



REQUEST FOR PROPOSALS

County Line Multi-Modal Transit Center Study

September 5, 2017

**EL DORADO COUNTY TRANSPORTATION COMMISSION
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REQUEST FOR PROPOSALS

COUNTY LINE MULTI-MODAL TRANSIT CENTER STUDY

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I. INTRODUCTION

The El Dorado County Transportation Commission (“EDCTC” or the “Commission”) is the Regional Transportation Planning Agency (RTPA) for El Dorado County. EDCTC represents the regional transportation planning interests and is responsible for coordinating regional transportation for the western slope of El Dorado County and the City of Placerville. The Commission’s planning and programming authority does not include that portion of the County within the Tahoe Regional Planning Agency (TRPA) boundaries. TRPA is the RTPA for the Tahoe area.

The Commission shall be composed of the following members: four Supervisors appointed by the El Dorado County Board of Supervisors, two Council Members appointed by the City Council of each incorporated city in the portion of El Dorado County outside of the Tahoe Basin, unless there is only one incorporated city, in which case that city shall appoint three Council Members. The City Council of the City of South Lake Tahoe shall appoint one Council Member to serve as an ex officio non-voting member and the District Director of the California Department of Transportation (Caltrans, District 3) shall designate one ex officio non-voting member. The City shall also appoint a Council Member to serve as an alternate.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Commission include the following:

1. Establishment of rules and regulations to provide for administering transportation planning and allocating the Transportation Development Act (TDA) Funds.
2. Receipt and approval of claims for TDA Funds.
3. Conduct public meetings and hearings as required by law.
4. Administer the regional transportation planning process
5. Every five years update and adopt a Regional Transportation Plan.
6. Every two years adopt a Regional Transportation Improvement Program.
7. Work with the Sacramento Area Council of Governments, as the federally-designated transportation planning agency for El Dorado County to determine air quality conformity of transportation plans, programs, and projects.
8. Oversee the delivery of State Transportation Improvement Program projects, pursuant to the requirements of Senate Bill 45 (Statutes of 1997) and the April 1998 Memorandum of Understanding with Caltrans.
9. Coordinate, consult, and collaborate with the Shingle Springs Rancheria.
10. Conduct outreach efforts to the traditionally under-represented and under-served populations such as the elderly, disabled, low-income, and minority (i.e. African-American, Hispanic, Asian-American, American Indian/Alaskan Native, and Pacific Islander) community groups.
11. Administer the El Dorado County Airport Land Use Commission and related aviation system planning activities.
12. Administer the El Dorado County Freeway Service Patrol.

II. BACKGROUND

The project is located in El Dorado Hills, which is an unincorporated community in the westernmost portion of El Dorado County. The US Census Bureau defines El Dorado Hills as a Census Designated Place which had a 2010 population of 42,108 persons. Of this total, 4,480 were aged 65 or over, 7,623 were youths between 10 and 19 years old, 656 had a mobility-limiting disability, and an estimated 1,179 were persons living in low-income households. An estimated 158 households (1.1 percent of all households) did not have a vehicle. El Dorado Hills has a variety of residential, employment, and service sector opportunities. The area includes the El Dorado Hills Business Park located south of U.S. Highway 50 on the west side of Latrobe Road. The 900 acre business park is home to more than 200 companies, including one of the county's largest employers; DST Output. Blue Shield of California, another one of the county's largest employers, is also located in El Dorado Hills in Town Center just south of U.S. Highway 50. El Dorado County Transit Authority currently provides the following services in El Dorado Hills:

- Dial-A-Ride service area covers most of western El Dorado County, including El Dorado Hills. Rides are available seven days a week from 7:30 a.m. to 5:00 p.m. Monday through Friday and from 8:00 a.m. to 5:00 p.m. on the weekends. Rides are scheduled over the phone, up to three weekdays in advance, with seniors and persons with disabilities given priority. Fares are distance-based using a zone system. One-way fares for seniors and persons with disabilities range from \$2.00 to \$7.00.
- SAC MED service is available by request on Tuesdays and Thursdays to El Dorado County residents traveling to non-emergency medical appointments in the greater Sacramento area. The SAC MED bus will pick up passengers at six locations in the county, including the El Dorado Hills Park-and-Ride lot. Reservation requests for SAC MED are accepted up to 14 days in advance and separate Dial-A-Ride service can be reserved to provide passengers a connecting trip from home to the bus. One-way fare for SAC MED is \$10.00.
- Sacramento Commuter provides 11 trips in the morning from Park and Ride locations in Western El Dorado County, including the El Dorado Hills Park and Ride, to downtown Sacramento and 11 return trips in the afternoons Monday through Friday, as well as "Reverse Commuter" trips into El Dorado County twice daily.
- 50 Express operates every hour from 6:00 AM until 7:00 PM Monday through Friday, with service from Missouri Flat Transfer Center to the El Dorado Hills Park-and-Ride, Folsom Iron Point light rail station, Folsom Lake College, Kaiser Permanente, and back.
- Route 70: on Monday July 31, 2017, El Dorado Transit began providing new hourly service in Cameron Park and El Dorado Hills with the new Route 70. In El Dorado Hills the route serves the El Dorado Hills Library, Raley's Shopping Center, Town Center, and residential areas. The route has transfer points with the 50 Express at El Dorado Hills Park and Ride.
- Taxi Voucher Program provides service for residents of El Dorado Hills who are 60+ or have a disability. Individuals can purchase up to ten vouchers per month at \$3.00 each. The voucher covers the full fare for all riders in a group from anywhere within the El Dorado Hills Community Services District (CSD). Additional fare will be charged for trips outside the CSD boundary.

The 2007 El Dorado County Transit Authority Park-and-Ride Facilities Master Plan states that the 120 parking spaces currently available at the El Dorado Hills Park-and-Ride facility are not enough to meet current demand. The plan estimates that 172 more spaces are needed to meet current and future parking demand. However, the Western El Dorado County 2014 Short-and-Long Range Transit Plan indicated that adding 172 parking spaces is not all that is needed to meet future demand for transit

services in El Dorado Hills. Growth planned or already approved in El Dorado Hills and neighboring Folsom will bring upwards of 30,000 new residents to the area between today and 2035. In addition, the Capital SouthEast Connector project is building a new four-lane expressway to link residential and job centers between US Highway 50 in El Dorado Hills and Interstate 5 and State Route 99 in Elk Grove. All of this points toward significant new demand for transit facilities and services in El Dorado Hills over the next 20 years and to the opportunity that exists to leverage the benefits of public transit service to promote equity, benefit the environment, enhance mobility and community sustainability, and have consistency between transportation improvements and planned growth.

III. PROJECT SUMMARY AND DESCRIPTION

The project will develop a plan for the County Line Multi-Modal Transit Center and Regional Fueling Station in El Dorado Hills as proposed in the Western El Dorado County 2014 Short-and-Long Range Transit Plan. The current transit facility in El Dorado Hills is not adequate to meet existing or future demand for park-and-ride parking, transit service, or vehicle fueling. The project will plan a new transit facility to meet current and future transit service and fueling demand and to provide access to the type of multi-modal transportation system and alternative fuels needed to build climate preparedness, community sustainability, and reduce regional GHG emissions.

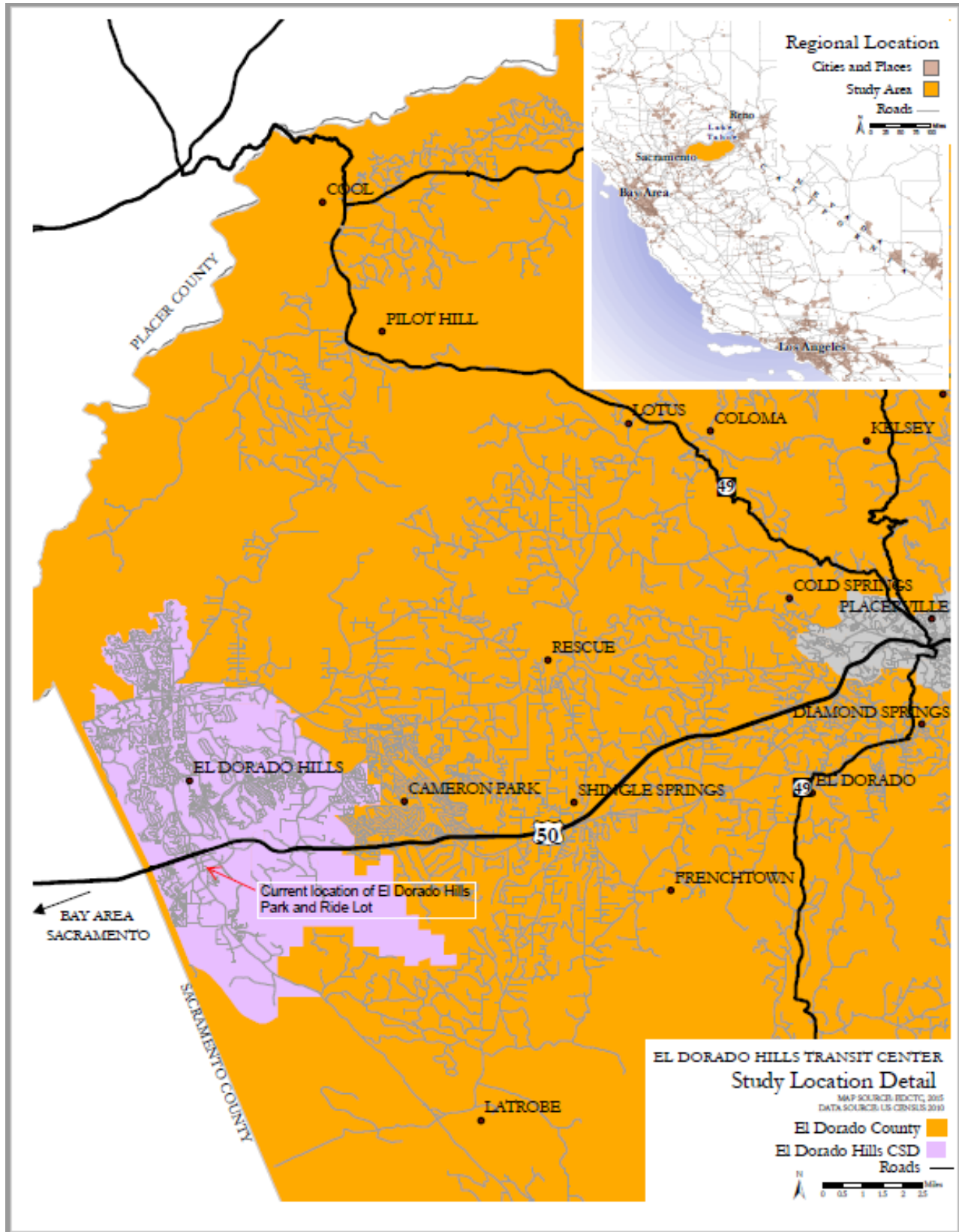
In addition to allowing El Dorado County Transit Authority to meet the forecasted increase in demand for transit service in El Dorado Hills, the project would also accommodate extension of Sacramento Regional Transit service and Folsom Stage service to El Dorado Hills as planned development and the Capital SouthEast Connector create the demand for it. A regional fueling station located at the new transit center would benefit El Dorado County Transit Authority and other transit service providers, including Sacramento Regional Transit and Folsom Stage, by allowing them to use traditional and alternative fuels to fuel vehicles in El Dorado Hills. The project would also make El Dorado County Transit Authority's service more efficient by eliminating the high cost of deadheading vehicles between El Dorado Hills and Diamond Springs and by allowing better management of fuel costs by eliminating the need to fuel at commercial stations. The project will also encourage increased use of the non-motorized transportation system by providing a safe, convenient, and easily accessible transit center for all users, including bicyclists and pedestrians.

The study will provide the data, analysis, and information necessary to identify the best long-term plan for the existing deficiency in parking capacity at the El Dorado Hills Park-and-Ride. It will perform the extensive public and stakeholder engagement and collaboration with agency partners across jurisdictional boundaries and the operational, and financial analysis necessary to determine the scope and location for a major transit facility and fueling station in El Dorado Hills. The study will identify safe and efficient auto, bus, pedestrian, and bike access to the future transit center in order to reduce growing travel demand on U.S. Highway 50 and transportation-related greenhouse gas emissions. The study will achieve this by:

- Building off of the work already done in the El Dorado County Transit Authority Park-and-Ride Master Plan, 2013 El Dorado Hills Community Transit Needs Assessment and US 50 Corridor Operations Plan, 2014 Western El Dorado County Short- and Long-Range Transit Plan, and the 2015-2035 El Dorado County Regional Transportation Plan;
- Ensuring consistency with local plans, verifying land use and zoning;
- Identifying existing and future demand for park-and-ride capacity and transit service in El Dorado Hills, including future demand for a transit center and transfer facility as planned development takes place and the Capital SouthEast Connector is built;
- Collecting the data and information needed to determine the scope and location for a major transit facility and fueling station in El Dorado Hills and the potential to co-locate those facilities with a park-and-ride facility;

- Collecting baseline data and information, including a summary of relevant roadway, bicycle, and pedestrian traffic and safety characteristics on streets and intersections proximate to potential transit center and fueling station locations;
- Identifying barriers to safe, efficient, multimodal travel with consideration for people with special needs and economically disadvantaged populations;
- Enhancing the community and environment and improving the resiliency and accessibility of critical multi-modal transportation facilities;
- Identifying constraints and opportunities;
- Defining performance measures and targets;
- Identifying GHG reduction benefits;
- Consider how a new transit center and fueling station can utilize emerging transportation technology innovations to create a mobility hub that enhances regional mobility, addresses climate preparedness, and provides community sustainability;
- Collaborating with local residents, stakeholders, and regional partners, including Caltrans, El Dorado County Transit Authority, El Dorado County, City of Folsom, Sacramento County, Sacramento Regional Transit, Capital SouthEast Connector, and the Sacramento Area Council of Governments to determine the best long-term solution to the park-and-ride capacity issue and the scope and location for a major transit facility and fueling station in El Dorado Hills;
- Developing an implementation/sustainability plan, including a funding strategy and next steps.

Figure 1: Project Area Map



The proposed budget for the County Line Multi-Modal Transit Center Study is \$110,000 and consultants should submit a proposal based on that funding level.

The County Line Multi-Modal Transit Center Study is funded by a Federal Transit Authority Section 5304 Sustainable Communities Planning Grant and per grant guidelines conceptual drawings and design are eligible activities but engineering plans, design specification work, and environmental documentation are not eligible. Therefore, the study will be limited to planning level conceptual drawings and design.

As the Regional Transportation Planning Agency for El Dorado County, EDCTC is committed to engaging the public, stakeholders, and partner agencies in all phases of transportation planning and programming. Therefore, it is strongly encouraged that consultants submit a proposal that includes a public outreach plan with the scope necessary to engage the general public and stakeholders throughout development of the County Line Multi-Modal Transit Center Study.

The consulting contract will be an agreement between EDCTC and the consultant(s). EDCTC staff will provide contract administration services. The consultant(s) will invoice EDCTC for services rendered and EDCTC will pay the consultant(s) for these services. Funding for the consultant(s) services will be provided by EDCTC utilizing Federal, State, and or local funding sources. The EDCTC Board of Directors will award the contract.

IV. SCOPE OF WORK/SERVICES

The selected consultant(s) will be expected to perform all services described. The consultant(s) will receive general direction from the EDCTC Executive Director and staff assigned to this project. Tasks will include the following:

1. Project Initiation

Task 1.1: PROJECT KICK-OFF MEETING WITH EDCTC, CALTRANS, AND CONSULTANT

- EDCTC will hold a kick-off meeting with Caltrans and the consultant to launch the planning effort, review project schedule, and identify Technical Advisory Committee (TAC) members, including El Dorado County Transit Authority (EDCTA) and Caltrans.
- Monthly face-to-face project team meetings with consultant and TAC to ensure good communication and coordination on upcoming tasks to ensure the project remains on schedule and within budget. Caltrans staff, including the District 3 Project Manager, will be invited to all TAC meetings.
- **Responsible Party: EDCTC**

Task	Deliverable
1.1	<i>Kick-Off Meeting Notes</i>

2. Public Outreach

Note: All meetings will be publicly noticed to ensure maximum attendance.

In order to ensure a continuous, adequate supply of parking capacity in El Dorado Hills and provide the transit facilities necessary to support EDTA's commuter bus service, as well as carpooling, vanpooling, other forms of shared rides, and bicycle and pedestrian modes, the project will engage a broad range of stakeholders from varied cultural, social, and economic backgrounds to participate in EDCTC's transparent planning process. The quality of the project will be enhanced by the full and equitable participation of constituencies such as the youth, elderly, and disabled that have been traditionally underrepresented in transportation planning efforts. To include these groups as stakeholders, EDCTC

will contact the El Dorado Youth Commission, El Dorado County Commission on Aging, and the Social Services Transportation Advisory Council regarding the opportunity to participate in the project as a stakeholder. In addition to underrepresented groups, project stakeholders will also represent diverse communities including varied socio-economic groups, community-based organizations, and local agencies active in the project area including but not limited to:

- Assistance League of Sierra Foothills
- California Highway Patrol
- Capital SouthEast Connector
- Caltrans
- El Dorado County Chamber of Commerce
- El Dorado County Commission on Aging
- El Dorado County Office of Emergency Services
- El Dorado County Youth Commission
- El Dorado Hills Area Planning Advisory Committee
- El Dorado Hills Business Park
- El Dorado Hills Chamber of Commerce
- El Dorado Hills Community Services District
- El Dorado Hills Community Vision Coalition
- El Dorado Hills Fire Department
- El Dorado Hills Senior Center
- El Dorado Hills Town Center
- El Dorado County Transit Authority
- El Dorado Union High School District
- Folsom Stage Line
- Four Seasons Civic League
- Friends of El Dorado Trails
- SACOG
- Sacramento Regional Transit
- Social Service Transportation Advisory Council
- White Rock Village – Mercy Affordable Housing

The project will build off of the important public outreach done by El Dorado Transit's 2013 El Dorado Hills Community Transit Needs Assessment and Highway 50 Corridor Operations Plan by strategically employing a suite of outreach opportunities to engage the public and project stakeholders in order to provide a transparent planning process. Opportunities for the public to be involved in the project include: public meetings, use of a Stakeholder Advisory Committee (SAC), a robust project website that is kept up to date, project updates via email blasts, project updates posted on EDCTC's Facebook page, and the availability of the EDCTC project manager to discuss the project directly with interested groups, organizations, and individuals or to meet one-on-one with the public to discuss the project.

The Stakeholder Advisory Committee (SAC) will enable the project to engage a diverse range of groups and individuals in the project area. Each SAC group, organization, and agency will appoint a stakeholder representative to attend SAC meetings on their behalf. The role of each SAC representative will be to communicate their group's specific interest in the project. As people who not only live in communities in or near the project area, but as individuals who are also likely users of the transportation facilities in the project area, SAC members (and the public at large) are local experts who will be invaluable assets to the project and will be relied upon to provide their unique perspectives on important issues such as:

- Existing conditions in the project area
- Potential improvements to transit facilities
- Existing and future transit demand
- The characteristics of a Park-and-Ride and transit facility that will meet those needs
- Potential site(s) for new transit center and fueling station
- Connectivity within the project area to non-motorized transportation facilities
- The location of and access to destinations, activity centers, education, and employment
- Plan-level cost estimates and implementation strategies and schedules

By sharing their unique perspectives on these and other issues, the SAC will provide guidance and feedback to the EDCTC during the project. EDCTC will hold SAC meetings throughout the project and if necessary, the EDCTC will meet individually with a SAC group or organization to discuss the project. In addition to SAC meetings, the EDCTC will also present project information and the final study at public meetings, including regularly scheduled EDCTC Board meetings. Notice of SAC meetings and public meetings, including EDCTC Board meetings, will be provided on the EDCTC website and Facebook page, and all SAC meeting materials and EDCTC Board meeting materials, including minutes and agendas, will be posted on the EDCTC website.

In addition to the SAC, the project will utilize a Technical Advisory Committee (TAC) to provide guidance on technical issues and a forum for agency coordination and partnership on project issues. The TAC will include but will not be limited to the following agencies: Caltrans, EDCTA, El Dorado County Sheriff’s Department, El Dorado County Transportation Division, City of Folsom, Capital SouthEast Connector, Sacramento Regional Transit, El Dorado Hills Fire Department, California Highway Patrol, Sacramento Area Council of Governments, and EDCTC.

Task 2.1: STAKEHOLDER ADVISORY COMMITTEE

- Identify potential project stakeholders and notify them of the project.
- Establishment of the Stakeholder Advisory Committee (SAC) and ratification of the SAC by the EDCTC Board.
- Schedule and conduct SAC meetings to ensure community and stakeholder participation in the project.
- **Responsible Party: EDCTC and Consultant**

Task 2.2: PUBLIC MEETING #1

- Public meeting will introduce the project to the public, define the purpose and scope of the project, and inform the public of opportunities to provide input on development of the project.
- **Responsible Party: Consultant**

Task 2.3: PUBLIC MEETING #2

- Present elements of the Draft County Line Multi-Modal Transit Center Study to solicit feedback for public comments to inform completion of Task 11.1, Draft County Line Multi-Modal Transit Center Study and Task 11.3, Final County Line Multi-Modal Transit Center Study.
- **Responsible Party: Consultant**

Task	Deliverable
2.1	<i>Stakeholder List, EDCTC Board Meeting Minutes, SAC Meeting Schedule</i>
2.2	<i>Public Meeting #1 Summary and Photos</i>
2.3	<i>Public Meeting #2 Summary and Photos</i>

3. Field Review and Mapping

Task 3.1: FIELD REVIEW

- Partner agencies will conduct a field review of the project area along with representatives from Caltrans, EDTA, local jurisdictions, the consultant, TAC, and the SAC as necessary.
- **Responsible Party: EDCTC and Consultant**

Task 3.2: PROJECT AREA MAPPING

- The project area will be mapped within a Geographic Information Systems (GIS) format at an appropriate scale to develop maps and graphics to be used in analysis and presentations as well as draft and final documents. Existing GIS data and mapping will be utilized when possible. Maps will include but not be limited to:
 - Socio-economic, geographic, and demographics
 - Existing/proposed surface transportation network, including transit
 - Existing/proposed active transportation network
 - Land use/zoning, housing, commercial, and other thematic maps
 - Proposed site locations
- **Responsible Party: Consultant**

Task	Deliverable
3.1	<i>Conduct field review and field review summary</i>
3.2	<i>Project area base mapping</i>

4. Document and Data Review

Task 4.1: PROVIDE RELEVANT DOCUMENTS

- Partner agencies will provide consultant with existing planning documents related to the project area to ensure consistency with local plans.
- **Responsible Party: EDCTC, Partner Agencies, and Consultant**

Task 4.2: VERIFY LAND USE AND ZONING

- Partner agencies and consultant will verify land use and zoning in the project area, including density, opportunities for transit-oriented development, and proximity to residential, commercial, and schools in El Dorado County, Sacramento County, and the City of Folsom.
- **Responsible Party: EDCTC, Partner Agencies, and Consultant**

Task 4.3: REVIEW TRANSPORTATION AND TRANSIT FACILITIES AND SERVICES

- Partner agencies and consultant will review the status of transportation facilities and transit services and facilities within the project area that correlate to this planning effort.
- **Responsible Party: EDCTC, Partner Agencies, and Consultant**

Task 4.4: REVIEW TRAFFIC DATA AND MODELING

- Partner agencies and consultant will review any available traffic studies, modeling outputs, accident data, transit data, field observations, and any miscellaneous and relevant data available. The data will include relevant roadway, bicycle, and pedestrian traffic safety characteristics on streets and intersections proximate to potential transit center and fueling station locations.
- **Responsible Party: EDCTC, Partner Agencies, and Consultant**

Task	Deliverable
4.1, 4.2, 4.3, 4.4	Consultant to prepare a memo detailing how document review and review of available data and information informs the project

5. Traffic Analysis and Bus / Modal Access

Task 5.1: TRAFFIC ANALYSIS OF PROJECT AREA

- In close coordination with Caltrans, EDTA, SACOG, local jurisdictions, and partner agencies, consultant will conduct traffic analysis of the project area. Analysis will include traffic projections, traffic demand, existing and future transit demand, non-motorized access and demand, and an impact assessment utilizing the results of modeling.
- Responsible Party: Consultant and EDTA**

Task 5.2: IDENTIFY PREFERRED TRANSIT ACCESS ROUTES

- Identify preferred routes for transit buses to access a new transit center in El Dorado Hills, including service provided by Sacramento Regional Transit and Folsom Stage Line.
- Responsible Party: Consultant and EDTA**

Task 5.3: IDENTIFY PREFERRED MULTI-MODAL ACCESS ROUTES

- Identify preferred multi-modal access routes, including non-motorized, to a new transit center in El Dorado Hills. Include identification of barriers to safe, efficient multi-modal travel, including non-motorized, with consideration for people with special needs and economically disadvantaged populations.
- Responsible Party: Consultant**

Task	Deliverable
5.1	Summary of traffic analysis
5.2	Bus access memo
5.3	Multi-modal access routes memo

6. Public Transit Needs in El Dorado Hills

Task 6.1: REVIEW TRANSIT DEMAND IN EL DORADO HILLS

- Review transit demand analysis performed in the 2013 El Dorado Hills Needs Assessment and US 50 Corridor Operations Plan and the 2014 Western El Dorado County Short- and Long-Range Transit Plan and update as necessary.
- Responsible Party: Consultant**

Task 6.2: DETERMINE TRANSIT SERVICE AND CAPITAL NEEDS

- Determine transit service needs, improvements, and capital needs, including a refueling station, based on current and future transit demand, demographics, and ridership.
- Responsible Party: Consultant**

Task	Deliverable
6.1	Memo detailing transit demand in El Dorado Hills
6.2	Memo detailing transit service needs, improvements, and capital needs

7. Characteristics of Fixed Facilities

Task 7.1: NEEDS ASSESSMENT OF PARK-AND-RIDE CAPACITY

- Perform needs assessment for Park-and-Ride capacity in El Dorado Hills, including a review of the analysis of an El Dorado Hills Park-and-Ride facility in the 2013 El Dorado Hills Needs Assessment and US 50 Corridor Operations Plan and the 2014 Western El Dorado County Short- and Long-Range Transit Plan. Determine the general land area needed to accommodate the needed Park-and-Ride capacity.
- **Responsible Party: Consultant**

Task 7.2: TRANSIT CENTER SPACE NEEDS ASSESSMENT

- Determine the interior and exterior space needed for employees, passengers and buses for operating a new transit center in El Dorado Hills. Develop a plan-level space needs assessment based on existing operations and anticipated growth. Determine land area needed to accommodate these facilities.
- **Responsible Party: Consultant**

Task 7.3: FUELING STATION SPACE NEEDS ASSESSMENT

- Determine the basic space needs for a fueling station co-located with a new transit center in El Dorado Hills. Develop a space needs assessment based on existing operations and anticipated growth, including use the fueling station (including new available technologies and/or fuels) by other transit service providers including Sacramento Regional Transit and Folsom Stage Line. Determine land area needed to accommodate a fueling station.
- **Responsible Party: Consultant**

Task	Deliverable
7.1	<i>Memo detailing Park-and-Ride capacity needs in El Dorado Hills and the land area needed to accommodate it.</i>
7.2, 7.3	<i>Memo detailing basic space needs for new transit center and fueling station and the land area needed to accommodate those facilities.</i>

8. Performance Measures

Task 8.1: DEVELOP SITE SELECTION PERFORMANCE MEASURES

- Develop plan-level site selection performance measures and prioritization criteria to create a matrix of factors to be considered in selecting a site for a Park and Ride co-located with a new transit center and fueling station. These factors include identifying barriers to safe, efficient, multimodal travel with consideration for people with special needs and economically disadvantaged populations and access from potential sites to jobs, housing, and activity centers.
- **Responsible Party: Consultant**

Task 8.2: DEVELOP LIST OF INITIAL SITES

- Develop a list of initial sites based on the minimum land area needed to accommodate a Park-and-Ride co-located with a new transit center and fueling station.
- **Responsible Party: Consultant**

Task	Deliverable
8.1	<i>Site selection/prioritization matrix</i>
8.2	<i>Initial list of sites to be evaluated</i>

9. Evaluate Sites and Identify a Preferred Location

Task 9.1: IDENTIFY PREFERRED LOCATION FOR TRANSIT CENTER

- Utilizing the site selection performance measures and prioritization matrix, evaluate the initial list of sites and identify a preferred location for a Park-and-Ride co-located with a new transit center and fueling station.
- **Responsible Party: Consultant**

Task	Deliverable
9.1	<i>Consultant to prepare a memo detailing site selection process and location of the preferred site</i>

10. Identify GHG, Climate Preparedness, and Community Sustainability Benefits

Task 10.1: ESTIMATE GHG, CLIMATE PREPAREDNESS, AND COMMUNITY SUSTAINABILITY BENEFITS OF TRANSIT FACILITY IMPROVEMENTS

- Estimate GHG reduction, climate preparedness, and community sustainable benefits of transit facility improvements, including how a plan-level cost estimate will be completed for implementation of a Park-and-Ride co-located with a new transit center and Park-and-Ride will reduce congestion and total vehicle miles travelled and improve mobility by encouraging more ridership, use of rideshare programs, and increase walking and bicycling.
- **Responsible Party: Consultant**

Task 10.2: ESTIMATE GHG, CLIMATE PREPAREDNESS, AND COMMUNITY SUSTAINABILITY BENEFITS OF FUELING STATION

- Estimate GHG, climate preparedness, and community sustainability benefits of a new fueling station that provides new technology and/or alternative fuels in an efficient location, including the potential reduction in per-mile emission rates.
- **Responsible Party: Consultant**

Task 10.3: ACHIEVING PLANNING OBJECTIVES AND TRANSPORTATION POLICIES

- Identify how new transit facilities in El Dorado Hills will help achieve local, state, and federal planning objectives and sustainable transportation policies, including climate preparedness, community sustainability, and SACOG’s SCS.
- **Responsible Party: Consultant**

Task	Deliverable
10.1	<i>Transit facility GHG, Climate Preparedness, and Community Sustainability Benefits memo</i>
10.2	<i>Fueling station GHG, Climate Preparedness, and Community Sustainability Benefits memo</i>
10.3	<i>Achieving local, state, and federal planning objectives and transportation policies memo</i>

11. Plan-Level Cost Estimates

Task 11.1: DEVELOP PLAN-LEVEL COST ESTIMATES

- A plan-level cost estimate will be completed for implementation of a Park and Ride co-located with a new transit center and fueling station. Individual cost estimates for the Park and Ride, transit center, and fueling station will be developed if necessary.

- **Responsible Party: Consultant**

Task	Deliverable
11.1	<i>Plan-level cost estimate</i>

12. Funding and Implementation Plan

Task 12.1: IDENTIFY POTENTIAL FUNDING SOURCES

- Identify potential funding sources for recommended improvements.

- **Responsible Party: Consultant**

Task 12.2: IDENTIFY FUNDING STRATEGIES AND IMPLEMENTATION PLAN

- Identify funding strategies for recommended improvements and project implementation plan with next steps.

- **Responsible Party: Consultant**

Task	Deliverable
12.1	<i>Summary of potential funding sources</i>
12.2	<i>Summary of potential funding strategies and implementation plan with next steps</i>

13. Draft and Final Study

Task 13.1: DRAFT STUDY

- Based on the work completed in Tasks 1 through 12, a draft study will be prepared. Prior to drafting the study, elements of the draft study will be presented to the SAC and at Public Meeting #2 for public comment. Comments received from the SAC and at Public Meeting #2 will be addressed in the draft study.

- **Responsible Party: Consultant**

Task 13.2: PUBLIC HEARINGS

- Present draft study at EDCTC Board Meeting for the EDCTC Board to review.
- Present draft study to EDTA Board for review.
- Presentations to other Boards and Agencies if necessary.

- **Responsible Party: EDCTC and Consultant**

Task 13.3: FINAL STUDY

- Complete final study that addresses the comments given by the SAC, at Public Meeting #2, and at Public Hearings, including EDCTC Board and EDTA Board comments. Four hard-copies and four electronic copies of the final study will be submitted to Caltrans. Credit for the financial contribution of the Sustainable Transportation Planning Grant Program will be credited to FTA, FHWA, and/or Caltrans on the cover of the study.

- **Responsible Party: Consultant**

Task 13.4: EDCTC BOARD ACCEPTANCE

- Present final study to the EDCTC Board at an EDCTC Board meeting for review and acceptance.

- **Responsible Party: EDCTC and Consultant**

Task	Deliverable
13.1	<i>Draft Study</i>
13.2	<i>EDCTC and EDTA Board Meeting Minutes</i>
13.3	<i>Final Study</i>
13.4	<i>EDCTC Board Meeting Minutes</i>

V. CONTACT PERSON

Dan Bolster
 Senior Transportation Planner
 El Dorado County Transportation Commission
 2828 Easy Street, Suite 1
 Placerville, CA 95667
 530-642-5262
 dbolster@edctc.org

VI. PROJECT TIMETABLE

September 5, 2017.....Issue Request For Proposals
 September 11, 2017.....Non-Mandatory Pre-Proposal Meeting
 11:00 AM to 12:00 PM
 EDCTC, 2828 Easy Street, Suite 1
 Placerville, CA 95667
 October 6, 2017**Closing Date for Receipt of Proposals**
 October 12, 2017Finalists contacted to schedule interviews, if required
 October 18, 2017Conduct interviews, if required
 November 2, 2017.....Contract award, execute contract
 November 2, 2017.....Contract Effective Date

Proposals must be **received** no later than **4:00 pm on OCTOBER 6, 2017** at the EDCTC office.

**EL DORADO COUNTY TRANSPORTATION COMMISSION
 2828 EASY STREET, SUITE 1
 PLACERVILLE, CA 95667**

Proposals must be submitted in a sealed envelope that is clearly marked “**County Line Multi-Modal Transit Center Study.**” If mail delivery is used, the proposer should mail the proposal early enough to provide for arrival by this deadline. Proposer uses mail or courier service at his/her own risk. EDCTC will not be liable or responsible for any late delivery of proposals. **Postmarks will not be accepted.** Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful proposer, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof.

By submitting a proposal, the proposer certifies that his or her name or firm’s name, as well as that of proposer subcontractors, does not appear on the Comptroller General’s list of ineligible contractors for federally assisted projects.

VII. GENERAL CONDITIONS

A. Limitations

This Request for Proposal (RFP) does not commit EDCTC to award a contract, to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for services or supplies. EDCTC expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. EDCTC reserves the right to withdraw this RFP at any time without prior notice. Further, EDCTC reserves the right to modify the RFP schedule described above.

B. Award

EDCTC plans to ask RFP finalists, if required, to present oral presentations regarding their firms and any special expertise in the necessary areas. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. EDCTC also reserves the right to award the contract without discussion or interviews, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint. However, selection will be based upon demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Following the initial qualifications-based selection, the price proposal provided will be the basis for negotiations to ensure EDCTC receives a fair and reasonable price.

C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda by EDCTC and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the RFP documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of EDCTC shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E. Precontractual Expense

Precontractual expenses are defined as expenses incurred by proposers and selected contractor in:

1. Preparing proposals in response to this RFP;
2. Submitting proposals to EDCTC;
3. Negotiations with EDCTC on any matter related to proposals; and
4. Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, EDCTC shall not be liable for any precontractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. EDCTC shall be held harmless and free

from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

F. Signature

The proposal shall provide the following information: name, title, address, and telephone number of the individual with authority to bind the company and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the consultant(s) and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period. Execution of the contract is expected by November 2, 2017.

G. Term

The term of the contract will be twenty months from approximately November 2, 2017 to completion of the project. Project shall be completed prior to June 30, 2020, or as agreed upon by the proposer and the EDCTC Project Manager.

H. Fiscal Out Clause

The Agreement may be terminated at the end of any fiscal year, June 30, without further liability other than payment incurred during such fiscal year, should funds not be appropriated by EDCTC to continue services for which the agreement was intended.

I. Insurance

The successful firm shall provide evidence of the following insurance requirements:

1. Workers Compensation; Employer's Liability: Statutory requirements for Workers' Compensation; \$1,000,000 Employers' Liability.
2. Comprehensive Automobile: Bodily Injury/Property Damage \$1,000,000 each accident.
3. General Liability: \$1,000,000 per occurrence naming the El Dorado County Transportation Commission as an additional insured.
4. Errors and Omissions/Professional Liability (errors and omissions liability insurance appropriate to the Consultant's profession as defined by EDCTC): \$1,000,000 per claim.

J. Contract Arrangements

The proposer is expected to execute a contract similar to EDCTC's Professional Services Agreement, which meets the requirements of the current Federal transportation bill.

1. DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY: It is the policy of the U.S. Department of Transportation that minority- and women-owned business enterprises (hereby referred to as DBE's) as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. DBE certified consultants are encouraged to submit proposals. EDCTC will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR, Part 26 on the basis of race, color, sex, or national origin.

2. **DBE OBLIGATION**: The recipient or its contractor agrees to ensure that DBE's have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE's have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.
3. **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**: The contractor agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
4. **EQUAL EMPLOYMENT OPPORTUNITY**: In connection with the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Each proposal, to be considered responsive, must include the following:

1. A copy of the consultant(s) affirmative action policy (applicable for firms with 50 or more employees); and
2. A discussion of the consultant(s) program for use of DBE's in the performance of this work, including the following:
 - The names and addresses of DBE firms that will participate;
 - The description of the work each named firm will perform; and
 - The dollar amount of participation by each DBE firm.
6. **CONFLICT OF INTEREST**: Firms submitting proposals in response to this RFP must disclose to EDCTC any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consulting services to be awarded pursuant to this RFP. If this firm has no conflict of interest, a statement to that effect shall be included in the proposal.

VIII. PROPOSAL CONTENT AND ORGANIZATION

Proposals should be limited to specific discussion of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements and which propose the best methods to accomplish the work.

The organization of the proposal should follow the general outline below. Each proposal should consist of a technical proposal (items 1-7 below) and a cost proposal (item 8).

1. **TRANSMITTAL LETTER**
The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant(s) firm, and who may be contacted during the period of proposal evaluation. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals.

2. TABLE OF CONTENTS

A listing of the major sections in the proposal and the associated page numbers.

3. INTRODUCTION

In this section, the proposer should demonstrate an adequate understanding of the role and relationships of EDCTC and an awareness of issues specific to the County Line Multi-Modal Transit Center in the project area.

4. TECHNICAL APPROACH

Technical approach should include:

- a) A brief description of the consultant(s) firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and any variation in size over the last five years, along with a statement of the firm's qualifications for performing the subject consulting services;
- b) A brief description of the firm's experience with similar projects;
- c) A thorough explanation of the consultant's proposed course of action. References should be made to the RFP requirements and the consultant's plans for meeting those requirements; and
- d) An itemized description of the proposed project schedule and the end products to be produced.

5. PROJECT MANAGEMENT

The proposer must prepare an explanation of the project management system and practices to be used to assure that the proposed services are completed timely and that the quality of the products will meet EDCTC's requirements.

6. CONSULTANT STAFF

The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designated, and an organizational chart showing the manager and all project staff proposed who will provide services must be included.

Time and Services Proposal: The Proposal must indicate the anticipated total efforts, expressed in percentages of person-hours to be provided by each professional and each member of the supporting professional staff. Specific responsibilities of the lead consultant and other key personnel should be detailed. Do not include any cost information with the time and services proposal.

7. CONSULTANT QUALIFICATIONS AND REFERENCES

The proposal must include a list of references for similar clients. References should include client contact names, addresses, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a subcontractor is proposed, two to three similar qualifications and references should be provided for the subcontractor. The proposal must also include discussion of the consultant's affirmative action policy, use of DBE's in the performance of this work, and disclosure of any actual, apparent, or potential conflicts of interest.

8. COST PROPOSAL

The proposer shall prepare a detailed cost proposal for the work to be performed. The cost proposal shall itemize the direct hourly rates, fringe benefit rate, indirect cost rate, travel, materials and supplies. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 Contract Cost Principles and Procedures and 2 CFR, Part 200, Uniform Administrative Requirements, Cost

Principles, and Audit Requirements for Federal Awards shall be used to determine the allowability of individual project cost items. See the attached Sample Cost Proposal including the requirements for indirect cost reimbursement. The same cost proposal detail is required for subconsultants. Include a total “not-to-exceed” amount for this proposal.

The cost proposal shall be submitted in a separately sealed envelope. This separately sealed envelope will not be opened until the consultants’ proposals have been ranked based on their qualifications.

9. NUMBER OF COPIES

The proposer must provide five (5) bound copies and one (1) unbound original (suitable for reproduction) of all submittals in response to this Request For Proposals.

All proposals shall be **received** no later than **4:00 pm on October 6, 2017** at the El Dorado County Transportation Commission, 2828 Easy Street, Suite 1, Placerville, California 95667. All proposals shall be submitted in a sealed envelope that is clearly marked “County Line Multi-Modal Transit Center Study.” Late proposals will not be accepted.

All proposals, whether selected or rejected, shall become the property of the El Dorado County Transportation Commission.

All proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, the modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified for receipt of proposals.

Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful proposer, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof.

IX. PROPOSAL EVALUATION AND SELECTION

A proposal review panel made up of members of EDCTC and the selected Evaluation Committee will evaluate the proposals. Proposers may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews on the date identified in the project timetable. Previous clients will also be called. The panel will make recommendations to the EDCTC Executive Director on the basis of the proposal, oral interview, and reference check. EDCTC reserves the right to select a consultant based solely on written proposals and not convene oral interviews.

Upon receipt of the proposals, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation criteria will include such considerations as:

- Understanding the purpose and requirements of the County Line Multi-Modal Transit Center Study.
- Familiarity with the project area and the type of issues and problems associated with the project.
- Ability to meet the project’s goals and objectives.
- Approach to be followed and the tasks to be performed, including detailed steps, resources required, and proposed project schedule.

- Relative allocation of resources in terms of quality and quantity to key tasks, including the time and personnel assigned to the task and the approach to managing resources and project output.
- Experience in transportation planning and the issues and functional area(s) to be analyzed.
- Familiarity with state and federal procedures.

TIME AND SERVICES PROPOSAL:

- Ability to meet the project's goals and objectives;
- Approach to be followed and the tasks to be performed, including detailed steps, resources required, and proposed project schedule;
- Qualifications, specific experience, and technical competence of the personnel to be assigned to this contract.

Following the qualification-based ranking, negotiations shall be conducted with the most qualified proposer. Failing an agreement on price, EDCTC will negotiate with the next most qualified proposer until a contract can be awarded to the most qualified offeror whose price is fair and reasonable.

X. PROTEST PROCEDURES

A. PURPOSE AND APPLICABILITY

The procedures described in this section have been established to ensure uniform, timely, and equitable consideration of all complaints received by the EDCTC concerning its procurement activities.

The following protest procedures shall be employed for procurements conducted by the EDCTC. Such protests shall be applicable only to procurements wherein the EDCTC requests bids, proposals or offers for goods or services financed in whole or in part by public funds.

Procurements involving FTA funds are subject to additional protest procedures established by that agency. Procedures applicable to FTA-funded procurements are so identified.

B. DEFINITIONS

The following definitions apply to terms used in this section:

DAYS: Unless otherwise specified, refers to the EDCTC working days.

FILE OR SUBMIT: Refers to the date of receipt by the EDCTC.

INTERESTED PARTY: All bidders or proposers involved in an EDCTC procurement. This may also include a subcontractor or supplier who shows substantial economic interest in a provision of the RFP, or in the interpretation of such provision.

BID: Refers to and includes: i) the terms "offer" and "proposal" as employed in this document; ii) sealed bids; iii) competitive negotiation, and; iv) non-competitive negotiation.

C. BASIS FOR PROTEST

If in the course of a procurement action an interested party has reason to believe that: a) free and open competition does not exist, or; b) the EDCTC solicitation documents contain restrictive specifications, such party may file a protest in accordance with the procedures described herein.

In addition to the above, protests may be filed based upon the following factual or alleged circumstances:

- (a) Violation of federal, state or local law or regulation;
- (b) Sole source procurements;
- (c) Failure to adhere to evaluation criteria set forth in solicitation documents, or use of additional criteria not so published;
- (d) Changes to evaluation criteria made during the evaluation process;
- (e) Local or DBE preferences;
- (f) Solicitation advertising violating applicable laws or regulations;
- (g) Provision of inadequate time to prepare a proposal.

Protests of the EDCTC procurements filed by interested parties shall be considered in two general categories: 1) those filed prior to contract award, and; 2) protests occurring after contract award has been made.

D. PRE-AWARD PROTESTS

The following procedures shall be followed for all protests filed prior to award of contract:

1. Protests must be filed no later than five (5) days prior to the date established in the solicitation for receipt of bids or proposals. Protest information requests and follow-up arguments that are submitted after the protest submission deadline, will not be considered to be part of the protest by the EDCTC.
2. Protests must be submitted in writing to the attention of the EDCTC Executive Director. The written protests shall include:
 - (a) The name, address, and telephone number of the protester;
 - (b) The EDCTC solicitation number and project description;
 - (c) A statement of the grounds for the protest, accompanied by all supporting documentation. All grounds must be fully supported with documentation;
 - (d) The resolution sought from the EDCTC by the protester.
3. The EDCTC Executive Director shall receive the protest and issue written notification to the protester within (5) five days that the matter is undergoing review. Notice of the protest shall be given in writing to all known recipients of solicitation documents.
4. Procurement activity shall be suspended pending resolution of a protest unless one or more of the following conditions exists:
 - (a) The goods or services being procured are urgently required;
 - (b) Delivery or performance will be unduly delayed by failure to make an award promptly;
 - (c) Failure to make prompt award will result in termination of a critical EDCTC function or activity or otherwise cause undue harm to the EDCTC, or;
 - (d) The EDCTC Executive Director prepares a written finding that such protest is clearly frivolous in nature, and therefore does not warrant a disruption of the procurement process.

The EDCTC Executive Director shall be responsible for making a written determination that circumstances require the EDCTC to proceed with procurement during a pending protest. Unless such determination is made, the procurement shall be suspended pending resolution of the protest. All parties known to have received solicitation documents shall be notified in writing of such suspension by the EDCTC Executive Director.

5. All protests received within the specified period shall be examined by the EDCTC Executive Director.

No additional material shall be accepted for consideration during the protest review unless specifically requested in writing by the EDCTC.

6. The EDCTC Executive Director may attempt to resolve the protest with the affected party. If a) the EDCTC Executive Director elects not to attempt such resolution, or b) resolution is attempted but not achieved, the protesting parties may appeal to the El Dorado County Transportation Commission (hereinafter "Commission") after thirty (30) calendar days and within thirty-five (35) calendar days after receipt of the protest submittal. Failure to appeal to the Commission shall be a waiver of any other rights under the EDCTC Protest Procedures.

For these purposes, "resolution" shall mean the written withdrawal of a protest by the originating party.

7. The Commission shall formally consider the protests at a public meeting within forty-five (45) calendar days after the date on which the matter was appealed to the Commission. The Commission may elect to appoint a sub-committee to review the protest and make a recommendation to the Commission at the public meeting. Protesting parties shall be notified in writing of the date on which their matters shall be considered by the Commission. Such parties shall be afforded an opportunity to present their case at the Commission meeting.
8. The Commission shall then make a formal decision on such protests at a public meeting. The decision of the Commission, along with a formal record of the protest, shall become a matter of public record, and shall be considered final. The EDCTC Executive Director shall notify protesting parties in writing of any protest decision made by the Commission.

Except under conditions described in item 4 above, such decision by the Commission shall be made prior to award of any contract related to the subject procurement.

9. Should the Commission deny the protest, the EDCTC may proceed with the procurement process. In the case of FTA-funded procurements, no contract shall be awarded within five (5) days following the Commission's decision unless such award is necessary due to circumstances described in item 4 above. If the decision of the Commission is to uphold the protest, then the EDCTC shall proceed pursuant to Commission direction.

E. POST-AWARD PROTESTS

Protests received after award of contract shall be considered only if received within five (5) days following the date on which the EDCTC Executive Director award recommendation is made. Post-award protests received after that time shall not be considered. Protest

information requests and follow-up arguments that are submitted after the protest submission deadline, will not be considered to be part of the protest by the EDCTC. Post-award protests shall be processed in the same fashion as that employed for pre-award protests. However, the award shall remain valid and procurement activities shall continue unless the EDCTC Executive Director determines in writing that suspension of such award is necessary pending protest resolution. In that event the awardee shall be so notified in writing, and the EDCTC Executive Director shall effect an agreement with the Contractor for suspension of activity.

F. ADDITIONAL PROTEST PROCEDURES FOR FTA-FUNDED PROCUREMENTS
FTA Protest Review Procedures

The EDCTC shall inform protesting parties that circumstances under which FTA will accept and review protests are limited to the following:

- (a) The alleged failure of the EDCTC to have written protest procedures;
- (b) The alleged failure of the EDCTC to follow such procedures;
- (c) The alleged violation by the EDCTC of a specific federal requirement which provides an applicable complaint procedure.

In the instance of (c) above, the applicable complaint procedure shall be submitted and processed in accordance with pertinent federal regulations e.g., 49 CFR Part 661, Section 661.15 for Buy America, or 49 CFR Part 26 for Disadvantaged Business Enterprise (DBE) participation.

Should a protest be filed with FTA under either (a) or (c) above, the following process will be used by FTA pursuant to Circular 4220.1B, Chapter V:

1. Parties shall file a protest with FTA no later than five (5) days after a final decision is rendered by the Commission as provided herein. In instances where the protester alleges that the EDCTC failed to make a final determination on the protest, protesters shall file a protest with FTA no later than five (5) days after the protester knew or should have known of the EDCTC' failure to render a final determination on the protest;
2. The EDCTC shall not award a contract for five (5) days following its decision on a bid protest except in accordance with the provisions and limitations of item 9 and item 4 of the protest procedures. After five (5) days, the EDCTC shall confirm with FTA that FTA has not received a protest on the contract in question;
3. Protests shall be filed with the FTA Region IX office;
4. The protest filed with FTA shall:
 - (a) include the name and address of the protester;
 - (b) identify the grantee, project number, and the number, if any, of the contract solicitation;
 - (c) contain a statement of the grounds for protest and any supporting documentation. This should detail the alleged failure to follow protest procedures or the alleged failure to have procedures, and should be supported by documentation to the extent possible;
 - (d) include a copy of the local protest filed with the EDCTC along with a copy of the EDCTC decision, if any.
5. FTA shall notify the EDCTC in a timely manner of the receipt of a protest. FTA shall instruct the EDCTC to notify the contractor of the protest if award has been made or, if no award has been made, to notify all interested parties. The EDCTC shall instruct all who receive such notice that they may communicate further directly with FTA;
6. The EDCTC shall submit the following information to FTA not later than ten (10) days after receipt of notification by FTA of the protest:

- (a) a copy of the EDCTC protest procedures;
 - (b) a description of the process followed concerning the protest, and;
 - (c) any supporting documentation.
7. The EDCTC shall provide the protester with a copy of the above submission;
8. The protester may provide any comments on the EDCTC submission no later than ten (10) days after the protester's receipt of such material;
9. When a protest has been filed in a timely fashion with the EDCTC before award, the EDCTC shall not make an award prior to five (5) days after the resolution of the protest, or if a protest has been filed with FTA, during the period in which the protest is pending, unless the EDCTC determines that:
 - (a) The items to be procured are urgently required;
 - (b) Delivery or performance will be unduly delayed by failure to make the award promptly, or;
 - (c) Failure to make prompt award will otherwise cause undue harm to the EDCTC or the Federal GovernmentIn the event that the EDCTC determine that the award is to be made during the five (5) day period following the local protest decision or the period in which the protest is pending, the EDCTC shall notify FTA prior to making such award;
10. Upon receipt of the material described herein, FTA will either request further information or a conference among the parties, or will render a decision on the protest;
11. The protest procedures contained herein shall be included in solicitation documents issued by the EDCTC for all federally assisted procurements.

XI. PAYMENT SCHEDULE

The proposed consultant budget for this contract is \$110,000. Fees shall be billed on a monthly basis. Ten percent (10%) of the total contract amount will be withheld until successful completion of the contract. All invoices will be mailed to the EDCTC office at 2828 Easy Street, Suite 1, Placerville, CA 95667.

XII. PROFESSIONAL SERVICES AGREEMENT

The selected consultant must enter into a Professional Services Agreement with EDCTC for provisions related to compensation, conflict of interest, indemnification, insurance, etc. The scope, budget and schedule to complete the study will be incorporated into the professional services agreement. The proposal's transmittal letter shall state the Consultant's ability to comply with the contract provisions as outlined in EDCTC's sample professional services agreement or indicate which provisions will require amendments during contract negotiations.

Attachments:

Attachment 1: Sample Cost Proposal

Attachment 2: Sample Professional Services Agreement