REQUEST FOR PROPOSAL

PREPARATION OF TRINITY COUNTY

COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN &
SHORT RANGE TRANSPORTATION DEVELOPMENT PLAN 2014-2018

ISSUED FEBRUARY 26, 2013

PROPOSALS ARE DUE BY 5:00 PM ON MARCH 26, 2013

TRINITY COUNTY TRANSPORTATION COMMISSION

P.O. Box 2490
31301 Highway 3
Weaverville, CA 96093
(530) 623-1365
Contact: Polly Chapman
Email: pchapman@trinitycounty.org
I. PURPOSE

Summary:
The Trinity County Transportation Commission (TCTC) desires to carefully evaluate public transportation systems in Trinity County. Nearly all of the 2009-2013 Transportation Development Plan (TDP) implementation measures have been completed. There are new issues of high importance as discussed in the Project Description.

Background:
Trinity County is located in Northern California and is situated between Shasta County on the east and Humboldt County on the west. Mendocino County lies to the south and Siskiyou County is north. Trinity County is a large rural area of 3,209 square miles and has a population of 13,786. Most parts of Trinity County can be considered "frontier", with a widely dispersed population and significant travel required to access many public services. There are no incorporated cities within the county. Trinity County is home to a large portion of the Shasta-Trinity and Six Rivers National Forests as well as the Klamath Mountains. Part of the county includes the undeveloped northern portion of the Round Valley Indian Reservation, which is principally located in Mendocino County. The Hoopa Indian Reservation is located in neighboring Humboldt County. Members of the federally unrecognized Wintu Tribe (Nor-Rel-Muk Nation) are concentrated around Hayfork; and members of the federally unrecognized Tsnungwe Tribe are concentrated in western Trinity County and eastern Humboldt County. Approximately 8.6 percent of the population identifies itself as Native American or a mix of Native American and another cultural or racial group.

In 2009 Trinity County staff conducted a Household Income Survey for the entire county to identify Targeted-Income Group (TIG) pockets of population. The County of Trinity has a TIG status of over 60 percent with 16 percent of the sampled population in the Extremely-Low Income Group, almost 21 percent in the Very-Low Income Group and over 23 percent in the Low income Group. Junction City has the highest percentage at 62.3% of households with incomes at or below 80 percent of Trinity County Median Income, followed by Lewiston at 59.9%, Trinity Center at 58.5%, Douglas City at 54%, and Weaverville at 53.8%. Overall, Trinity County incomes tend to be lower because of the large number of retirees, lower wages, and weak economic performance. Unemployment numbers for 2012 were 19.9 percent.

Trinity County's public transportation service has grown from serving small local communities within the county to an expanded transportation service,
which includes intercity travelers along the SR-299 corridor between Redding in Shasta County and Arcata/Eureka in Humboldt County. The SR-299 corridor was identified by Caltrans as one of only three gaps in service in California's intercity network. Meeting this regional transportation need has been a challenge for Trinity County with their limited resources; however, in October of 2009 two buses were purchased with funds from the American Recovery and Reinvestment Act with the intention of beginning the intercity service. Routes were immediately expanded to service the entire Highway 299 corridor between Willow Creek (with connections to the coast and Hoopa Nation) in Humboldt County and Redding in Shasta County in January of 2010.

**Project Description:**
The Trinity County Transportation Commission received a Transit Planning Grant from Caltrans to update the Coordinated Public Transit-Human Services Plan and the Transit Development Plan. The total funds available for the consultant portion of the project is $70,000.

An update of the TDP will include: 1) Assessment of existing transportation services, including those of Trinity Transit. 2) Identification of any unmet transit needs and develop strategies to meet those unmet needs. 3) Review medical transit services and non-medical transportation services. 4) Update the goals and objectives within the TDP. 5) Review future capital needs and prepare a five year capital program for Trinity Transit (with the intercity service the average mileage per week on buses has significantly increased). 6) Identify strategies to consolidate Trinity Transit office space and maintenance activities at one location (at this time the buses are parked at the public works maintenance yard and the drivers must report there from the main office resulting in inefficiencies). 7) Existing transportation services provided by Trinity Transit and other service agencies need to be reviewed for opportunities to better coordinate and collaborate, 8) Identify and evaluate performance indicators as set forth in the Transportation Development Act (TDA) and look for methods to make improvements. Trinity County has struggled to meet the performance indicators for TDA and this would provide a method to establish these indicators and provide guidance for staff to regularly evaluate Article 4 (transit) and Article 8(c) (other public transportation) programs.

To coincide with an update of the TDP, the Trinity County Coordinated Public Transit Human Services Transportation Plan that was developed and approved by the Trinity County Transportation Commission in 2008 needs to be updated to identify any service gaps or needs within the County. Finding that gaps are identified during this update, a task will be added to the TDP,
that will focus on identification of potential strategies and solutions that can be mitigated.

The project will utilize a variety of outreach methods to reach target populations for their input during the update of the TDP and Coordinated Plan, as well as other transportation agencies. This will include:

- Input from the Social Service Transportation Advisory Council (SSTAC), who will play a lead role throughout the process of the update of both plans.
- Community meetings at established gathering locations such as the Roderick Senior Center in Hayfork and Golden Age Center in Weaverville.
- A meeting with the Shasta College Satellite Campus in Weaverville to address public transportation needs for those students attending the satellite campus and the campus in Redding.
- Onboard surveys will be completed on all Trinity Transit routes
- Surveys or other valid methods of measuring public transportation needs, such as return cards, will be solicited from Trinity County communities.
- A coordinated meeting with the Trinity County Office of Education and other school districts in the county, including a representative of the homeschool program.
- A coordination meeting with the transit agencies that Trinity Transit connects with, such as Redwood Transit System of Arcata, KTNet of the Hoopa Valley, and the Redding Area Bus Authority (RABA), of Redding will take place during the development of these plans.
- Input from Veterans
- Outreach to other local public transportation services, including but not limited to, the Human Response Network's Transportation Assistance Program (TAP), the Southern Trinity Health Services transportation program, and the transportation coordinator for Health and Human Services.
- A peer review of transportation services of other similarly sized counties will be completed. The focus will be on capital investments, such as transit facilities, bus shelters, and bus replacement policies.

This type of outreach effort has been very successful in developing previous plans in Trinity County. In 2011, the Trinity County Transportation Commission developed a "Transit Mobility and Awareness Plan". This plan was developed with input from several stakeholders after community meetings were held in various communities throughout the County.

It is the policy of the TCTC to consider “Health in All Policies” objectives when planning transportation projects, as feasible and within the authority of the Commission.
II. SCOPE OF WORK

**The Scope of Work:**
The scope of work shall meet Federal Transit Administration (FTA) requirements and not less than the requirements of the transportation planning grant awarded to Trinity County for preparation of the TDP and Coordinated Plan update. This scope of work is as follows:

Trinity County Update of Transit Development Plan and Coordinated Public Transit-Human Services Transportation Plan

**Scope of Work**

**Task 1: Project Startup/Administration (TCTC/Consultant)**

*Task 1.1:* Communicate with Caltrans to review the approved application. *(completed)*

*Task 1.2:* Prepare RFP to include assessment of existing transportation services, update of the Short Range Transit Development Plan 2014-2018 and update of the Coordinated Public Transit-Human Services Transportation Plan for Trinity County. *(completed)*

*Task 1.3:* Conduct a kick-off meeting with the consultant, Trinity County’s SSTAC, with other stakeholders invited to attend, in order to discuss details of the project, including but not limited to:
  - Identification of unmet transit needs and development of strategies to meet those unmet needs.
  - Review of medical transit services and non-medical transportation services.
  - Update the goals and objectives within the TDP
  - Review future capital needs and prepare 5 year capital program for Trinity Transit.
  - Identify strategies to consolidate Trinity Transit office space and maintenance activities at one location.
  - Review existing transportation services provided by Trinity Transit and other service agencies for consistency.
  - Identify and evaluate performance indicators as set forth in the Transportation Development Act and develop methods to make any necessary improvements.
**Task 1.4:** TCTC staff will monitor ongoing progress of project and prepare and provide quarterly reports as required. Oversee ongoing contract management.

**Task 1.5:** TCTC staff will act as fiscal manager for project, including providing grant invoicing and ensuring proper documentation of expenditures and timely use of funds.

**Task 1.6:** TCTC staff will report quarterly to Caltrans on milestone completion to District project manager.

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<tr>
<th>Deliverable</th>
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<tbody>
<tr>
<td>Signed contract between consultant and TCTC</td>
<td>Copy of signed contract</td>
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<tr>
<td>Conduct kick-off meeting</td>
<td>Meeting notes</td>
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<tr>
<td>Monitoring of project and contract management</td>
<td>Provide complete quarterly reports to District project manager</td>
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<tr>
<td>Act as fiscal manager</td>
<td>Copies of invoices</td>
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**Task 2:** **Assessment of existing transportation services (Consultant)**

Assessment of existing transportation services, including those of Trinity Transit

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<tr>
<td>Report of existing transportation services</td>
<td>Technical Memorandum no. 1</td>
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**Task 3:** **Identification of unmet transit needs through Outreach Effort (Consultant/Staff)**

Working in conjunction with low income, seniors and Native American populations, conduct community workshops and/or forums to identify current unmet transit needs and develop strategies to meet those unmet needs. Community workshops should be conducted in the communities being targeted to facilitate attendance and a sense of ownership. While low-income populations are located throughout the county, specific focus should be on Weaverville, Hayfork, Hyampom, Mad River, Lewiston, Douglas City, Junction City and the “Down River” communities along Highway 299. Utilize outreach methods (such as on-board surveys and surveys conducted at local events) in areas that typically do not respond to other efforts.

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<tr>
<td>Outreach summary</td>
<td>Technical Memorandum no. 2</td>
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**Task 4:** **Review medical and non-medical transportation services and evaluate existing transportation services provided by Trinity Transit**
and other service agencies to update the Coordinated Public Transit-Human Services Transportation Plan (Consultant)

Working in conjunction with social service organizations and community groups, evaluate the current level of medical and non-medical transportation services and those provided by Trinity Transit, and identify strategies to coordinate those services.

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<th>Deliverable</th>
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<tr>
<td>Update of Coordinated Public Transit-Human Services Transportation Plan</td>
<td>Draft Coordinated Public Transit-Human Services Transportation Plan</td>
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Task 5: Evaluate and review capital needs for Trinity Transit (Consultant)

Working in conjunction with Staff, evaluate and review capital needs for Trinity Transit and prepare a five year capital purchasing program for Trinity Transit. With the new intercity service the average mileage per week on buses has significantly increased. Through this exercise, funding sources should be identified and a plan developed.

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<tr>
<td>Five year capital program</td>
<td>Technical Memorandum no. 4</td>
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Task 6: Identify Strategies to consolidate Trinity Transit (Consultant)

Identify and develop strategies to consolidate Trinity Transit office and maintenance activities at one location. At this time the buses are parked at the public works maintenance yard and the drivers must report there from the main office. This results in inefficiencies for the transit system. Consolidation of Trinity Transit will improve efficiencies for the entire fixed route system, including the intercity service to Redding and Arcata/Eureka.

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<tr>
<td>Consolidation Plan</td>
<td>Technical Memorandum no. 5</td>
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Task 7: Identify and evaluate performance indicators as set forth in the Transportation Development Act (Consultant)

Trinity County has struggled to meet the performance indicators for TDA. This task would provide tools to meet performance criteria that are specific to Trinity County’s geographically dispersed population and provide guidance for Staff to effectively evaluate Article 4 (transit) and Article 8(c) (other public transportation) programs.

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<td>TDA Performance Indicators Report</td>
<td>Technical Memorandum no. 6</td>
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Task 8: **Update of Short Range Transit Development Plan (2014-2018)**  
(Consultant)

Develop and update the Trinity County Transportation Commission Transit Development Plan 2014-2018 (TDP). The TDP shall include, but not be limited to:

- Assessment of existing transportation services
- Identification of any unmet transit needs and strategies to meet those needs
- Review of medical transit services and non medical transportation services
- Future capital needs and Five year capital program for Trinity Transit
- Methods to consolidate Trinity Transit office and maintenance into one location
- Goals and objectives
- Performance indicators as set forth in the Transportation Development Act and methods to achieve them

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Task 9: **Final Report (Consultant)**

Prepare final TDP report. The final report should include all material developed for prior reports and technical memoranda, as well as goals and objectives, methodologies, research, and recommendations. The final report will also include a stand-alone executive summary.

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<tr>
<td>Final report</td>
<td>Incorporates all technical memoranda, plans, and summaries.</td>
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A work plan and schedule which includes consultant responsibilities as stated above must be included with the proposal. Attendance at not less than five (5) meetings and others by speaker phone should be planned into the schedule. It may include other tasks suggested by the consultant, but these should be clearly stated so that appropriate consideration is given during the review of the proposals. For purposes of the schedule a **May 7, 2013** start date should be used.

If necessary, additional work may be authorized by the Executive Secretary. Compensation will be paid based on the hourly rate provided in the contract.
**Steering Committee:**

The Trinity County Social Services Transportation Advisory Council (SSTAC) will act as the Steering Committee for the project. In addition to statutory authority in the Transportation Development Act, the SSTAC also services as the Performance Review Committee. Caltrans District 2 staff and TCTC staff regularly attend and participate in these meetings. The Steering Committee will 'review and comment' on the technical memorandums and on the draft TDP prior to submittal to the TCTC. In addition, TCTC staff will attend public participation meeting(s) with the Consultant.

**Description of work to be performed by TCTC:**

The TCTC staff will provide general project oversight and liaison between the Consultant, Caltrans and other local and state agencies responsible for oversight, review and approvals.

TCTC staff will provide the selected Consultant with the following:

1. The 2009-2013 Short Range Transit Development Plan
3. The “Transit Mobility and Awareness Plan.”

The Trinity County Transportation Commission staff will review Administrative Draft documents prior to preparation of documents for distribution to steering committee or public, and will be responsible for publishing any legal notices, display ads, and circulating the document(s).

### III. DELIVERABLES AND TARGET DATES

**The consultant selected will be required to submit:**

1. Sign a personal services agreement (sample attached).
2. Provide a project status report with each monthly billing.
3. Meeting agendas and notes.
4. An Administrative Draft of each technical memorandum in electronic format recognizable by MSWord.
5. Technical memoranda in electronic format recognizable by MSWord for TCTC staff distribution to the Steering Committee and others.
7. Twenty (20) bound copies, one unbound copy and an electronic copy of the **Draft TDP and Coordinated Plan** for circulation and SSTAC public workshop and final changes to Draft documents.


9. Twenty (20) bound copies, one unbound copy and an electronic copy in MSWord of Final Draft TDP and Coordinated Plan for **public hearing** to adopt RTP.

10. Twenty (20) bound copies of the adopted Final TDP and Coordinated Plan, one (1) reproducible hard copy and one (1) electronic copy recognizable by MSWord to TCTC staff for distribution, circulation and posting on the county website.

**Meeting Attendance:**

At a minimum, Consultant shall attend:

a. Two (2) Steering Committee and public outreach meetings in various communities (additional Steering Committee meetings may be by speaker phone).

b. One (1) public workshop before the SSTAC acting as the Steering Committee, to solicit public comment and direction regarding the Draft TDP and Coordinated Plan.

c. One (1) TCTC public hearing to solicit input and adopt resolution(s) formally adopting the TDP and Coordinated Plan.

**Target dates:**

- March 26, 2013: Proposal due date
- April 23, 2013: TCTC approves contract
- May 7, 2013: Consultant begins TDP & Coordinated Plan
- May 14, 2013: Kickoff meeting & begin public outreach;

**Target dates continued:**

- June 2013 – Mar 2014: Series of Technical memos, Steering Committee meetings and public outreach
- April 3, 2014: SSTAC public workshop and direction for Final TDP and Coordinated Plan
- June 17, 2014: Final TDP & Coordinated Plan submitted by Consultant
- July 22, 2014: TCTC adopts resolution approving the TDP and Coordinated Plan

The final Draft TDP must be completed and ready for adoption by the Transportation Commission no later than June 3, 2014. (TCTC meetings are the second and fourth Tuesdays of the month.) These dates could be
modified by the Executive Secretary. It is understood that agency comments and Commission direction could alter this timeline.

IV. PROPOSAL CONTENTS

Consultants interested in providing the services specified in the RFP must submit a written proposal before the deadline (**5:00 pm on March 25, 2013**). [Note: It will be helpful to review the Proposal Evaluation section of this RFP when preparing the proposal.]

At a minimum, the following information should be included in the proposal.

1. A statement demonstrating understanding of the scope of work necessary to prepare a TDP and Coordinated Plan in conformance with state and federal requirements.
2. A list of the personnel who would be working on the project team, including a summary of their qualifications and work experience.
3. A representative list of similar projects completed within the last six years.
4. Provide a list of at least three references of clients for which you have completed similar work. Include a description of the completed projects, the duration, and contact information.
5. A work plan and time schedule to complete the scope of work.
6. Consultant’s current hourly rate schedule, listed by employee classification and unit charges for mileage, per diem and other miscellaneous charges or reimbursable expenses.
7. Any objections to the provisions of the personal services agreement.
8. Consultant must comply with Federal Title 49 CFR Part 29 (Debarment and Suspension; **copy attached**); and also comply with Federal Title 49 CFR 20 (New Restrictions on Lobbying; **copy attached**), if the bid or offer exceeds $100,000. Each shall be submitted with the proposal.

9. The submittal is **NOT** to include a cost proposal. Detailed scope and costs per task shall be negotiated after Consultant selection.
V. PROPOSAL PROCESS

Proposal Submittal:
The proposal shall not exceed thirty (30) pages (excluding attachments). Please submit one original, signed by the officer of the firm, six (6) printed copies of the written proposal, and one proposal in Adobe PDF to:

Richard Tippett, Executive Secretary
Trinity County Transportation Commission
P.O. Box 2490
(31301 Highway 3) *NOTE: US Postal Service will not deliver to street address
Weaverville, CA 96093-2490

Submittals must be received before 5:00 PM on March 26, 2013. This is a firm deadline, and no proposal will be considered after this time.

All proposals become the property of the TCTC and part of its official records. The cost of preparing and submitting a proposal, and participating in an interview (if conducted), are at the sole expense of the proposer. The TCTC reserves the right to reject any or all proposals, and to waive any informality, technical defect, or clerical error in any proposal as the interest of the TCTC may require. Solicitation of proposals in no way obligates the TCTC to contract with any firm or individual. The decision to approve and award a contract is at the discretion of the TCTC.

Modification or Withdrawal of Proposal: Any proposal received prior to the deadline may be withdrawn or modified by written request of the consultant. To be considered, the modification must be received in writing, with the same number of copies as the original proposal, prior to the deadline.

RFP Addendum: Any changes to the RFP will be made by written addenda issued by the TCTC and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated into the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation and be forwarded to prospective consultants. It will be the consultant’s responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal.

Verbal Agreement or Conversation: No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of the TCTC shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.
Special Funding Considerations: Any contract resulting from this RFP will be financed with funds available to the TCTC. The contract for this service is contingent upon the provision of these funds to the TCTC. In the event these funds are reduced or eliminated, the TCTC reserves the right to terminate or revise any contract.

Alternatives: Consultants may not alter any requirement of the RFP. If alternatives or options are proposed, the consultant must clearly identify such. The TCTC expressly reserves the right in its sole discretion to consider such alternatives and to award a contract based thereon if determined to be in the best interest of the TCTC. Since the TCTC desires to enter into one contract to provide all of the intended services, only those proposals to provide all services will be considered.

Lobbying: Consultants who apply or bid for an award of $100,000 or more shall file the certification required by 49 CFR part 20, “New Restrictions on Lobbying.” Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

Disclosure/conflicts of interest: The Consultant selected may be required to disclose potential conflicts of interest pursuant to the provisions of the County’s Conflict of Interest Code. A determination regarding disclosure will be made by the County following selection.

Disadvantaged Business Enterprise Firms: It is the policy of Trinity County to provide full opportunity for all interested parties, including Disadvantaged Business Enterprise (DBE) firms to respond to, or participate in work outlined in this RFP. No specific DBE goals have been established for this project.

Protests: Protests regarding any aspect of this RFP must be submitted writing to the TCTC, c/o Polly Chapman, P.O. Box 2490 (31301 Highway 3), Weaverville, CA 96093 by March 25, 2013. The protest filed with the TCTC shall:
   1. Include the name and address of the protester.
   2. Contain a statement of the ground for protest and any supporting documentation.
   3. Indicate the desired relief.
VI. PROPOSAL EVALUATION

The Consultant which meets the requirements specified in this RFP and submits the proposal considered most advantageous to the TCTC based on the evaluation criteria below will be selected. Screening and selection will be made by a consultant selection panel composed of TCTC staff; County Department of Transportation staff; an SSTAC member; a Caltrans representative from District 2, and possibly a TCTC commissioner.

Proposal evaluation will be based on the following:

- Understanding of the scope of work and project requirements. (Provided detailed scope of work?)
- Familiarity with Trinity County transportation issues. (Scope of work identified key local issues?)
- Qualifications of staff for work to be performed. (Included resumes of key personnel that will be working directly on the project?)
- Experience with similar kinds of work. (Identified a project manager, the person doing most of the work, TDP experience?)
- Present workload and staff availability of firm, ability to meet project schedule. (Amount of time the firm can dedicate to the project?)
- Familiarity with County, State and Federal transportation regulations. (Has experience working in the transportation field with similar projects including experience with preparing a TDP and Coordinated Plan?)
- Familiarity with Federal Transit Administration and Caltrans regulations and guidelines for preparing TDP and a Coordinated Plan. (Similar work completed recently?)
- Financial responsibility (Current hourly rates, years in business, number of similar projects completed?)

Following proposal evaluations, one or more consultants may be invited to interview with the consultant selection panel to explain their relevant experience, approach, and methodology. The consultant selection panel will rank the interviewed firms. The consultant selection panel may choose to forgo the interview process and begin negotiations with the top-ranked consultant.

Contract negotiations will be initiated with the top-ranked consultant. In the event an agreement cannot be successfully negotiated with the top-ranked consultant, the second-ranked consultant will be invited to enter into negotiations. This process will be continued until a satisfactory agreement can be negotiated or a new RFP will be routed.
VII. CONTRACT AWARD

The selected firm will be required to enter into a contract with the TCTC in a form acceptable to the TCTC (a standard contract is attached). The Executive Secretary of the TCTC will schedule the proposed contract for consideration by the TCTC in April of 2013. The contract is not in force until it is awarded by the TCTC and been signed by all parties.

VIII. CONTACT PERSONS

Questions concerning this RFP may be directed to:

Polly Chapman, Transportation Planner
(530) 623-1365 or pchapman@trinitycounty.org
REPARATION OF TRINITY COUNTY
2010 REGIONAL TRANSPORTATION PLAN

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 20

RESTRICTIONS ON LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned [Consultant] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering in any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, and officer of employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions [as amended by “Governmentwide Guidance for New Restrictions on Lobbying,” 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 1 U.S.C. 1601, et seq.).]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more that $100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure]
form shall be subject to a civil penalty of not less than $10,000 for each such expenditure or failure.]
The Consultant, ____________________________, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 U.S.C. A 3801, et seq. apply to this certification and disclosure, if any.

______________________ Signature of Consultant’s Authorized Official

______________________ Name and Title of Consultant’s Authorized Official

______________________ Date
PREPARATION OF TRINITY COUNTY
COORDINATED PUBLIC TRANSIT-HUMAN SERVICES
TRANSPORTATION PLAN
&
SHORT RANGE
TRANSPORTATION DEVELOPMENT PLAN
2014-2018

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

DEBARMENT AND SUSPENSION CERTIFICATION

The prime Consultant, under penalty of perjury, certifies that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

(1) is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
(2) has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
(3) does not have a proposed debarment pending; and
(4) has not been indicated, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.
CERTIFICATION OF CONSULTANT

I HEREBY CERTIFY that I am the ________________________________ and duly authorized representative of the firm of ________________________________ whose address is __________________________________________, and that, except as hereby expressly stated, neither I nor the above firm that I represent have:

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant to solicit or secure this Agreement; nor

(b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, nor

(c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind for, in connection with, procuring or carrying out this Agreement.

I acknowledge that this Certificate is to be made available to the California Department of Transportation (Caltrans) in connection with this Agreement involving participation of Federal Funds, and is subject to applicable State and Federal laws, both criminal and civil.

__________________  ____________________
(Date)             (Signature)