

REQUEST FOR PROPOSALS

SAN JOAQUIN VALLEY REGIONAL EARLY ACTION PLANNING PROJECT MANAGER

**Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721
(559) 233-4148**

Additional background information on this proposal can be found on the
Fresno COG website!

www.fresnocog.org

May 11, 2020

REQUEST FOR PROPOSALS

SAN JOAQUIN VALLEY REGIONAL EARLY ACTION PLANNING PROJECT MANAGER

Fresno Council of Governments (Fresno COG) is requesting proposals on behalf of the eight Regional Transportation Planning Agencies (RTPA) within the San Joaquin Valley. The other agencies represented in this RFP are: San Joaquin Council of Governments, Stanislaus Council of Governments, Merced County Association of Governments, Madera County Transportation Commission, Tulare County Association of Governments, Kings County Association of Governments and Kern Council of Governments.

Qualified consultants are being requested to submit proposals to coordinate multiple housing-related projects and studies required under California's AB 101 Regional Early Action Planning program, which grants \$250 million to SJV RTPAs to prepare for the sixth-cycle Regional Housing Needs Assessment. The San Joaquin Valley's share of that funding is estimated at \$18.5 million.

Background

Assembly Bill 101, signed July 31, 2019, establishes the Local Government Planning Support Grants Program, which the California Department of Housing and Community Development (HCD) administers. It provides regions and jurisdictions with one-time funding to be used for technical assistance, preparing and adopting planning documents and process improvements to accelerate housing production, and to improve compliance with the sixth cycle of the Regional Housing Needs Assessment (RHNA). Under RHNA, MPOs such as Fresno COG and the seven others in the San Joaquin Valley, are required to apportion housing units across all income levels on a five-year basis, in coordination with population growth estimates as certified by the California Department of Finance.

Of the \$250 million apportioned under the Local Government Planning Support Grants Program, \$125 million is being directed to MPOs through the Regional Early Action Planning (REAP) program, while the other \$125 million is apportioned directly to local jurisdictions through the Local Early Action Planning (LEAP) program. **The REAP funds anticipated to come to the San Joaquin Valley (SJV) RTPAs, total approximately \$18.5 million.**

Of that \$18.5 million, \$6 million was set aside in statute for Valleywide collaborative projects, which will be used to procure multiple consultant services for a range of products, activities and tasks described below. The SJV RTPAs anticipate most of the Valley's remaining REAP funding, approximately \$12.5 million, will be passed through to local jurisdictions, by county, on a pro-rata basis. This RFP solicits a project manager to oversee other consultants completing the Valleywide collaborative work, while also providing administrative support to Fresno COG staff.

Among its other mandates, AB 101 required the eight San Joaquin Valley RTPAs to form a "working group" of not less than three representatives per county (24 total) to direct how REAP funds should be apportioned and spent. The SJV REAP Committee held its first meeting in January 2020 and approved an initial application to the state of California Housing and Community Development Department (HCD) for 25 percent of all REAP funds, approximately \$4.7 million. In March 2020, with HCD's encouragement, the SJV RTPAs, acting through Fresno COG as the fiscal agent, submitted a second application for up-front funding totaling \$5.5 million, which represented the balance of the \$6 million in total Valleywide collaborative project funding. The remaining funds, approximately \$8.3 million, must be requested and

invoiced no later than Dec. 31, 2023. For more information on AB 101, see https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB101

The eight SJV RTPAs have worked in concert on multiple issues beginning in the late 1980s when they were combined under a single air basin for the federal Clean Air Act air quality conformity process. Today, they cooperate and collaborate primarily through monthly meetings of the executive directors from each agency. In addition, the executive directors are advised through an informal body, the San Joaquin Valley Regional Policy Council, which comprises two elected officials from each RTPA. The SJV REAP Committee is an expanded, ad-hoc committee of that Policy Council. More information on Valleywide MPO efforts may be found at <http://sjvcogs.org/>.

The SJV COG Directors group has selected Fresno COG as the lead agency and fiscal agent for REAP funds; however, all decisions regarding REAP-related tasks, activities, schedules, products and contracting will be determined initially through the COG Directors group and ratified by the SJV REAP Committee, which is expected to convene at least twice annually but may be brought together as needed.

The San Joaquin Valley Regional Early Action Planning (REAP) project manager consultant will assist Fresno COG in coordinating all efforts related to the State of California's REAP funds for the San Joaquin Valley RTPAs. This includes suballocations to each of the seven other Valley RTPAs, which will, in turn, suballocate funds to each jurisdiction in the San Joaquin Valley. All entities are responsible for detailed reporting to Fresno COG, which will in turn deliver all reports and products to HCD. As the fiscal agent and Valleywide program manager, Fresno COG will lead this process. Consultants responding to this RFP should anticipate assisting Fresno COG staff but not assuming the fiscal agent role. Activities envisioned will include: verifying suballocations to other regions, verifying invoices from consultants and other RTPAs, helping to resolve any discrepancies between invoicing and payments, and other, minor administrative tasks.

As part of the initial application process, several tasks, activities and studies have already been identified, including a Valleywide comprehensive housing report that will provide an inventory of existing housing and population data, land inventory, infill strategies, barriers to housing production (including market rate housing), land use and transportation connections, density bonuses, GHG and VMT reduction best practices, impact fee and land use processing information/best practices, local funding assessments, CEQA streamlining best practices, and other issues on the regional, county and city level.

Other potential Valleywide products/services may include but are not limited to:

- Producing and implementing an education and outreach strategy regarding benefits of taking early action.
- Providing a regional pool of contracted planning professionals to cities and counties for early action.
- Developing a GIS infill/surplus property inventory that includes site and surrounding amenities information for the Affordable Housing/Sustainable Communities (AHSC) program through HCD, tax credits and other funding.
- Developing standard cottage, accessory dwelling unit, single and multi-family infill plans that meet building and Title 24 codes across the region.
- Developing template programs for implementation, such as development fee impact reduction programs, and others.
- Providing technical assistance to cities and non-profit developers to assist housing production.
- Assisting cities and counties in implementing pro-housing policies from HCD, including: favorable zoning, decreasing production timeframes, reducing production costs, and financial mechanisms.
- Providing planning, engineering, traffic and other professional assistance through the regional consultant pool identified above to cities and counties as needed.
- Providing guidance for establishing housing trust funds, feasibility for surplus property development, and other studies.
- Working with cities and counties to share information and best practices across the region.

#

Scope of Work

The SJV REAP project manager will work closely with Fresno COG management staff to coordinate the tasks, activities, products and services described below:

- Produce agendas, minutes and other related materials for the SJV COG Directors group, the SJV Policy Council and the SJV REAP Committee, as needed. This includes routine written and in-person presentations.
- Assist Fresno COG with monitoring REAP funding allocations to the seven other Valley COGs and helping to coordinate reporting.
- Assist in coordinating and refining expenditure reports and products into Valleywide progress and final reports to HCD.
- Assist the Fresno COG project manager, serve as a liaison and provide technical support to other consultants who may be delivering the tasks/activities/products/services mentioned above.
- In concert with Fresno COG's project manager, produce HCD applications for funding.
- Correspondence and consultation with HCD, as needed
- Plan, organize and execute SJV REAP Committee meetings and communication.
- Ongoing communications with RTPA and jurisdictional partners
- Develop web presence (landing page on sjvcogs.org) for information sharing.
- Manage Valleywide Comprehensive Housing Report, consultant selection process and work endeavors.
- Manage additional work efforts (Valleywide initiatives).
- Provide analytical support and advice to Valleywide work efforts.
- Coordinate RHNA consultation and work efforts across RTPAs.
- Assist in reviewing and presenting findings from Valleywide work endeavors.
- Provide monitoring and reporting support to Fresno COG.
- Conduct outreach across the SJV in support of the REAP program
- Represent the SJV at state and regional forums.
- Additional tasks TBD

Coordination

Fresno COG's project manager will provide primary direction to the consultant. All work will be completed within 40 months of negotiating a contract in accordance with the schedule component and that the consultant's work will begin immediately upon receiving a notice to proceed.

The selected consultant will best demonstrate the ability to deliver quality work on schedule and in a cost-effective manner, consistent with the tasks and deliverables in this RFP.

File copies of all correspondence, technical memoranda and reports should be delivered to the Fresno COG Project Manager in electronic format.

All data, maps and all other materials prepared or collected under this contract will become the property of Fresno COG. Provide monthly progress reports to the Fresno COG project manager. These monthly status reports will include descriptions of work tasks completed that month, and will identify any issues that may affect project schedule or project deliverables.

Proposed Time Schedule

Activity	Date
Request for Proposals released	May 11, 2020
Deadline for submitting questions	May 29, 2020

Deadline for proposal submittal	June 9, 2020
Oral interviews/selection process	June 15-17, 2020
Anticipated Notice to Proceed	July 30, 2020
Anticipated Completion of project	Dec. 31, 2024

III. PROPOSAL REQUIREMENTS

Clarity and brevity are essential and will be considered in assessing the consultant's capabilities. Proposals that show creativity and new ideas will be highly considered. All consultant proposals submitted in response to this request will be screened by a review committee. The committee will determine, through the screening process, which consultants will be invited to make formal presentations and be interviewed by the selection committee. The selection committee reserves the right to make a final selection without an interview.

One reproducible (unbound) and five copies of the proposal plus an electronic copy on a CD or flash drive must be received at Fresno Council of Governments by **5 p.m. PDT, June 9, 2020.** Proposals not received by that date and time *will not be considered.*

In order to simplify the review process and maximize the degree of comparative analysis, the proposal should be organized in the following manner:

A. Transmittal letter

The transmittal letter should be signed by an official authorized to bind the consultant contractually and will contain a statement to the effect that the proposal is a firm offer for 90 days. The letter accompanying the proposal will also provide the following: name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the company. The transmittal shall contain a statement of understanding of the RFP.

B. Table of Contents

Include identification of the material by section and page number.

C. Overview

This section should clearly convey the consultant's understanding of the nature of the work and the general approach to be taken to its performance. This section should include, but not be limited to, a discussion of the purpose of the project, the organization of the project effort, and a summary of the proposed approach.

D. Detailed Work Plan

The prospective contractor shall provide a schedule for completing the project, if different from the provided proposed project timeline (Appendix B), within the schedule set forth in this RFP. The schedule shall identify the major tasks to be undertaken and the time frame for each task.

This section should include the following components:

1. Task Description

Include a full description of each step to be followed in carrying out the project. The work description should be presented in sufficient detail (tasks, subtasks, etc.) to show a clear understanding of the work and the proposed approach.

2. Deliverables

A description of the format, content, and level of detail that can be expected for each deliverable.

3. Schedule

A schedule showing the expected sequence of tasks, subtasks, etc. should accompany the work description. Important milestones should be identified on the schedule.

E. Management Approach

This section should describe the firm's management approach. If the proposal is a team effort, the distribution of work among the team members should be indicated. Describe the organization of the management, the structure of the work assignments, and any specific features of the management approach that require special explanation. Designate by name the project manager to be employed who will oversee the project. **No substitutions of the identified project manager will be allowed without Fresno COG's prior approval.**

Include the name and qualifications of all professional personnel to be employed, a resume for each professional (included in an appendix), a statement indicating how many hours each professional will be assigned to the contract and what tasks each professional will perform. Staffing assignments should be specific enough to demonstrate understanding of skills required and commitment of proper resources. **The selected consultant will not substitute members of the project team without prior approval of Fresno COG.**

F. Budget and Billing Format

Fresno COG staff will conduct a cost analysis of the proposed budget. Under various circumstances, Fresno COG or Caltrans division of Audits and Investigations could subject the budget to preaudit and/or the final cost to post audit. Allowances for certain individual items of cost will be determined by 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. Seq. The contractor will also be required to comply with Title 2, CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and 2 CFR, Part 1201, Uniform Administrative Requirements Costs Principles, and Audit Requirements for Federal Awards. The contractor should have an accounting system capable of segregating direct cost from indirect costs per the above cited regulations. The contractor and subcontractors will comply with all applicable laws and maintain books, documents, papers, and accounting records for a period of three years from the date of the final payment.

1. Method of Payment

The cost proposal must be prepared consistent with the method of services provided under this agreement and will be reimbursed, by one of, or a combination of the methods below. The proposer must clearly state the method used to prepare the cost proposal.

- Lump sum payment
- Actual cost plus fixed fee
- Specific rates of compensation

Lump sum proposals will be paid per milestone of completed work or at the end of the contract upon acceptance of the final product. Actual cost-plus-fixed-fee agreements shall be billed at actual payroll costs and include a fixed fee for profit. In agreements reimbursed by specific rates of compensation, billing rates containing a component for profit will be negotiated that will not change during the term of the contract.

2. Project Budget

A specific budget has not been identified for this RFP. Consultants are encouraged to describe in detail their particular approach to the work and identify the budget necessary to fulfill that

proposal.

3. Task Budget

A schedule of estimated costs to complete each task should add down to the total cost of the project (see Table 1 & 2 "Hypothetical"). The task budget should include a subsidiary breakdown by task of hours and billing rate charges. To ensure a full understanding of the resources committed to the project the schedule should clearly indicate the number of hours key personnel will be used in each task.

4. Budget and Cost Breakdown

The prospective consultant will prepare a detailed cost breakdown for the work to be performed during the project regardless of the method of reimbursement chosen. This will include all tasks required to complete the project including final reports and presentation.

a. Direct Labor Costs – A schedule of billing rates and hours worked by employee or category of employee is required of the prime contractor and all subcontractors. Billing rates shall be based on actual pay rates and should cover all costs associated with the employee (salary, benefits, and anticipated cost of living and/or merit increases during the term of the contract). Depending on the individual cost structure, overhead may be applied as a component of the billing rate or applied separately. The proposer should be prepared to validate billing rates with payroll registers, wage agreements, or other payroll documentation.

b. Overhead Rates – The overhead rate should include all indirect cost not readily assignable to cost objectives specifically benefited. Typically an overhead rate is calculated on a company or divisionwide basis by segregating expenses into direct cost and indirect cost categories and then dividing the indirect costs by a direct cost base such as direct labor to arrive at an overhead rate. The overhead rate is then applied on a contract by contract basis to recapture the indirect costs that are not chargeable directly to a final objective such as general and administrative, facilities, equipment, supplies, accounting, maintenance, materials, etc. Some cost structures may be broken into various overhead rates that are applied to different bases. The proposer should be prepared to provide supporting documentation such as prior agreements with government agencies or audits of prior year activities to validate overhead rates structures.

c. Direct Cost – Direct costs are those incremental costs that can be identified specifically with a particular final cost objective. Although in some instances direct costs and indirect costs may include similar categories, incremental direct cost attributable to final objectives must be separated and not included in the overhead calculation. All direct costs specifically attributed to the project and not included in the billing rates must be itemized by budget category to be eligible for reimbursement. Once contractually authorized, direct cost budgets may not be substituted without Fresno COG's prior written consent. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration as specified by the California Department of Transportation's Travel Policy unless written verification is supplied that hotel rates were not then commercially available at the time and location required.

d. Subconsultant Fees – Subconsultants must provide the same cost data detail as the prime contractor (see Table 1 and Table 2).

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

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

HYPOTHETICAL COST ESTIMATE

Table 1.- Direct cost by task

Cost items	Task 1	Task 2	Task 3	Total
1. Direct labor	3,700	17,053	5,502	26,255
2. Overhead (___% of Line 1)	1,480	6,821	2,201	10,502
Total salary burden	5,180	23,874	7,703	36,757
3. Direct expenses				
Telephone/FAX	35	28	15	78
Postage/shipping	12	8	35	55
Graphics/printing	11	11	75	97
Travel	350		500	850
Misc.	45	45	45	135
Total direct expenses	453	92	670	1,215
4. Subconsultant fees *	4,244	22,276	2,726	29,246
5. Fixed fee (___% of lines 1,2,3)	764	1,524	1,132	3,420
Total	10,640	47,766	12,231	70,638 70,638

Table 2 - Project Task Costs by Key Personnel

Task no. and description	Key Staff #1	Key Staff #2	Staff Support	Total Hours
Task 1. Establish parameters	25	75		100
Task 3. Data collection and analysis		400	250	650
Task 4. Final report and presentation	15	50	175	240
Total hours	40	525	425	990
Billing rate	\$75.00	\$44.06	\$25.00	
Memo total	3,000	23,132	10,625	36,757

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

G. Insurance requirements

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

1. Comprehensive general liability insurance with coverage of not less than \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Comprehensive general liability insurance policies shall name Fresno COG, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under the terms of the contract are concerned. Such coverage for additional insured shall apply as primary insurance or self-insurance and any other insurance, maintained by Fresno COG, its officers, agents, and employees, shall be given excess only and not contributing with insurance provided under the consultant's policies herein.
2. Comprehensive automobile liability insurance with limits for bodily injury of not less than \$25,000 per person, \$250,000 per accident, and for property damages of not less than \$50,000, or such coverage with a combined single limit of \$250,000.
3. Professional liability insurance of at least \$1,000,000.
4. Worker's compensation insurance as required by law.

This insurance shall not be canceled or changed without a minimum of thirty (30) days advance written notice given to Fresno COG. The consultant shall provide certification of said insurance to Fresno COG within twenty-one (21) days of the date of the execution of the contract. Such certification shall show, to Fresno COG's satisfaction, that such insurance coverages have been obtained and are in full force; that Fresno COG, its officers, agents, and employees will not be responsible for any premiums on the policies; that as and if required such insurance names Fresno COG, its officers agents, and employees individually and collectively as additional insured (comprehensive and general liability only), but only insofar as the operations under the contract are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self insurance, maintained by Fresno COG, its officers, agents, and employees, shall be excess only and not contributing with insurance provided under the consultant's policies herein; and that this insurance shall not be canceled or changed without a minimum of thirty (days) advance, written notice given to Fresno COG.

In the event the consultant fails to keep in effect at all times insurance coverage as herein provided, Fresno COG may, in addition to other remedies it may have, suspend or terminate the contract upon the occurrence of such event.

H. Disadvantaged Business Enterprise (DBE) Certification

DBE Bidders Listing (Attachment B) must be completed for all contractors and subcontractors regardless of DBE affiliation.

Fresno COG fully anticipates that it will consistently meet and exceed its adopted DBE overall goal under 49 CFR Part 26 using Race-neutral measures exclusively.

Only DBE firms currently certified per 49 CFR Part 26 will participate as DBEs in our program. Such certification must be issued by Caltrans, FHWA, FTA, DOT, MPO, City, County, or State in accordance with 49 CFR Part 26. All contractors or subcontractors claiming to be a certified DBE must provide a valid DBE certification.

Fresno COG will not deny award to contractors on the basis of DBE participation that demonstrate they have used good faith efforts to achieve DBE participation.

Contractors must provide the following information with the initial proposal or before entering into a contractual agreement with Fresno COG:

1. The name, addresses, & phone number of all bidding firms.
2. NAICS code by firm.
3. The dollar amount of participation by each firm.
4. Proof of DBE certification if claimed.
5. Written confirmation named DBE's will participate.
6. If DBE participation is not achieved, evidence of good faith efforts may be required.

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

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

I. Conflicts of Interest

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

J. Summary of Qualifications

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

K. Signing of Proposal/Authorization to Negotiate

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

L. Attachments

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

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

IV. PROPOSAL SUBMITTAL

A. Preparation of Proposal

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

B. Examination of RFP Document

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

C. Submission of Proposal/Period of Acceptance

One reproducible master, an electronic file on CD/flash drive and five copies of all proposals must be delivered to Fresno COG no later than **5 p.m. PDT, June 9, 2020**. Proposals will not be accepted after 5 p.m. Postmarks will not be accepted. Proposals should be delivered to:

Robert Phipps, Project Manager
Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721

All proposals will remain firm for a period of ninety (90) days following the final date for submission. All proposals will become Fresno COG's sole property and a part of its official records without obligation on Fresno COG's part.

This RFP is not to be construed as a contract of commitment on Fresno COG's part. Fresno COG reserves the right to reject all proposals, to seek additional information from each proposer, or to issue another RFP, if deemed appropriate.

D. Modification or Withdrawal of Proposals

Any proposal received before the date and time specified above for receipt of proposals may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be delivered by the proposal due date and time specified previously.

All verbal modifications to these conditions or provisions are ineffective for proposal evaluation purposes. Only written changes issued by proposers to Fresno COG are authorized and binding.

E. Rejection of Proposals

Failure to meet the requirements for the request for proposals will be cause for rejection of the proposal. Fresno COG may reject any proposal if it is conditional, incomplete, or contains irregularities or inordinately high cost rates. Fresno COG may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the request for proposals document or excuse the proposer from full compliance with the contract requirements if the proposer is awarded the contract.

V. CONSULTANT SELECTION

All consultant proposals submitted in response to this request will be screened by a selection committee. The committee will determine, through the screening process, which consultants will be invited to make formal presentations and be interviewed by the committee. **The selection committee reserves the right to make a final selection without an interview.**

Fresno COG's Policy Board will award the contract. Proposal opening does not constitute an award. The contract is not in force until Fresno COG awards, and its designee executes it.

VI. PROPOSER OBJECTIONS

A proposer may object to any of the terms or provisions set forth in the RFP's scope of work or to the selection of a particular proposer on the grounds that Fresno COG's procedures, the provisions of this RFP, or applicable provisions of federal, state, or local law have been violated or inaccurately or inappropriately applied by submitting Fresno COG a written explanation of the basis for the objection. Deadlines for submittal of objections are:

- No later than two weeks prior to the date proposals are due, for objections to RFP provisions; or
- Within three working days after the date on which contract award is authorized or the date the proposer is notified that it was not selected, whichever is later, for objections to proposer selection.

If the proposer does not state any objections, Fresno COG will assume that the RFP scope of services are acceptable to the proposer and have been fully factored into its response. If the proposer intends to negotiate with Fresno COG concerning any part of the scope of services that the proposer finds objectionable, the proposer must provide specific language in its response that will address or cure its objections.

VII. FRESNO COG RIGHTS

Fresno COG may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by a proposer, and require additional evidence of qualifications to perform the work described in this RFP.

Fresno COG reserves the right to:

1. Reject any or all of the proposals if it deems such action is in the public interest;
2. Issue subsequent requests for proposals;
3. Cancel the entire request for proposal;
4. Remedy technical errors in the request for proposals process;
5. Appoint an evaluation committee to review the proposals;
6. Seek the assistance of outside technical experts in proposal evaluation;
7. Approve or disapprove the use of particular subcontractors;
8. Establish a short list of proposers eligible for interviews after review of written proposals;
9. Negotiate with some, all, or none of the respondents to the RFP;
10. Solicit best and final offers from all or some of the proposers;
11. Award a contract to one or more proposers;
12. Accept an offer other than the lowest price offer; and

13. Waive informalities and irregularities in proposals and the bid process.

This RFP does not commit Fresno COG to enter into a contract, nor does it obligate Fresno COG to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. All proposals will be subject to public disclosure as required by the California Public Records Act.

Fresno COG reserves the right to investigate the qualifications of all firms under consideration to confirm any part of the information furnished by a proposer, or to require other evidence of managerial, financial, or other capabilities which are considered necessary for the successful performance of the contract.

VIII. RFP QUESTIONS

All questions on the RFP should be submitted in writing by May 29, 2020 to:

Robert Phipps, Project Manager
Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721
rhipps@fresnocog.org

All questions and answers will be posted by June 3, 2020 on the Fresno COG website at: fresnocog.org

Attachment A

TITLE VI ASSURANCE

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

Attachment C

BUDGET AND COST SCHEDULE TEMPLATE

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

DIRECT COSTS

Direct Cost		Amount
Direct Costs Subtotal		

SUBCONSULTANTS

Subconsultants		Total Cost
Subconsultants Subtotal		

PROPOSAL GRAND TOTAL		
-----------------------------	--	--