

REQUEST FOR PROPOSALS
SAN JOAQUIN VALLEY BLUEPRINT ROADMAP

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

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

www.fresnocog.org

December 2009

REQUEST FOR PROPOSALS

SAN JOAQUIN VALLEY BLUEPRINT ROADMAP

Submission of Proposal. One reproducible master and seven copies of all proposals must be delivered to Fresno COG no later than **Friday January 15, 2010 by 5:00 P.M. Pacific Standard Time.** Late proposals or postmarks will not be accepted. Proposals should be delivered to:

Tom Webster
Council of Fresno County Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721

All proposals shall remain firm for a period of ninety (90) days following the final date for submission. All proposals will become the sole property of Fresno COG and a part of its official records.

Project Budget. A maximum of \$200,000 has been budgeted for consultant services for this project.

I. INTRODUCTION

In early 2006, the eight Councils of Governments in the San Joaquin Valley came together to develop a coordinated valley vision – the San Joaquin Valley Blueprint. This venture is being conducted in each county, and has recently been integrated to form a preferred vision for future development throughout the Valley. The COGs will be working closely with their local agencies in determining the best way to incorporate Blueprint strategies into their planning process. The goal of the SJV Blueprint planning process is to address critical issues facing the San Joaquin Valley in planning for the future of the world's foremost agricultural region. The SJV Blueprint will guide future development, and in turn accommodate population and economic growth in the region to the year 2050. For a full discussion of the Blueprint, please see the Fresno COG website at www.fresnocog.org

II. OBJECTIVES OF THE RFP

The SJV Blueprint planning process is creating a long-range regional vision that includes land use, transportation and resource planning. It is the objective of the RFP to prepare a report that summarizes past activities and achievements of the Blueprint, provides implementation recommendations - including a toolkit to assist Valley communities as they plan for the future through various types and stages of development - and facilitates on-going citizen participation and involvement in the process.

Each task in the program must relate to the 12 SJV Blueprint smart growth principles. These principles are incorporated in the Blueprint process to ensure a spectrum of housing, employment and transportation choices in walkable, livable neighborhoods. They can be applied to a wide variety of development projects, small scale infill development; new neighborhoods built on large infill sites; and public improvements such as streetscape projects and civic buildings.

The smart growth principles for the SJV Blueprint are:

- Create a range of housing opportunities and choices
- Create walkable neighborhoods
- Encourage community and stakeholder collaboration
- Foster distinctive, attractive communities with a strong sense of place
- Make development decisions predictable, fair and cost effective
- Mix land uses
- Preserve open space, farmland, natural beauty and critical environmental areas
- Provide a variety of transportation choices
- Strengthen and direct development towards existing communities
- Take advantage of compact building design
- Enhance the economic vitality of the region
- Support actions that encourage environmental resource management

III. WORK AND ACCOMPLISHMENTS TO DATE

Over the past three years, the eight COGs in the San Joaquin Valley have accomplished many goals that have moved the process closer to consensus on a Valleywide preferred growth scenario. These accomplishments are even more noteworthy when one considers that each step required approval or endorsement by eight separate and distinct policy boards. The major tasks undertaken are summarized as follows:

Institutional Framework, Management and Community Outreach: The SJV Blueprint process created a project management team comprised of a program manager from the lead agency and project managers from each of the other seven COGs. Three major Valleywide events were presented: the Blueprint Kickoff Workshop in June of 2006; the Blueprint Executive Forum (aimed primarily at elected officials) in April of 2008; and a Valleywide Summit in January 2009 where the Valleywide alternative scenarios were presented to the public.

The SJV Blueprint has produced a variety of communication materials including websites, videos, brochures, print and electronic media advertising and project reports. Extensive mapping helps member agencies and the public understand the concepts being portrayed. Ultimately, the Blueprint must be integrated into local general planning processes in order to ensure implementation.

Now, with the legal requirements of AB 32 and SB 375, some type of certification process will need to be established so that the planning principles defined in the Blueprint can be implemented throughout the Valley.

The SJV Blueprint has been and will continue to be conducted through a “bottom-up” approach to secure government and community support. Maps showcasing and explaining the local and Valleywide Blueprint options were generated by U.C. Davis/Valley COGs and circulated to Valley communities through public outreach orchestrated by the Great Valley Center, and by each individual planning agency. Public meetings, presentations, newsletters, and online publications were used to obtain feedback from the public, elected officials, and a variety of community, business and government agencies.

Land Use, Transportation and Air Quality Modeling: Status Quo scenarios were developed in each county and alternative scenarios were created. During the scenario planning stage, UPlan, a modeling tool developed by U.C. Davis, has been used by all eight Valley COGs. Each COG translated the UPlan land use categories into the categories in their individual traffic models. Traffic model output was then input into the EMFAC air quality model to measure emissions from on-road vehicles. Throughout the scenario planning stage, UPlan runs were conducted for each scenario with review and input from local planners and stakeholders. This “feedback” process will continue to be a central part of the integration stage of the SJV Blueprint.

When Blueprint principles are incorporated into local projects, more fine-grained software choices will be explored for community, neighborhood, or even project-level planning.

Individual County Planning Process: Each of the eight Valley COGs conducted the Blueprint process at the local level which included convening stakeholder groups, engaging their member agencies and conducting outreach to community groups and the general public. Much time has been invested in working with local agency planners so that the Blueprint can be integrated at the local level.

Valley Planning Process: The eight COGs have been collaborating on a Valleywide basis as part of the project management team. In addition, the effort has partnered with the Great Valley Center and their staffing of the Blueprint Regional Advisory Committee. The SJV Air District has also been a partner both financially and in kind. In addition, the individual COGs have worked closely with Caltrans and U.C. Davis on many of the technical activities.

Health and Obesity Awareness: Smart growth strategies can encourage physical activity by making a community more walkable and can provide greater access to healthy food options, thus contributing to healthier eating. A comprehensive approach to planning can be implemented that focuses on identifying priority areas where public health strategies can be incorporated within the local planning process. In the short-term, these planning efforts will help create healthier lifestyles; in the long-term, these efforts can have a measurable impact on chronic health conditions such as obesity, diabetes, stroke and heart disease.

IV. SCOPE OF SERVICES/TASKS

Task 1: Summarize Work Accomplished in the First Three Years of Blueprint Planning that was reflected in the Regional Policy Council's adoption on April 1, 2009.

Produce a summary report that captures the Valleywide process and the products of the first three years of the Blueprint process.

Prepare a comprehensive summary, in a report format, that includes the process and outcomes of the first three years of the Blueprint (Planning Phase). This document will provide context and serve as the introduction to the implementation strategy (SJV Blueprint Roadmap). Another possible use for this document (in a stand alone format) might be those practitioners and professionals seeking a more in-depth review of the Valleywide Blueprint process as well as Caltrans, the funding source for the San Joaquin Valley Blueprint Process. The document should address the following:

- The document should include the background, parameters and performance measures of the preferred Valleywide B+ Scenario.
- The document should synthesize the 12 Valley Blueprint Principles and include graphics, maps, pictures and statistics as well as detail about the planning phase.

Task 2: Ongoing Blueprint Planning

Develop an implementation strategy with supportive policies and performance measures, including recommendations for next steps.

Task 2.1 Develop a schedule for key milestone products.

- Develop a schedule for the short term (5-year).
- Develop a schedule for key milestone products for the long term (20-year).

Task 2.2 Develop assessment tools or a process that institutions can use to guide them through Blueprint implementation.

- The assessment tools should include performance measures for each of the 12 Valley Blueprint Principles for varying community and/or County populations as well as a checklist or other method for analyzing progress towards achieving Blueprint goals and objectives.
- Identify how Blueprint principles can be integrated into local General Plans and the tools needed for local practitioners and elected officials to address local implementation.
- Identify possible barriers preventing change as well as the driving forces for change which will support the Blueprint's implementation at the local level.
- Develop "best-practices" guidelines and process assessment metrics that institutions can use to guide them through the implementation process.

Task 2.3 Identify the institutional arrangements necessary to successfully carry out Blueprint implementation and make recommendations for implementation oversight. Examples would include the roles of the Policy Council, COGs, local agencies, and lawmakers.

- These arrangements should be consistent with the bottom-up approach used throughout the Blueprint and should carefully account for local control.
- They should also take into consideration the relationship between state mandates such as AB32 and SB375 and various institutions charged with their integration.

Task 2.4 Develop an implementation plan with supportive policies and performance measures, including recommendations for next steps.

Task 2.5 Evaluate Valleywide programs, projects, policies and resources that support the Valley Blueprint.

- Identify the role Blueprint planning will play in integrating planning processes across jurisdictional boundaries.
- Identify projects that are common to all counties, such as: State Route 99, water resources, air quality, High Speed Rail, freight movement, etc. What framework can be established to oversee and integrate these issues into Blueprint planning?
- Identify strategies and the role of the Blueprint in the following areas:
 - integrate infrastructure planning with air quality, transportation and land-use planning to maximize co-benefits.
 - planning for adequate water supply and quality.
 - preserving vital agricultural lands and resources.

- integrate conservation corridors and possible mitigation sites into planning policy.
- planning for sustainable and renewable energy.
- planning for healthy communities.

Task 2.6 Identify financial resources needed to implement the Blueprint at the Valley and local levels.

- This should include both traditional funding sources, such as grants, and should also examine a variety of potential, non-traditional funding mechanisms.
- Identify potential funding streams from institutional partnerships.
- Identify current and potential legislation that will or could potentially provide future Blueprint funding mechanisms.
- Recommend strategies for building funding mechanisms; i.e. fees, tolls, bonds, legislations platforms, etc.

Task 3: Create a Planner's Toolkit

Create a toolkit of resources to implement the 12 Valley Blueprint Principles into local planning processes. Initial work efforts on the toolkit should be reviewed at <http://sjvblueprinttoolkit.weebly.com/index.html>.

Task 3.1 Identify the **Legal Issues** in Planning associated with land use regulation, including State Planning and Zoning Law and the California Environmental Quality Act.

Task 3.2 Develop a **Common Issues** curriculum on such issues as urban design, transportation, air quality, climate change, adequate housing , and environmental resources. These tools will provide an overview for community stakeholders, elected officials and local staff to facilitate community discussion.

Task 3.3 Develop a **Toolkit** with model codes and zoning ordinances, policies, plans, and techniques that can be used to address particular issues related to integrating Blueprint principles into the local planning process. The toolkit should include provisions for various sized jurisdictions (see Table 1). In addition, the summary of each tool should describe how it can be used with an accompanying list of additional resources.

Task 3.4 Attach a range of pertinent Case Studies providing examples of how rural, suburban and urban areas have addressed similar planning issues.

Task 4: Ongoing Outreach Tools

Develop recommendations to enhance public outreach in the ongoing Blueprint process.

Task 4.1 Develop a list of electronic media tools and/or strategies to reach a broad audience of public stakeholders, elected officials and practicing professionals. The tools should include, but not be limited to, websites, forums, blogs, advertisements, publications, etc.

Task 4.2 Prepare a strategy and/or educational curriculum/tools to expose students of varying ages to the process, principles and practice of Blueprint planning.

Optional Work Items

Upon review of the RFP and project files, and following discussions with COG staff, the consultant may propose optional work items the consultant feels would further the objectives of the RFP. These optional items should be fully explained, including the relationship to the Blueprint process and the 12 smart growth principles. A budget should also be proposed for consideration by the COG Project Manager and selection committee, including whether the optional items are included within the original budget allocated for this project or would require additional funds. If optional items are proposed, Task 5 should be included in the proposal requirements, project schedule, and budget discussed later in this RFP.

The consultant shall prepare draft reports for Tasks 1 through 4. The draft reports should include a summary, complete text and graphics as necessary. The draft reports should include seven copies of the draft report to Fresno COG for review and comment as well as the report in PDF format.

Following comments, the consultant shall modify the draft to create a final report. Ten copies of the final report shall be prepared and provided to Fresno COG. In addition, the final report shall be provided in PDF format.

File copies of all correspondence, technical memoranda and reports should be delivered to the Fresno COG Project Manager on disk in MS Word 2003 and MS Excel 2003.

V. PROJECT SCHEDULE AND COORDINATION

Submission of Proposal/Period of Acceptance. One reproducible master and seven copies of all proposals must be delivered to Fresno COG no later than **Friday January 15, 2010 by 5:00 P.M. Pacific Standard Time.** Proposals will

not be accepted after 5:00 p.m. PST. Postmarks will not be accepted. Proposals should be delivered to:

Tom Webster
Council of Fresno County Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721

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

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

All questions on the RFP should be submitted in writing by Friday, December 18, 2009 by 5:00 P.M. to:

Tom Webster
Council of Fresno County Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721
twebster@fresnocog.org

All questions and answers will be posted on the Fresno COG website at:
www.fresnocog.org

Important Dates

Activity	Date
Request for Proposals (RFP) Released	December 1, 2009
Written Questions	December 18, 2009
Deadline for Proposal Submittal	January 15, 2010
Interviews/Selection	Week of January 25, 2010
Policy Board Approval	January 28, 2010
Notice to Proceed - Subject to Contract Signing	February 1, 2010

Completion of Task 1 – Planning Summary Report: April 30, 2010
Completion Tasks 2, 3 and 4: October 29, 2010

All work for the tasks outlined in Task 1 should be completed within three months and all work for the Planners' Toolkit and tasks outlined in Tasks 2, 3 and 4 should be completed in nine months from start date. It is intended that the consultant's work will begin immediately upon receiving a notice to proceed. Any suggested variations from the schedule should be indicated in the proposal.

Respondents should develop a detailed schedule as part of their proposal showing estimated completion dates for deliverables and presentations. Attachment B is a sample Project Schedule. We encourage consultants to use and modify the sample to streamline their proposal and to make it easier for reviewers to compare proposals. A digital spreadsheet version of the attachment can be found on the Fresno COG website at www.fresnocog.org.

The consultant will take primary direction from the Fresno COG Project Manager and the SJV Blueprint Final Document and Planners' Toolkit Committee. The Fresno COG Project Manager will monitor the schedule to ensure proper and timely performance and any extensions to the schedule will require a formal written request from the consultant to the Fresno COG Project Manager.

The consultant shall provide monthly progress reports to the Fresno COG Project Manager. These monthly status reports will include descriptions of work tasks completed that month, and will identify any issues that may affect project schedule or project deliverables.

The consultant shall provide quarterly presentations and/or committee meetings throughout contract period. No less than three presentations shall be required of the products of Tasks 2, 3 and 4 as follows. Two presentations of the draft and revised draft report will be made to the COG Directors/project managers. A presentation of the final report will be made to the Policy Council.

VI. PROPOSAL SUBMITTAL

Clarity and conciseness are essential and will be considered in assessing the consultant's capabilities. Proposal content and completeness are important.

- A. Preparation of Proposal.** The proposal shall be formatted in accordance with the requirements specified in *Section XI: Proposal Requirements* of this RFP. All proposals shall be prepared at the expense of the consultant.
- B. Examination of RFP.** The consultant shall be responsible for examining the RFP, including any addenda issued during the proposal period. The consultant shall also be responsible for informing itself with respect to any condition which may in any way affect the nature of the proposal, or the performance of the work in the event the consultant is selected. Failure of the consultant to examine and inform itself in this manner shall be at the consultant's own risk and no relief for error or omission shall be given.
- C. Modification or Withdrawal of Proposals.** Any proposal received before the date and time specified above may be withdrawn or modified by written request of the consultant. To be considered, however, the modified proposal must be received by the proposal due date and time specified previously.

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

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

VII. CONSULTANT SELECTION

All proposals submitted will be screened by a selection committee. The committee will determine which consultants will be invited to make formal presentations and be interviewed by the committee. **The committee reserves the right to make a final selection without an interview.**

The actual award of the contract will be by the Fresno COG Policy Board (tentatively set for the January, 2010 meeting). The contract is not in force until it is awarded by Fresno COG and executed by the Fresno COG designees.

VIII. CONSULTANT OBJECTIONS

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

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

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

IX. FRESNO COG RIGHTS

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

Fresno COG reserves the right to:

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

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

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

X. RFP QUESTIONS

All questions on the RFP should be submitted in writing by Friday, December 18, 2009 by 5:00 P.M. to:

Tom Webster

Council of Fresno County Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721
twebster@fresnocog.org

All questions and answers will be posted on the Fresno COG website at:
www.fresnocog.org

XI. PROPOSAL REQUIREMENTS

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

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

B. Table of Contents. Include identification of the material by section and page number.

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

D. Detailed Work Plan. The prospective contractor shall provide a schedule for completing the project consistent with the schedule set forth in this RFP. The schedule shall identify major tasks to be undertaken and the time frame for each task.

This section should include the following components:

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

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

3. Schedule. A schedule showing the expected sequence of tasks, subtasks, and important milestones should accompany the work description. .

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

Include the name and qualifications of all professional personnel to be employed, a resume for each professional (included in an appendix), a statement indicating how many hours each professional will be assigned to the contract and what tasks each professional will perform. Staffing assignments should be specific enough to demonstrate understanding of skills required and commitment of proper resources. **No substitutions of the identified members of the project team will be allowed without prior approval of Fresno COG.**

F. Budget and Billing Format. A cost analysis of the proposed budget will be done by Fresno COG staff. Under various circumstances the budget could be subject to Pre-audit and/or the final cost subject to Post audit by Fresno COG or Caltrans division of Audits and Investigations. The allowability of individual items of cost will be determined by 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. Seq. The Contractor will also be required to comply with 49 CFR, Part 18, and Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments. The contractor should have an accounting system capable of segregating direct cost from indirect costs per the above cited regulations. The Contractor and Subcontractors will comply with all applicable laws and maintain books, documents, papers, and accounting records for a period of three years from the date of the final payment.

1. Method of Payment. The cost proposal will be reimbursed by one of, or a combination of the methods below. The consultant must clearly state the method used to prepare the cost proposal.

- Lump Sum payment
- Actual Cost plus Fixed Fee
- Specific Rates of Compensation

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

2. **Project Budget.** A maximum of **\$200,000** has been budgeted for consultant services for this project.
3. **Task Budget.** A schedule of estimated costs to complete each task should add to the total cost of the project (see Attachments C and D). The task budget should include a subsidiary breakdown by task of hours and billing rate charges. The schedule should clearly indicate the amount of hours key personnel will require for each task.
4. **Budget and Cost Breakdown.** The prospective consultant will prepare a detailed cost breakdown for the work to be performed during the project regardless of the method of reimbursement chosen. This will include all tasks required to complete the project including final reports and presentation.
 - a. **Direct Labor Costs.** A schedule of billing rates and hours worked by employee or category of employee is required of the prime contractor and all subcontractors. Billing rates should cover all costs associated with the employee (salary, benefits, and anticipated cost of living and/or merit increases during the term of the contract). Depending on the individual cost structure, overhead may be applied as a component of the billing rate or applied separately. The consultant should be prepared to validate billing rates with payroll registers, wage agreements, or other payroll documentation.
 - b. **Overhead Rates.** The overhead rate should include all indirect cost not readily assignable to cost objectives specifically benefited. Typically an overhead rate is calculated on a company or division wide basis by segregating expenses into direct cost and indirect cost categories and then dividing the indirect costs by a direct cost base such as direct labor to arrive at an overhead rate. The overhead rate is then applied on a contract by contract basis to recapture the indirect costs that are not chargeable directly to a final objective such as general and administrative, facilities, equipment, supplies, accounting, maintenance, materials, etc. Some cost structures may be broken into various overhead rates that are applied to different bases. The consultant should be prepared to provide supporting documentation such as prior agreements with government agencies or audits of prior year activities to validate overhead rates structures.
 - c. **Direct Cost.** Direct costs are those incremental costs that can be identified specifically with a particular final cost objective. Although in some instances direct cost and indirect cost may include similar categories, incremental direct cost attributable to final objectives must be separated and not included in the overhead calculation. All direct cost specifically attributed to the project and not included in the billing rates must be itemized by budget category to be eligible for

reimbursement. Once contractually authorized, direct cost budgets may not be substituted without prior written consent of the Fresno COG.

d. Sub consultant Fees. Sub consultants must provide the same cost data detail as the prime contractor (see Attachments C and D).

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

See Attachment D for Sample Cost Estimate

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

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

This insurance shall not be canceled or changed without a minimum of thirty (30) days advance written notice given to Fresno COG. The consultant shall provide certification of said insurance to Fresno COG within twenty-one (21) days of the date of the execution of the contract. Such certification shall show, to Fresno COG's satisfaction, that such insurance coverages have been obtained and are in full force; that Fresno COG, its officers, agents, and employees will not be responsible for any premiums on the policies; that as and if required

such insurance names Fresno COG, its officers agents, and employees individually and collectively as additional insured (comprehensive and general liability only), but only insofar as the operations under the contract are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self insurance, maintained by Fresno COG, its officers, agents, and employees, shall be excess only and not contributing with insurance provided under the consultant's policies herein; and that this insurance shall not be canceled or changed without a minimum of thirty (days) advance, written notice given to Fresno COG.

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

H. Disadvantaged Business Enterprise (DBE) Certification

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

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

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

Fresno COG will not deny award to contractors on the basis of DBE participation who demonstrate that they have used good faith efforts to achieve DBE participation. Contractors selected on the basis of DBE participation must provide the following information with the initial proposal or before entering into a contractual agreement with Fresno COG:

1. The names and addresses of the DBE firms.
2. A description of the work each DBE will provide.
3. The dollar amount of participation by each DBE.
4. Proof of DBE certification.
5. Written confirmation that the DBE will participate.
6. If DBE participation is not achieved, evidence of good faith efforts must be provided.

Prime contractors are required to maintain records and document payments to all subcontractors for three years following the performance of the contract. These records will be made available for

inspection upon request by any authorized representative of Fresno COG, Caltrans, FHWA, or DOT. This reporting requirement also extends to any certified DBE subcontractor. The contractor shall maintain records showing the name and address of each subcontractor, the date of payment, and total dollar figure paid to each subcontractor.

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

- I. Conflicts of Interest.** The prospective contractor shall disclose any financial, business, or other relationship with Fresno COG that may have an outcome on the selection.
- J. Summary of Qualifications.** Proposals shall include a summary of the firm's qualifications, including resumes of assigned staff.
- K. Signing of Proposal/Authorization to Negotiate.** The proposal shall be signed by an official authorized to bind the consultant and shall contain a statement that the proposal is a firm offer for a 90-day period. The proposal shall also provide the following: name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company.
- L. Attachments.** Attachments included at the end of the proposal are:
 - Attachment A: Title VI Assurance
 - Attachment B: DBE/WBE Bidders Listing
 - Attachment C: Budget and Cost Schedule Template
 - Attachment D: Hypothetical Cost Format Example

Attachment A

TITLE VI ASSURANCE

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

Attachment C

BUDGET AND COST SCHEDULE TEMPLATE

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

DIRECT COSTS

Direct Cost	Amount
Direct Costs Subtotal	

SUBCONSULTANTS

Subconsultants	Total Cost
Subconsultants Subtotal	

PROPOSAL GRAND TOTAL		
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Attachment D

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

HYPOTHETICAL
COST ESTIMATE

Table 1.- Direct cost by Task

Cost Items	Task 1	Task 2	Task 3	Total
1. Direct Labor	3,700	17,053	5,502	26,255
2. Overhead (___% of Line 1)	1,480	6,821	2,201	10,502
Total Salary Burden	5,180	23,874	7,703	36,757
3. Direct Expenses				
Telephone/FAX	35	28	15	78
Postage/Shipping	12	8	35	55
Graphics/Printing	11	11	75	97
Travel	350		500	850
Misc.	45	45	45	135
Total Direct Expenses	453	92	670	1,215
4. Subconsultant Fees *	4,244	22,276	2,726	29,246
5. Fixed Fee (___% of Lines 1,2,3)	764	1,524	1,132	3,420
Total	10,640	47,766	12,231	70,638 70,638

Table 2 - Project Task Costs by Key Personnel

Task No. and Description	Key Staff #1	Key Staff #2	Staff Support	Total Hours
Task 1. Establish Parameters	25	75		100
Task 3. Data Collection and Analysis		400	250	650
Task 4. Final Report and Presentation	15	50	175	240
Total Hours	40	525	425	990
Billing Rate	\$75.00	\$44.06	\$25.00	
Memo Total	3,000	23,132	10,625	36,757

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