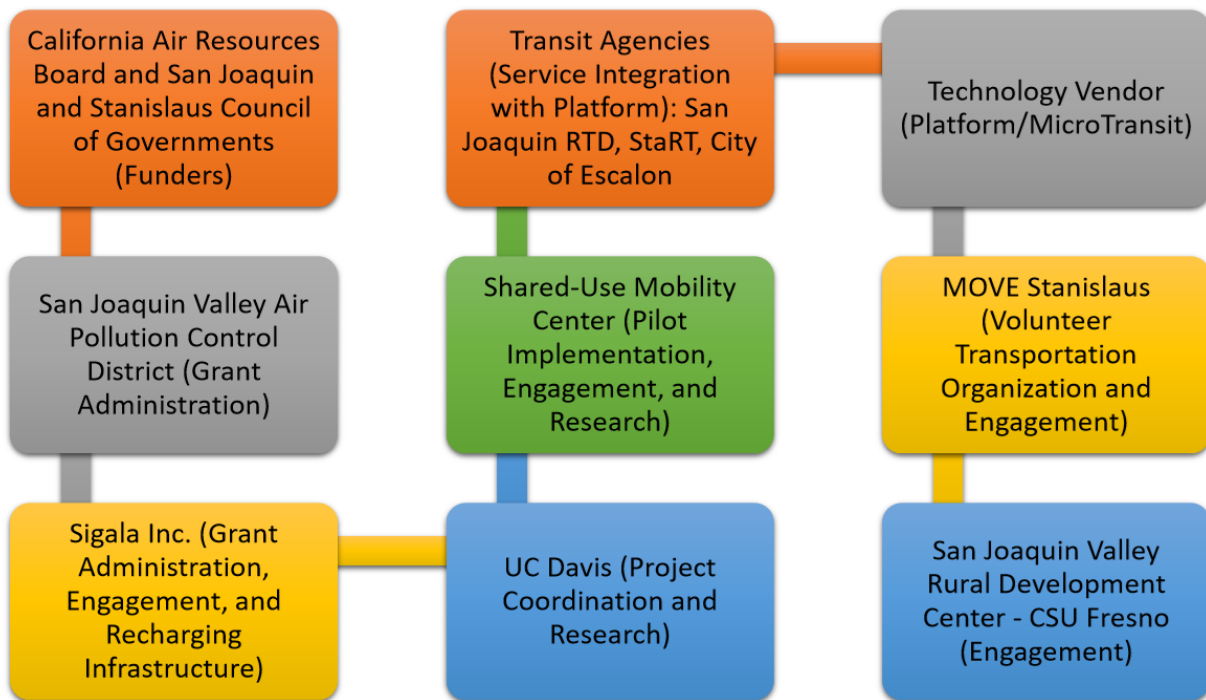


Figure 2 - Schematic of Project Management

## **2. Project Timeline:**

- Following the RFQ process, a contract will be executed by December 21, 2018 (see SECTION III. SCHEDULE OF EVENTS below) allowing roughly three weeks for contract negotiation after vendor selection. The initial contract will provide for at least 15 months of platform development, integration, and operation, with an option to extend the pilot should additional revenue sources be identified over the course of the CARB grant.
- Platform development would begin as soon as possible after contracting, aiming for beta testing beginning by February 2019, ramping up to public deployment with at least two participating public transit agencies by March 2019, and deployment with the remaining agencies and organizations over the following six months.
- Final reporting for the CARB grant is due in March 2020, and requires the inclusion of at least 12 months of operational data (though not necessarily at the program's full capacity for that entire period).
- The Project Team will work to identify additional revenue sources over the course of the pilot in order to extend the project's evaluation period, expand its geographic extent, and include additional agencies and transportation providers that were unable to participate in the initial phase.

## **3. Goals and Expectations Around Volunteer Transportation Organization and Valley Go carsharing pilot:**

- Concurrent with Firm's development of the Mobility Platform, the Project Partners will be planning and implementing the operation of a Volunteer Transportation Organization (VTO), housed at MOVE, with an emphasis on areas or times not readily served by public transit services.
- The Project Partners envision the Mobility Platform developed by the Firm as the primary means for VTO riders, dispatchers, and drivers to request and fulfill trips within the system.
- As the VTO's development will begin at roughly the same time as that of the mobility platform, we do not expect that the VTO will be available to fulfill rides immediately at the launch of the Mobility Platform. However, the VTO will be launched and providing service within the performance period of this grant.
- Firm should expect to work with MOVE and other Project Partners on system integration and to develop training materials on the Mobility Platform for VTO drivers and riders.
- The other half of this pilot, Valley Go, is establishing an all-electric carsharing system based at affordable housing sites in the southern San Joaquin Valley (Kern and Tulare counties), which will eventually support a volunteer ridesharing network. It is envisioned that Valley Flex and Valley Go could eventually merge into a single, Valley-wide project, combining the differing aspects of a holistic shared mobility ecosystem being developed within the two halves of the pilot.

## **4. Further background information on the project can be found in the following documents:**

- [Opportunities for Shared-Use Mobility Services in Rural Disadvantaged Communities in California's San Joaquin Valley: Existing Conditions and Conceptual Program Development](#) by Dr. Caroline Rodier, UC Davis

- CARB funding: Solicitations in this program area 2015-18:  
<https://www.arb.ca.gov/msprog/aqip/solicitations.htm>
- Potential for Carsharing at Affordable Housing Communities in the San Joaquin Valley:  
[https://itspubs.ucdavis.edu/wp-content/themes/ucdavis/pubs/download\\_pdf.php?id=2775](https://itspubs.ucdavis.edu/wp-content/themes/ucdavis/pubs/download_pdf.php?id=2775)
- Transformative Climate Communities – Transform Fresno project descriptions:  
<http://www.transformfresno.com/projects/>

### III. SCHEDULE OF EVENTS

Milestone	Estimated Timeline (all dates 2018, all times Pacific)
RFP Release Date	Friday, October 19 <sup>th</sup>
Q&A Pre-Proposal Session (via teleconference) for prospective bidders	Monday, October 29 <sup>th</sup> – 1 p.m.
Deadline for written questions	Wednesday, October 31 <sup>st</sup> – 5 p.m.
Answers to questions posted electronically	No later than Monday, November 5 <sup>th</sup>
RFP Close Date	Friday, November 9 <sup>th</sup> – 5 p.m.
Completed review of responsive proposals	Monday, November 19 <sup>th</sup> ( <i>target date</i> )
Interviews with short-listed firm(s) via videoconference	Tuesday, November 27 <sup>th</sup> ( <i>target date</i> )
Notification sent to all applicants of decision	No later than Monday, December 3 <sup>rd</sup> ( <i>target date</i> )
Contract Executed	No later than Friday, December 21 <sup>st</sup> ( <i>target date</i> )

It is highly recommended that prospective firms attend a pre-proposal question and answer session, to be held at 1 p.m. PST on Monday, October 29<sup>th</sup> by teleconference. Further instructions will be e-mailed to registered firms. **All prospective firms must register for this teleconference on or prior to Friday, October 26<sup>th</sup> by e-mailing:**

Jennifer Khy  
 Sigala Inc, Assistant Project Manager  
[jennifer@sigalainc.com](mailto:jennifer@sigalainc.com)

Responses to questions during this teleconference will be distributed by e-mail to all registered firms. Any questions received following this Q&A session but on or prior to 5 p.m. PST on October 31, 2018 will also be answered in a follow-up email to be distributed to all registered firms no later than Monday, November 5, 2018.

Sigala reserves the right to extend the proposal period, and will do so via e-mail to all registered firms. Given the compressed timeline for the launch of this project, however, an extension is unlikely.

## IV. SCOPE OF WORK

Project Team seeks to partner with a qualified firm or team of firms that can demonstrate the ability to meet a range of service level and support standards, to be negotiated with the Project Team. While SECTION V. PROPOSAL FORMAT below includes clear guidelines for submittal, respondents should aim to include the following components in their response:

### 1. Mobility Platform

2. Firm will provide a platform that has the capacity to match riders with vehicle supply and provide across a range of transportation providers in the project area. The platform should be capable of providing service information (routes, schedules, service zones, and fares), trip planning, booking, and payment for scheduled fixed route and general-public demand-responsive transit (DRT), as well as vehicle dispatch and dynamic routing and ride-pooling for transportation services operated by other participating transportation providers, including the VTO and social services transportation, taxis and TNCs. Due to limited time and funds during the initial grant performance period, the Project Team does not anticipate that all of these elements, or all of these service types, would be available through the platform upon initial launch, but a phased pathway to providing all of these elements should be within the Firm's capabilities and outlined in the response.

The proposed solution should provide the following elements and services:

- a. **Mobility platform software**, including the following elements for rider, driver, and call-center/dispatch applications, as appropriate:
  - a. Service discoverability for fixed-route and demand-responsive services (the latter ideally using an open standard such as GTFS-Flex)
  - b. Ability to aggregate demand and supply of participating services by communicating vehicle capacity and availability in near-real time for trip planning purposes
  - c. Mobile app, web, and voice-based customer interfaces, available in both English and Spanish
  - d. Scheduling/booking for trips that require it (with confirmation from provider) by two-way communication with transportation providers' own scheduling systems; should include the capacity to work with providers that currently rely on phone-only/manual booking
  - e. Communication, through API or translator, with common DRT scheduling and dispatch software, including but not limited to RouteMatch, StrataGen, EcoLane, and Trapeze; details of accommodation for services that are currently manually scheduled/dispatched; ability to integrate rides on taxi and TNC services
  - f. Vehicle dispatch and dynamic trip routing for both DRT and individual VTO/rideshare vehicles
  - g. Secure repository for persistent customer profiles, including favorite/saved routes, trip and purchase history, customer-specific requirements or qualifications, mobility needs/limitations, payment information, etc. However, the platform should also be usable (with some limitations) on a one-off/guest basis, without the requirement of creating/saving a profile.
  - h. Capability for fare payment integration, accounting, and settlement across multiple agencies, including both cash-based payment and use of outside



funding sources/subsidies. (Optional for initial phase, but capability should be described and included in pathway for future services).

- i. System administration, monitoring and auditing
  - j. Trip logging/reporting, for NTD reporting as well as performance and project evaluation, including 1) record of the transportation/trip choices provided, and those actually selected, and 2) cancellation and fulfillment rates. (Firm will also be expected to work with the Project Team on other data reporting related to the grant--see Data Reporting Requirements section, below.)
- b. Call center services**
- a. If the Firm can provide call center services (available in both English and Spanish) for handling phone reservations and booking, describe the scope of those services, along with an estimate of staffing requirements at different demand levels.
- c. Hardware and hosting**, including estimates of initial and ongoing unit costs if hardware must be procured separately from this RFQ response, for each of the following areas:
- a. Service hosting and storage needs (e.g. dedicated server, cloud instances, database formats, storage capacity, etc.)
  - b. Dispatch and call center/operator hardware, operating system, and communication requirements, including any voice communication backup
  - c. Driver hardware, operating system, and communication requirements (such as cellular subscriptions), including any voice communication backup
  - d. Minimum hardware requirements for native client apps (iOS and Android) as well as target web browsers and platforms
  - e. Data custody and security requirements: Location of customer data repository and detail on how customer data is transmitted from platform to providers. Include outline of wind-down/data disposal plan in case of pilot end/expiration of funding
  - f. Installation and testing plan
- d. Training and ongoing support**
- a. Outline of plan and materials for training of Project Team and key agency staff in overall system administration, call center/dispatch and driver operation training
  - b. Materials for instructing customers in use of the rider app, including both web and print materials, that can be used and adapted by the Project Team, agencies, transportation providers, and others (such as travel trainers) who work directly with riders
  - c. Support for ongoing use of the software and operation of the app including bug fixes, patches, enhancements, modifications, minor releases, upgrades and necessary updates and training of the Project Team and Agency personnel for operation and use of the deliverables
  - d. Availability for further customizations of the app beyond the scope of the initial agreement as directed by the Project Team
  - e. Right to access and use the Firm's user manuals, user guides, web training, presentations and all other product documentation and instructions made available to Project Team relating to operation of the platform

e. **Marketing and outreach**

- a. Firm should outline their approach and capability for marketing the platform to customers, both directly to users as well as through intermediaries, caregivers, and key community institutions. Note that the rural and disadvantaged environment for this pilot, along with its cross-jurisdictional nature, mean that typical marketing and outreach approaches may not be as effective on this project as they may be in areas with more focused ridership bases.
- b. Include details on any plan for targeted or adapted outreach or training for specific populations, including older adults, people with disabilities, and non-English speakers.

f. **Data Reporting Requirements:** The CARB grant agreement requires reporting of specific data for project evaluation. Though the Project Team, headed by UC Davis, will be leading work on this task, the evaluation will require Firm's cooperation in distribution and administration of survey instruments and commitment to ongoing communication of trip data.

- a. "Before" survey, to be administered to initial users of the MaaS platform and, possibly, via call-center telephone. UC Davis will design and process data from these surveys. The survey will be assigned an anonymous ID than can be linked to subsequent data collected as described in b. and c., below.
- b. "After" survey (collected 12 months after operations begin) will be administered to members online and, possibly, via call center telephone. At a minimum, Firm will provide member contact information (email, text, and telephone numbers) to UC Davis to distribute the survey.
- c. Trip data, provided by Firm to the Project Team either via an API (preferred) or at a minimum via monthly reports. This data will provide information for each trip request and reservation using anonymized member and trip identifiers, and should include at minimum:
  - For both fulfilled and unfulfilled reservations, start and end times and origin and destination locations;
  - Trip planning alternatives provided to the client, including time (wait and transfer) and fare by mode (service and route);
  - Actual start, stop, and wait times and locations by mode; transfer locations and time by mode; and vehicle and passenger miles traveled by mode.
- d. Researchers may request that the Firm also sends out a short survey by text message that links to a survey on a website to understand changes in travel mode, trip making, and perceived time and cost savings.

**3. Long-term Program Development**

- a. **Evaluation** - Firm should demonstrate experience and willingness to share program data with project partners. Firm may also choose to convey preferred methodology for evaluating program performance throughout and beyond the pilot period.

- b. **Pathway for future services and projected operating budget** - Firm should outline proposed phasing for major system features both during the grant period and into the longer term, along with a proposed operating budget for the period described.
- c. **Open Source development and licensing terms** - Describe any plan for use of open source software or components, related licensing terms, and proposed plan for subsequent availability of open source code created for this project. If the project will be built on proprietary code, include an outline of proposed licensing terms.

## V. PROPOSAL FORMAT

### 1. Cover Letter (one page):

- a. Name and address of Firm;
- b. Prime contact person at the firm and their phone and email;
- c. Contact information of the person who is authorized to represent the firm regarding all matters related to this RFQ and any contract subsequently awarded; and
- d. Signature of authorized representative.

### 2. Executive Summary:

- a. Brief description of project team and related qualifications of Firm;
- b. Number, scale and brief description of similar projects completed;
- c. Basic outline of approach to Scope of Work; and
- d. Summary of impacts expected (trips planned/fulfilled, operational savings, user recruitment, new transit ridership, etc).

### 3. Qualifications:

- a. Describe the technical background and capabilities of the firm. Provide a brief statement of qualifications of the lead person and all persons assigned to the project. List key personnel assigned to the project, and describe their role in the project;
- b. This project will require expertise in multiple technical areas, and team approaches are encouraged. List any subcontractors that may be used and the work to be performed by them;
- c. Describe any projects the Firm has been involved in that feature a focus on or experience in disadvantaged and/or rural communities. Provide detail regarding the rider base, user experience, and partners involved in these projects; and
- d. Provide three references of other similar projects performed demonstrating the ability to successfully complete the project. Include contact name, title, telephone number and email, and brief description of the Firm's role in the project for any references listed.

### 4. Approach Timeline

- a. Based on the information provided in this solicitation and knowledge of the project area, clientele, and objectives, describe in further detail the Firm's approach to this project and perspective on the program components outlined above.
- b. Provide a desired term (number of months) sought for a contract, recognizing that the Project Team is suggesting an initial 15-month contract for this project (concurrent with the initial grant funding), and that there is room for negotiation of some aspects of the schedule presented in SECTION II. BACKGROUND AND GOALS above.

- c. Provide a timeline for completion of beta testing and proposed phasing of project elements through Firm's proposed contract period as specified in **4(b)** above.

#### **5. Proposed Scope of Work**

- a. Firm should summarize their solution in **five pages or less** (including images) that describe their technology and customer service solution as outlined in SECTION IV. SCOPE OF WORK above. Include an estimate of staffing levels and use of vendors and subcontractors for each of the major scope components.

#### **6. Cost Proposal**

- a. **Firm should provide a Monthly Pro Forma analysis of the program through the contract term proposed by the firm in Section 4(b) above.** This pro forma should be sufficiently detailed to call out relevant program components discussed herein.
- b. Firm should provide a basic narrative summary of financial commitments expected to be made on behalf of the Firm for this program.
- c. Provide a basic description of how the firm will make use of the budget provided (i.e. software development costs, operating support for a period of x months, etc).
- d. Strategy (and needs) for future investments in collaboration with project partners.

#### **7. Resumes of Key Team Members**

### **VI. INSTRUCTIONS & TERMS FOR SUBMITTAL**

1. All proposals must be received by Sigala no later than 5:00 p.m. (PST) on November 9, 2018. Proposals should be delivered to the attention of Jennifer Khy at [Jennifer@sigalainc.com](mailto:Jennifer@sigalainc.com)
2. All proposals must be received in PDF format via e-mail with subject line "RFQ ESMFLEX-MaaS: *Proposing Firm Name*".
3. Late proposals will not be considered.
4. All proposals, whether selected or rejected, shall become the property of Sigala.
5. Cost of preparation of proposal shall be borne by the proposer.
6. Proposals must be signed by an authorized representative of Firm in order to receive consideration.
7. Sigala will not be responsible for proposals delivered to a person/address other than specified herein.
8. Sigala reserves the right, but has no corresponding obligation, to cancel this request for qualifications and re-issue it, or to waive any irregularity in connection with any proposal tendered to Sigala.
9. Once submitted, proposals cannot be altered without the prior written consent of Sigala.
10. All proposals shall constitute firm offers and may not be withdrawn for a period of 90 days following the last day to accept proposals.

## VII. AWARD CRITERIA & SELECTION PROCESS

Sigala is using a competitive negotiation process, wherein the experience of each respondent is evaluated as it relates to the scope of work and grant purposes. An evaluation committee will review and rate submitted proposals using the following criteria and rating schedule:

### Evaluation Criteria:

Each element listed below will be scored based on both the strength of the solution proposed and the experience of the respondent (both the Firm and the project team) in completing similar activities in other regions.

<b>Criteria</b>	<b>Rating Points</b>
Cost Proposal and Scope of Services <ul style="list-style-type: none"> <li>● Appropriateness and readiness of software solution</li> <li>● Interoperability with agency systems</li> <li>● Availability and pricing of required hardware</li> <li>● Approach toward supply or coordination of call center services</li> <li>● Detail and appropriateness of marketing approach</li> <li>● Training and support capacity</li> <li>● Plan for provision of necessary reporting data</li> </ul>	35
Schedule of Completion of Proposed Activities <ul style="list-style-type: none"> <li>● Length of contract proposed and trajectory of future activities</li> <li>● Speed of development and integration</li> <li>● Comprehensiveness of phasing plan and long-term program development</li> <li>● Approach to VTO integration</li> <li>● Experience meeting deadlines in projects of similar scale and complexity</li> </ul>	25
Background and Experience with Similar Public-Private Partnerships <ul style="list-style-type: none"> <li>● Experience with projects of similar size and scope</li> <li>● Experience working with complex regional partnerships</li> <li>● Financial stability and contingency plans</li> </ul>	15
Experience in Disadvantaged and Rural Communities <ul style="list-style-type: none"> <li>● Experience working on and marketing projects that serve low-income and/or rural communities</li> <li>● Experience working with small transit agencies</li> <li>● Approach to and experience working with community partners</li> </ul>	15
Completeness of Bid	5
Compliance with Bid Format	5
<b>Total Possible Points Awarded</b>	<b>100</b>

### **Selection Process:**

1. A committee will review and rate submitted proposals using the evaluation criteria and rating schedule above.
2. The top proposing firms will be contacted for an interview.
3. Sigala will then exercise its discretion in selecting a firm and will negotiate and contract with said Firm based on available Grant funds.

Sigala reserves the right to reject any or all proposals, to waive minor irregularities in said proposals, to negotiate minor deviations with the successful firm, or to select any firm without an interview.

## **VI. CONTRACTUAL & INSURANCE REQUIREMENTS**

Firm will be required to maintain sufficient insurance, licenses, or other required certifications for the type of work being performed. Sigala may require specific insurance coverage be established and maintained during the course of the work and as a condition of the award or continuation of contract.

### **Data Reporting Requirements:**

The California Air Resources Board (“CARB”) grant agreement for the pilot described in this RFQ requires the following reporting data, which will require assistance from Firm:

1. “Before” survey data will be administered when each member joins the pilot program. The survey may be administered online, via telephone, and/or in-person. Depending on the membership application process, Firm may be required to distribute the “before” survey. UC Davis researcher will design and process data from these surveys.
2. “After” survey data (collected 12 months after operations begin) will be administered to members online, via telephone, and/or in-person. At a minimum, Firm will provide member contact information (email, text, and telephone numbers) to UC Davis to distribute the survey. Firm may also be asked to also distribute an “initial participant” survey online or by telephone as part of the reservation process during the first few months of the program.
3. Firm will be required to provide trip data either via an API (strongly preferred) or at a minimum via monthly comprehensive reports. This data will provide the following information for each reservation with an anonymous member and trip identifier, and should include at minimum: reservation start time and location; reservation end time; start and stop times; start and stop locations; and vehicle miles traveled between stops. Researchers may request that Firm also sends out a short survey by text message that links to a survey on a website to understand changes in travel mode and trip making.

### **Insurance Requirements:**

Firm will be required to display evidence of the following on a certificate of insurance evidencing the following coverages:

1. Commercial general liability insurance with minimum limits of coverage in the amount of two million dollars (\$2,000,000) per occurrence, which may be satisfied through combined limits of coverage between primary and umbrella insurance policies;
2. Commercial automobile liability insurance which covers bodily injury and property damage with a combined single limit with minimum limits of coverage in the amount of one million dollars (\$1,000,000) per occurrence, which may be satisfied through combined limits of coverage between primary and umbrella insurance policies; and

- Workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Scope of Work specified in this RFQ. In addition, employer's liability limits of \$1,000,000 are required. If applicable, Firm shall provide coverage for all its employees for any injuries or claims under the U.S. Longshoremen's and Harbor Workers' Compensation Act, the Jones Act or under laws, regulations, or statutes applicable to maritime employees. Firm should acknowledge compliance with these regulations. A waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.

## **VII. TERMINATION**

In the event the Grant is terminated for whatever reason, Sigala reserves the right to terminate any agreement with Firm.

## **VIII. INDEMNIFICATION**

The selected Firm agrees to indemnify, defend and hold harmless Sigala and its officers, employees, agents, representatives, and successors-in-interest against any and all liability, loss, and expense, including reasonable attorneys' fees from any and all claims for injury, actions, lawsuits, administrative proceedings or damages arising out of or associated with the performance by the Firm, tort, action or inaction, error in judgment, act of negligence, intentional tort, mistakes or other acts taken or not taken by the Firm, its employees, agents, invitees, guests or anyone acting in concert with or on behalf of Firm arising out of the performance of the Scope of Work specified in this RFQ and out of the operation of any equipment that is purchased in the performance of the agreement between the parties.

## **IX. INQUIRY**

There will be a pre-proposal question and answer session held on Monday, October 29, 2018 at 1 p.m. PST via teleconference. See SECTION III. SCHEDULE OF EVENTS above for instructions to register for teleconference.

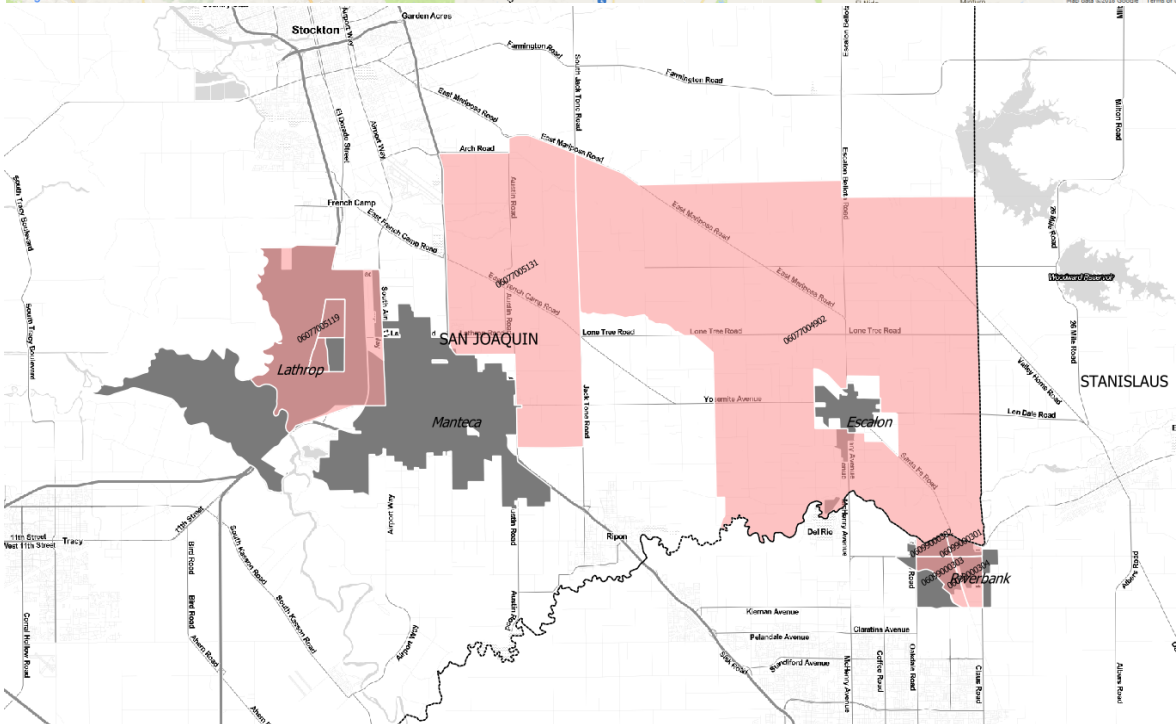
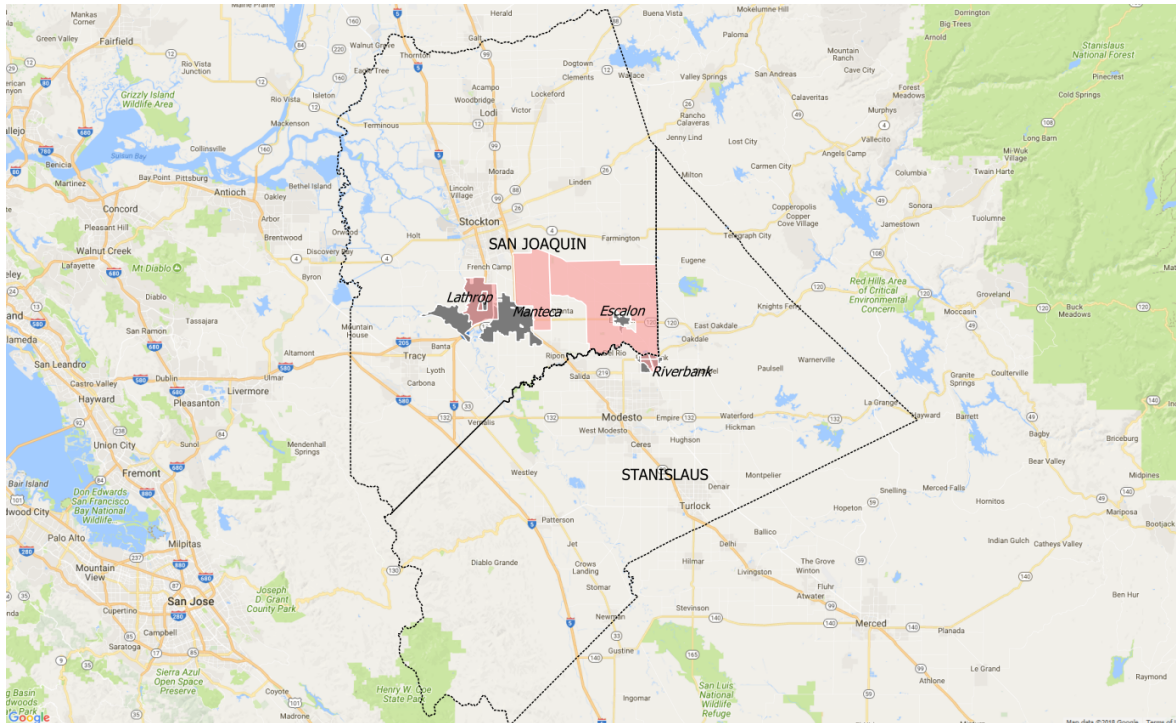
Responses to questions during this teleconference will be distributed by e-mail to all registered firms. Any questions received following this Q&A session but on or prior to 5 p.m. PST on Wednesday, October 31, 2018 will also be answered in a follow-up email to be distributed to all registered firms no later than Monday, November 5, 2018.

Q&A's will also be published publicly online via online <http://sjvcogs.org/valleyflex-qa/>

Direct all inquiries regarding this RFQ in writing, via email to:

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## APPENDIX A: PROJECT MAP



**Notes:**  
Qualifying disadvantaged communities (i.e target communities to be served) indicated in the initial project proposal are indicated in pink.