

Mariposa County Local Transportation Commission



REQUEST FOR PROPOSALS

***Town of Mariposa
Transit Center Feasibility Study – Phase II
FY 2017-18***

March 13, 2018

**Mariposa County Planning Department
PO Box 2039
5100 Bullion Street
Mariposa, CA 95338
209-966-5151**

Mariposa County LTC

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|--------------------------|------------------------|
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REQUEST FOR PROPOSALS

Town of Mariposa Transit Center Feasibility Study – Phase II

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FY 2017-18 Scope of Work
Town of Mariposa Transportation Center Feasibility Study – Phase II

I. Project Description

A. Introduction

The Town of Mariposa Transportation Center Phase II study will comprehensively plan integrated multi-modal elements including a rural-scale, multi-modal transit center, wayfinding system, active transportation facilities, parking improvements, ADA, safety and related elements. The plan will establish the Town of Mariposa as a sub-regional Transportation Center by preparing an implementation plan and study for elements identified in Phase I (completed FTA 74A0793). The project will plan VMT reductions through mode shift, improve the local economy and public health through active transportation links, conserve natural and historical resources through contextual plans, and include planning for the next steps, finance and implementation.

B. Project Summary

The Town of Mariposa's Transportation Center - Phase II project will plan implementation of the completed FY 2014-15 Transit Planning for Rural Communities Grant [Transit Center – Phase I Feasibility Study: Phase - I planning program.](#)

The completion of Phase II the implementation plan program will build upon tasks and deliverables completed in *Phase I*, without which the program and projects identified in Phase I cannot be implemented as follows:

- Demonstrate how improved mobility, connectivity, and access to transportation services and amenities can be achieved through multi-modal parking facilities and active transportation connections;
- Benefit the local economy by developing feasible and effective transportation, circulation and parking solutions while maintaining the important historical character of the community that underpins the local economy;
- Provide easy access to information regarding available transportation services to visitors and mobility impaired segments of the population through a comprehensive wayfinding program;
- Integrate feasible solutions for improved access to transit, parking availability, enhanced pedestrian and bicycle access and safe, using Complete Streets and Safe Routes concepts and incorporating measures to ensure Americans with Disabilities Act (ADA) compliance; and
- Continue the community conversation regarding establishment of a new, overall “transportation context” for the community using the groundwork carefully established in *Phase I* through the CAC.

Phase II project elements will incorporate the following attributes to characterize the “transportation context” for the Town of Mariposa:

- **Integrated** facilities and improvements relative to purpose, use and connectivity;
- **Sensitive** to the historical, economic, aesthetic and institutional context of the community;
- **Comprehensive** in defining the community's wayfinding strategy to include feasible connections between facilities, signage; and transportation information for residents and visitors;
- **Implementable** with respect to financial feasibility; and
- **Sustainable** in establishing a long-term prioritized strategy and plan for the development of centralized, transportation services within the Town of Mariposa.

The project will utilize these attributes to develop Final Transportation Center Plan that includes a funding and phasing strategy for each of the following Scope of Work Elements:

1. Transit Facility Study;
2. Parking Facility Improvement and Management Study;
3. Active Transportation Study;
4. Way-Finding Study;
5. Community Preservation and Aesthetics Study; and
6. Finance and Implementation Plan

Existing incomplete streets and substandard parking areas adversely affect all facets of transportation in the Town of Mariposa. County policies that encourage pedestrian safety and the need to plan for ADA compliance necessitate substantial improvements in existing and new transit, active transportation, and parking facilities. Access to, and efficient use of, new and improved facilities must be ensured through development of improved information resources. Therefore, the study will determine the highest feasible degree of connectivity among all modes of transportation using the "Complete Streets" approach as a frame of reference and guide.

The Local Transportation Commission has selected a Preferred Plan to base for further planning within the Phase II program. Community input, background, issues and options and sketch plans and the Phase I Preferred Plan will be relied upon as a conceptual framework to inform *Phase II* implementation planning studies. Staff does not anticipate the cost of the project to exceed the grant request amount and required local matching funds.

The Phase II project represents an efficient and relevant use of program funds by ensuring the feasible implementation of Phase I elements.

II. Responsible Parties For Phase II

The County of Mariposa Local Transportation Commission is the responsible party. Other study partners will include Caltrans District 10 staff, appointed CAC members, appointed members of the project's Technical Advisory Committee (County Departments: Human Services, Community Services (Transit), Public Works, and Planning; YARTS Administration; National Park Service, Office of Strategic Planning), the County's consultant, and other key stakeholders in the areas of economic and business development, education, historic resources, transportation services, safety, access as well as service organizations concerned with transportation for underserved segments of the community (see letters of support, attached).

III. Community Participation

The Transportation Center CAC, an official Advisory Committee of the LTC that is supported by the TAC and the consultant, represents a broad range of organized community interests. The CAC will continue to guide the overall project. In particular, the CAC will facilitate and conduct community participation activities at each step of the *Phase II* process including:

1. Program community participation, via the Community Participation Workbook. The CAC will update the Community Participation Workbook to select an appropriate community engagement strategy for each program element. An updated Phase II Community Outreach and Participation Workbook will serve as:
 - a) a marketing and communication tool to advertise to the community regarding the full range of public participation opportunities that will be available throughout the Phase II program; and
 - b) A tool for programming/planning public outreach and engagement for easy reference by the community, consultant, staff, the Advisory Committee, and the Board of Supervisors.
2. Provide community representation and outreach: Six (6) CAC members area affiliated with key community organizations and institutions and five (5) at large members representing downtown interests provide direct communication and involvement by the community through meetings and workshops; and
3. Recommend to the Local Transportation Commission an overall “transportation context” for the Preferred Project identified in *Phase I*, including the manner in which facilities will be improved and developed resulting in the Town of Mariposa Transportation Center.

IV. Project Implementation: Tasks and Deliverables

1. Project Initiation:

Task 1.1 *Kick-off meeting with District 10 Staff*

Staff will discuss invoicing, progress reports, grant procedures, and establish/understand overall project expectations, goals, and deliverables. (NOTE: THIS TASK HAS BEEN COMPLETED)

- **Responsible Party - County of Mariposa**

Task 1.2 Consultant Selection

Complete an RFP process for selection of a consultant using approved procurement procedures. This task will include a recommendation to the Local Transportation Commission for either approval of an expansion of the Phase I consultant contract to encompass Phase II, or contract with other consultant via the County’s standard RFP process; staff report to the LTC accordingly.

Responsible Party - County of Mariposa

Task 1.3 Citizen Advisory Committee (CAC) meeting: Community Participation Strategy:

Update of the Community Participation Workbook to select an appropriate community engagement strategy for each *Phase II* program element. The Community Outreach and Participation Workbook will serve as:

- a marketing and communication tool to advertise to the community regarding the full range of public participation opportunities that will be available throughout the Phase II program; and
- A tool for programming/planning public outreach and engagement for easy reference by the community, consultant, staff, the Advisory Committee, and the Board of Supervisors.

- **Responsible Party - County of Mariposa**

| <i>Task</i> | Deliverables |
|-------------|---|
| 1.1 | Kick Off Meeting notes |
| 1.2 | RFP; report to LTC; Professional Services Agreement |
| 1.3 | Updated Community Outreach and Participation Workbook |

2. Public Participation

Task 2.1 CAC Meetings, Surveys, Workshops and Focus Groups

- The CAC will sponsor a limited Community Concerns Survey focusing on key aspects of project elements e.g. parking preferences, circulation and access opportunities and constraints, amenities desired to support Active Transportation routes and ADA access. The CAC will rely on the results of *Phase I* community participation efforts to inform the survey content and methodology.
- A minimum of one (1) Workshop and one (1) Focus Group will be conducted by the Consultant for each of the above referenced subjects. A special effort will be made to engage key stakeholders through existing CAC affiliations such as the Mariposa County Historic Sites and Records Preservation Commission, Mariposa County Social Services Transportation Advisory Council (SSTAC), Mariposa County Chamber of Commerce, Yosemite Mariposa Tourism Bureau, Business Association, Mariposa Crosswalks Committee, and others.

Public Hearings before the LTC will be held to review progress reports and Draft Studies as they are completed.

- **Responsible Party – Consultant, County of Mariposa**

| | |
|--|---|
| | Deliverable |
| | Meeting notes, community survey and workshops results report to CAC |

3. Transportation Center Feasibility Study – Phase II Elements

The Consultant will develop the project elements using the background report, evaluation of issues and options, sketch plans and input gathered from public participation and community events. Project Elements will be informed by the following key components:

Task 3.1. Transit Study:

Transit is provided in Mariposa by Mariposa County Transit and Yosemite Area Regional Transportation System (YARTS). A YARTS funded Park and ride facility is located on the north end of town in close proximity to the intersection of State Routes (SR) 49 and 140.

- a) Community and stakeholder workshops: The Consultant will conduct workshops and focus group meetings to inform the project regarding transit needs, routes and facilities. Information will also be gathered from transit service providers and riders through surveys conducted to provide insight on existing conditions and recommendations for changes to transit operations and conditions.
- b) Transit assessment: The Consultant will prepare a report, including narrative, maps and diagrams based on information and findings carried forward from *Phase I and Phase II* community meetings, workshops, and focus group meetings. The report will outline:
 - i. The role and timing of future operational changes (additional buses, express bus routes, shuttle services etc.) in facilitating the success of more centralized multi-modal and parking facilities;
 - ii. How integration of parking and transit facilities with active transportation routes and visitor amenities (e.g. way-finding and restrooms), bus stop improvements and ADA compliance measures will occur;
 - iii. Feasible links between active transportation and other modes of travel; and
 - iv. Relationship to bus financing.

This evaluation will utilize the Preferred Plan, identified in *Phase I* (one or more centralized, interconnected, rural scale, multi-modal transportation and parking facilities in close proximity or within the central Mariposa historical downtown area), as the basis to determine:

- Feasible ways to enhance use of higher passenger public and private transportation (including transit and tour buses, vans and limousines);
- Multi-modal connectivity; and
- Improvements and information to facilitate a shift between active transportation and other modes of travel.

- **Responsible Party – Consultant and Mariposa County**

| <i>Task</i> | Deliverable |
|-------------|---|
| 3.1 a) | Community and stakeholder workshops and focus group notes and report to CAC |
| 3.1 b) | Transit Study Report |

Task 3.2 Parking Facility Improvement and Management Study

- a) CAC Workshops and Focus Groups: The CAC will conduct workshops, focus groups and community meetings to inform the study, and to elicit community and stakeholder input regarding parking needs, sites and facilities. Interviews with and information gathered from transit service providers will be conducted to provide insight on existing conditions and any recommendations for changes to transit operations and conditions.
- b) Consultant Parking Assessment: The consultant will complete a Parking Facility Improvement Report containing graphics and narrative with the addressing the following topics:
 - i. Parking facility alternative sites selection and description (*Phase I*);
 - ii. Parking facility plans (access, spaces, amenities, linkages);
 - iii. Evaluation of existing Parking District configuration and overall structure and relationship to proposed improvements; and
 - iv. Financial Analysis and Feasibility Plan for phased improvement and Management. Financing mechanisms for construction, operation, and maintenance of parking facilities will be investigated and analyzed. Such financing mechanisms may include, but not be limited to, agency funds, bonds, State & Federal grants, in-lieu fees paid by benefiting developers, parking benefit area fee program, business improvement district (BID), user fees, event ticketing surcharges, voluntary preferential parking permit arrangements etc., joint public/private partnership.

- **Responsible Party—Consultant**

| Task | Deliverable |
|-------------|--|
| 3.2 a) | Workshop and focus group notes and reports |
| 3.2 b) | Parking Facility Study Report |

Task 3.3 *Active Transportation Study*: This study will identify improvements needed to provide for effective and efficient connectivity and integration among sites for all modes of transportation. The Consultant will

- a) CAC Workshops and Focus Groups To Assess Needed ADA Improvements: Conduct Workshops and focus group meetings to assess the needs of people with disabilities and the requirements under the Americans with Disabilities Act. The need for specific improvements will be carefully examined and illustrated using the above referenced base map. Using this information, needed improvements will be mapped and diagrammed and related costs determined. The purpose of this exercise will be to demonstrate how to enhance mobility and eliminate obstacles for people with disabilities and the elderly, to, from, and within the project study area; and
- b) Consultant ADA Assessment: Meet with the CAC to present a report describing and illustrating feasible, key Active Transportation routes, including ADA accessible routes and standards.

The report will map and describe accessible paths of travel that integrate ADA standards with proposed parking and transit facilities; small-scale maps (enlarged target areas) and diagrams will be prepared to identify the type and location of needed improvements and list related costs. The County has completed the [Mariposa Creek Parkway Phase III and Phase I and II Enhancement Program](#), a pedestrian bicycle facility within located within the Study Area. Integration of this concept plan as a component of this program will be required. The County is an active participant in Rural Transit, Sustainable Communities and Active Transportation grant programs, and has submitted an application under the 2018-19 Sustainable Communities Program for completion of a Master Plan for the entire 4 mile Mariposa Creek Parkway facility.

- c) Active Transportation Report: Review available information from the [Pedestrian and Bicycle Master Plan](#) and meet with the CAC and stakeholder groups to:
 - Develop a base map and diagrams showing key active transportation routes and corridors and to assess the level of improvement, and relative feasibility of connecting active transportation paths to transit and parking facilities identified as the Preferred Plan in *Phase I*; and
 - Determine and model those feasible aspects of the Complete Streets model that address the needs of pedestrians, bicyclists and access to transit and parking facilities;

Meet with the CAC to present a report describing and illustrating feasible, key Active Transportation routes, including ADA accessible routes and standards.

| Task | Deliverable |
|-------------|--|
| 3.3 a) | Maps and diagrams of key active transportation routes |
| 3.3 b) | Map and diagrams characterizing ADA accessible paths of travel |
| 3.3 c) | Active Transportation Report |

Task 3.4: Way-Finding Study:

The Way-Finding scheme reinforces the community’s identity and rich history, its commitment to tourism and travel as important elements of the community, and adds emphasis to the historical and scenic nature of the SR 140/49 corridor.

The Way-Finding component will:

- Provide ready access to up-to-date, real-time information regarding transportation resources (routes, schedules, alternative modes and mode shift opportunities and information that may affect mode choices, such as hazardous conditions, road closures, and weather);
- Support and encourage active transportation choices by planning the installation of signs, pedestrian improvements, pavement markings, kiosks and location maps along streets and pedestrian paths, at key locations such as plazas, street and multi- purpose pathway nodes or nearby multi-modal facilities; and
- Provide a centralized information resource in the field and on line for use by those who rely solely on public transportation.

Way-Finding information may be used to identify:

- Places to obtain transportation information and visitor services such as restrooms, parks and a visitor center;
 - The location of important public safety or social services;
 - Key destinations referenced in the Pedestrian and Bicycle Master Plan;
 - Streets and areas containing sites of historical or cultural interest; and
 - As an aid to reduce congestion and improve circulation by directing vehicle traffic to parking and multi-modal facilities
- a) Workshops And Focus Groups To Assess Alternatives: Using feedback garnered from the local community and business owners during the community workshops and surveys, the consultant will create a series of alternative drawings and site plans for public directional signs, entry signs and gateways, information kiosks, etc.
- b) Consultant Wayfinding Assessment: Using the base map of the Town developed as part of this project, the consultant will prepare a plan and map coordinating the placement of signs with other elements, identify sign locations with symbols and standard installation details.

- **Responsible Party—*Consultant***

| Task | Deliverable |
|-------------|---|
| 3.4 a) | Workshop and Focus group reports regarding alternatives |
| 3.4 b) | A comprehensive, conceptual route, sign, and information study showing size, type materials, locations, and placement details of facilities |

Task 3.5: Community Preservation and Aesthetics Study:

- a) CAC Workshops and Focus Groups: The Consultant team landscape architect and architect will hold workshops and meet with focus groups and the CAC to identify, in writing and map the full range, or scope, of potential public improvements that will be implemented in future design and engineering phases (not a part of this project).
- b) Consultant Assessment: The Consultant team will provide plans for pedestrian walkways, parking facilities, and facilities and amenities supporting active transportation. Conceptual renderings, plant palettes, texture and color palettes will be developed and a map will be prepared identifying where specific features would be located and used. To encourage use of multi-modal facilities, emphasis will be placed on developing plans that ensure that facilities and streetscapes are well integrated and sensitive to the historical context of the community.
- c) Consultant Plans: The consultant will prepare plans and graphics demonstrating how facilities and improvements will be integrated into the historical and rural character of the community.

- **Responsible Party—Consultant**

| Task | Deliverable |
|-------------|--|
| 3.5 a) | CAC meeting materials and meeting Notes |
| 3.5 b) | Report to the CAC regarding the scope of future design work (design outside the scope of this project) |
| 3.5 c) | Conceptual site, facility and landscape plans, sketches and renderings |

Task 3.6: Finance and Phasing Implementation Plan:

The project team will prepare a report to the CAC for review in a community workshop setting identifying the steps necessary to finance and implement the proposed Town of Mariposa Transportation Center Feasibility Study projects, including detailed planning, technical and environmental studies, design, engineering, permitting, right-of-way acquisition, and construction. The report will first identify implementation steps according to a phasing plan and, thereafter project by project funding will also be identified by the Consultant. To the extent feasible, the financial plan will match projects and implementation activities to potential funding sources.

The primary source program for federal funding of transportation is Fixing America’s Surface Transportation (FAST) Act. FAST ACT authorization provides funding opportunities for various types of transportation elements such as bicycle facilities, recreational trails, safe routes to school, road improvements, and ADA access. This section will describe these sources, including:

- Capital improvement programs projects;
 - Specific public and private improvements programmed into current and future development projects; and
 - Regional, state and federal grants, such as:
 - Fixing America’s Surface Transportation (FAST) Act
 - Congestion Management and Air Quality Improvement Program (CMAQ)
 - National Scenic Byways Program (SBP)
 - Senate Bill (SB) 1
 - Active Transportation Program (ATP)
 - Regional Surface Transportation Program (RSTP)
 - Transportation Development Act (TDA) funds
- a) Initial Assessment: The consultant will conduct an assessment that will identify and link funding sources, amounts, and timelines and to specific elements of the plan. The assessment will identify a strategy for completing interdependent elements of the plan in an efficient and mutually supportive manner (e.g Mariposa Creek Parkway and integrated staging area and parking improvements, or Transit Center and integrated wayfinding elements and active transportation support amenities). The CAC will hold a workshop to consider initial assessment conclusions and recommendations of this assessment.

The initial report to the CAC will also identify a community-based financial implementation strategy intended to organize local resources to achieve a more robust and context sensitive result, in addition to traditional transportation funding sources. This strategy would include promotional activities and programs targeted at marketing Mariposa as a “*transportation center*” destination capable of providing visitor-oriented services, facilities, recreation and commercial opportunities. This marketing will be closely linked with the rich historic, cultural, and scenic resources of Mariposa County. The strategies and tactics contained within this marketing plan will be comprehensive, including priorities and phasing for development of community partnerships including the Resource Conservation District, Sierra Foothill Conservancy, property owners, Tourism Bureau, School District, and the National Park Service. The strategy for community will involve promotional activities, events, commerce and community building tactics, marketing collateral, and communication networks.

Recommendations will identify specific implementation measures, funding sources, key responsibilities among the stakeholders, organizations and the public sector in general, and identify whether the project or activity is near-, medium-, or long-term.

- b) Community Partner Workshops: The CAC will host workshops with community partners to review and discuss funding sources and related strategies outlined in the initial assessment.
- c) Final Finance and Phasing Implementation Plan: The Consultant will complete a final evaluation and study for CAC recommendation to the LTC. The study will be a financial strategy that incorporates CAC comments and the results of partnership workshops.

- **Responsible Party—Consultant**

| Task | Deliverable |
|-------------|---|
| 3.6 a) | Initial Finance, Phasing and Implementation Study report (to CAC) |
| 3.6 b) | Community – based partnership workshop report and meeting notes |
| 3.6 c) | Final Finance, Phasing and Implementation Plan (to CAC) |

4. Transportation Center Feasibility Study

Task 4.1: *Prepare Administrative Draft and Preliminary Draft Study:* The Consultant will present the administrative draft study to staff, from which a Preliminary Draft will be prepared for review by the CAC, Caltrans, and the County for review and public comments.

- **Responsible Party—Consultant**

Task 4.2: *CAC Workshops:*

The CAC will hold one or more public workshops to review the Preliminary Draft Study. The Consultant will incorporate all comments received from the public as directed by the CAC.

- **Responsible Party—Consultant**

Task 4.3: *Prepare Final Draft Study:*

The CAC will hold one or more public workshops to review a Final Draft Study. The Consultant will incorporate all comments received from the public as directed by the CAC.

- **Responsible Party—Consultant**

Task 4.4: *LTC review and approve Final Study:* The final study will be made available to the CAC and Caltrans for review. The LTC will consider further action based on conclusions and recommendations contained in the study.

- **Responsible Party—County of Mariposa, Consultant**

| Task | Deliverable |
|-------------|---|
| 4.1 | Administrative Draft and Preliminary Draft Report |
| 4.2 | CAC meeting materials and notes |
| 4.3 | Final Draft Study |
| 4.4 | Final Study (LTC) |

5. Grant Administration

Task 5.1: *Grant Financial Management* will be handled by County staff including contracting, progress reporting, accounting, invoicing, and provision of documentation as required by Caltrans. The project will be led by County staff. Oversight will be the responsibility of the Committees appointed by the County.

- **Responsible Party—County of Mariposa**

Task 5.2: *Grant Quarterly reports:* Quarterly reports will be submitted by County staff to Caltrans after coordination and consultation with the Consultant.

- **Responsible Party—County of Mariposa**

| <i>Task</i> | <i>Deliverable</i> |
|-------------|--|
| 5.1 | Contracts, accounts payable/received, invoices, supporting documentation |
| 5.2 | Quarterly reports submitted to Caltrans |

V. CONTACT PERSON

Brian Foucht, Deputy Director AND
 Sarah Williams, Director
 Mariposa County Planning Department
5100 BULLION STREET • POST OFFICE BOX 2039
MARIPOSA, CALIFORNIA 95338-2039
 209 . 966 . 5151 • FAX 209 .742. 5024
bfoucht@mariposacounty.org
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VI. PROJECT TIMETABLE

April 13, 2018, 2:00 PMClosing Date and Time for Receipt of Proposals
 April 25, 2018.....Conduct interviews, as needed
 April 30, 2018.....Notification
 May 27, 2018.....Contract Award

Proposals must be **received** no later than **2:00 PM on April 13, 2018** at the Mariposa County Planning Department

Mariposa County Planning Department
5100 BULLION STREET • POST OFFICE BOX 2039
MARIPOSA, CALIFORNIA 95338-2039

Proposals must be submitted in a sealed envelope that is clearly marked “**Town of Mariposa Transit Center Feasibility Study - Phase II**”. 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. Mariposa County LTC will not be liable or responsible for any late delivery of proposals. **Postmarks will not be accepted.** Until award of the contract, the proposals will be held in confidence and will 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 MARIPOSA COUNTY LTC 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. MARIPOSA COUNTY LTC may:

- a) Reject any and all proposals or waive any irregularity or information in any proposal or in the RFP procedure;
- b) Determine the suitability of the materials and/or services to be rendered;
- c) Withdraw this RFP at any time without prior notice; and
- d) Modify the RFP schedule described above.

B. Relationship to previous Consultant Assistance (Phase I)

Consultant assistance was not obtained by Mariposa County Planning for completion of the FY 2014-15 Rural Transit Grant Application and related Phase I Scope of Work. The Transportation Center Phase II project description, scope of work, timeline and budget were also prepared by the Mariposa County Planning Department without consultant assistance. The County retained consultant assistance for the completed Phase I study; however, the Phase II study is a separate and distinct project for which there are no contracted services. Mariposa County has not determined whether Phase I consultants will participate in the RFP process, or that Phase I consultants will possess the qualifications necessary for completion of Phase II.

C. Award

MARIPOSA COUNTY LTC may ask RFP finalists to make oral presentations. Finalists may be required to participate in negotiations and submit technical, or other revisions of

their proposals resulting from negotiations. MARIPOSA COUNTY LTC also reserves the right to award the contract without discussion or interviews, based upon the initial proposals. Selection will be based solely upon demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.

C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda by MARIPOSA COUNTY LTC and will be considered part of the RFP. Upon issuance, such addenda will 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 MARIPOSA COUNTY LTC shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E. Pre-contractual Expense

MARIPOSA COUNTY LTC shall not be liable for any pre-contractual expenses incurred by any proposer or selected contractor.

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.

G. Term

The term of the contract will be from the date of execution of the contract to project completion. **The project shall be completed prior to June 30, 2020.**

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 MARIPOSA COUNTY LTC to continue services for which the agreement was intended.

I. Insurance

The successful firm shall provide evidence of Professional Errors and Omissions Insurance and general commercial liability insurance in amounts not less than \$1,000,000 per occurrence. Insurance shall name the Mariposa County LTC as an additional insured.

J. Contract Arrangements

The proposer is expected to execute a contract similar to MARIPOSA COUNTY LTC 's Professional Services Agreement, which meets the requirements of MAP-21.

- 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. MARIPOSA COUNTY LTC 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. A discussion of the consultant(s) program for use of DBE's in the performance of this work, including the following:
 - a) the names and addresses of DBE firms that will participate;
 - b) the description of the work each named firm will perform; and
 - c) the dollar amount of participation by each DBE firm.
- 3) 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 a copy of the consultant(s) affirmative action policy (applicable for firms with 50 or more employees); and
- 4) 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.
- 5) Conflict of Interest: Firms submitting proposals in response to this RFP must disclose to MARIPOSA COUNTY LTC 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:

A. 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.

B. Table of Contents

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

C. Introduction

In this section, the proposer should demonstrate an adequate understanding of the role and relationships of MARIPOSA COUNTY LTC and an awareness of issues specific to the Town of Mariposa Transit Center Feasibility Study.

D. Technical Proposal should include:

- 1) 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;
- 2) A brief description of the firm's experience with similar projects;
- 3) A thorough explanation of the consultants' proposed course of action. References should be made to the RFP requirements and the consultant's plans for meeting those requirements; and
- 4) An itemized description of the proposed project schedule and the end products to be produced.
 - a) Project Management: Proposals must include 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 MARIPOSA COUNTY LTC's requirements.
 - b) Consultant Staff: Proposals 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.

- c) **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.
- d) **Consultant Qualifications and References:** Proposals must include references for similar projects, including 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. Joint proposals should be accompanied by qualifications and references for each participant and subcontractor.

E. Number of Copies

The proposer must provide five (5) bound copies, one (1) unbound original (suitable for reproduction) and readily accessible electronic versions formatted as a PDF and also in WORD/EXCEL. Send electronic submittals to Brian Foucht at: bfoucht@mariposacounty.org.

F. Submittal Schedule

All proposals shall be **received** no later than **2:00 pm on April 13, 2018** at the Mariposa County Planning Department **5100 Bullion Street BULLION STREET; POST OFFICE BOX 2039 MARIPOSA, CALIFORNIA 95338-2039**

G. Submittal and Disposition of Proposals

- a) All proposals shall be submitted in a sealed envelope that is clearly marked “Town of Mariposa Transit Center Feasibility Study.” Late proposals will not be accepted.
- b) All proposals, whether selected or rejected, shall become the property of the Mariposa County Local Transportation Commission.
- c) All proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. Modifications must be received in writing, and in the same type of media and number of copies as the original proposal, prior to the date and time specified for receipt of proposals.
- d) Evaluation and review of the proposal and award of a contract will be a part of the public record for this project.

IX. PROPOSAL EVALUATION AND SELECTION

All proposals will be initially screened by an interdepartmental staff panel, a limited number of proposals will be reviewed by a technical advisory team, and thereafter recommendations will be forwarded to the LTC for approval. The Citizens Advisory Committee may also review proposals. Proposers may be telephoned and asked for further information, if necessary, and may be requested to appear for oral interviews. Previous clients will also be called. The panel will make recommendations to the MARIPOSA COUNTY LTC on the basis of the proposal, interviews, and references. MARIPOSA COUNTY LTC may select a consultant based solely on written proposals and not convene oral interviews.

Evaluation of proposals will be conducted using the following criteria:

- Understanding the purpose and requirements of the Town of Mariposa Transit Center Feasibility 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;
- Qualifications, specific experience, and technical competence of the personnel to be assigned to this contract.
- There will be no preference during the review of proposals for either a single firm or teams comprised of two or more firms; however, teams with experience working together on similar projects will be more competitive.

Following the qualification-based ranking, negotiations shall be conducted with the most qualified proposer. MARIPOSA COUNTY LTC will negotiate with the next most qualified proposer until a contract can be awarded.

X. COST PROPOSAL and PAYMENT SCHEDULE

The consultant budget for this project is **\$239,729**. In addition to this grant amount, the County's contribution (cash match) is in the form of staff time equivalent to **\$30,541**. Staff time is charged for CAC facilitation, staff and consultant coordination.

The itemized cost proposal shall describe both the hourly rate and number of hours for principal(s) and employees to be assigned to this contract, by task, and a summary of any other related costs that are to be billed directly and a total "not-to-exceed" amount for this proposal.

Fees shall be accounted on a monthly basis and will accrue in three (3) month increments for quarterly invoicing and payment. Ten percent (10%) of the total contract amount will be withheld until successful completion of the contract. All invoices will be emailed to the Mariposa County Planning Department as specified in the executed professional services agreement. **The County will submit final reimbursements to Caltrans no later than August 31, 2020.**

END