



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
611 I Street, Suite B
Eureka, CA 95501
(707) 444-8208
www.hcaog.net

Request for Proposals for On-Call Planning Services

RFP released: August 14, 2024
Proposals due: 5 p.m., September 9, 2024

Invitation: The Humboldt County Association of Governments (HCAOG) is inviting interested parties to submit proposals for on-call planning services. HCAOG would like to retain the professional services of a qualified professional and/or firm, or team of professionals and/or firms, to assist in this project. HCAOG is seeking those with expertise in project management, grant administration, public outreach, Unmet Transit Needs reporting, and other transportation planning activities. The selected consultant for this project will augment staff activities. Interested parties are invited to submit proposals for the following scope:

- Project management – assignments may include managing or assisting HCAOG staff in managing projects such as, but not limited to, the Regional Vision Zero Action Plan, Zero Emission Fleet Transition Plan, and North State Hydrogen Fueling Siting Analysis. Note individual RFPs have or will be issued for the technical work and deliverables on these projects. The on-call support needed would be to augment HCAOG staff in managing the work of other consultants, tracking progress, and local coordination.
- Grant administration – assignments may include grant administration and reporting.
- Unmet Transit Needs – consultant would be expected to manage the Unmet Transit Needs process in consultation with HCAOG staff and to produce a report of findings consistent with the Transit Development Act requirements.
- Other duties as assigned – duties may include those typical of regional transportation planner assignments, such as letters of support, public outreach events, promotion of active transportation and transit, preparing staff reports, and presenting before technical advisory committees and/or the HCAOG Board.

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HCAOG On-Call Planning Services

I. BACKGROUND

HCAOG is requesting professional on-call planning services proposals from qualified professional and/or firm, or team of professionals and/or firms (consultant) to augment HCAOG planning efforts.

HCAOG has recently received multiple grant awards and will need additional short-term staffing to manage grants and augment day-to-day staffing needs. To fill this need HCAOG is seeking consultant support for an initial 1-year term, with possible extensions up to 3 years. The initial 1-year contract would not exceed \$100,000 in services.

It is anticipated that most work assignments will be suitable to complete remotely, however in person activities related to public outreach and presentations may be required from time to time.

The selected consultant must have the resources to provide cost-effective and timely services to HCAOG.

Humboldt County Association of Governments

HCAOG conducts work for the benefit of the entire Humboldt County region. The region now known as Humboldt County includes the unceded traditional territories and current homelands of several indigenous nations including the Karuk, Hupa, Wiyot, Yurok, Tsnugwe, Chilula, Chimariko, Lassik, Mattole, Nongatl, Sinkyone, Wailaki, and Whilkut people.

HCAOG is the designated Regional Transportation Planning Agency (RTPA), which has transportation planning responsibilities under federal and state law. As the RTPA, HCAOG is responsible for developing regional transportation plans and programs in a cooperative, continuous, and comprehensive planning process. This process is carried out with federal, state, regional, local, and tribal agencies, and the public. The HCAOG Board of Directors is comprised of eight members: the Chairman of the Board of Supervisors, and the Mayors of Humboldt's seven cities (Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad), or an alternate designate from that governing body. HCAOG has three standing advisory committees: the Policy Advisory Committee, Social Service Transportation Advisory Council, and Technical Advisory Committee (TAC).

II. PROJECT SUMMARY

The purpose of this RFP is to solicit and select a firm/s to provide on-call planning services to augment HCAOG staffing. Under the direction of the Executive Director, the consultant will provide the range of expertise to carry out project management, grant administration, annual Unmet Transit Needs process and report of findings, and typical regional transportation planner duties such as public outreach, promoting active transportation and transit, regional coordination, preparing staff reports, and presentations for technical advisory committees and the HCAOG Board.

III. SCOPE OF WORK

In general, the successful consultant will be expected to provide on-call services for a range of activities that would typically be assigned to regional transportation planners at the assistant to senior level. Specific examples include:

- Project management – assignments may include managing or assisting HCAOG staff in managing projects such as but not limited to the Regional Vision Zero Action Plan, Zero

Emission Fleet Transition Plan, and the North State Hydrogen Fueling Siting Analysis. Note that individual requests for proposals have been, or will be, issued for the technical work on these projects. The on-call support needed would be to augment HCAOG staff in managing the work of other consultants, tracking progress, and local coordination.

- Grant administration – assignments may include grant administration and reporting.
- Unmet Transit Needs – consultant would be expected to manage the Unmet Transit Needs process in consultation with HCAOG staff, provide presentations to local entities and produce a report of findings consistent with the Transit Development Act requirements.
- Other duties as assigned – duties may include those typical of regional transportation planner assignments, such as letters of support, public outreach events, promotion of active transportation and transit, applying for encroachments permits to Caltrans for the Call Box program, preparing staff reports, and presenting before technical advisory committees and/or the HCAOG Board.

IV. PROJECT TIMETABLE

The following dates represent HCAOG’s best estimate of the schedule that will be followed with regard to this RFP process. HCAOG hereby reserves the right, at its sole discretion, to modify this tentative schedule as it deems necessary, including, without limitation, extending the deadline for submission of Proposals.

August 14, 2024	Request for Proposals (RFP) released
August 26, 2024	Deadline to submit questions regarding RFP
August 28, 2024	HCAOG deadline for responding to questions regarding RFP
September 9, 2024 (5 p.m.)	Closing date for receipt of proposals
September 10-13, 2024	HCAOG completes review and evaluation process
September 19, 2024	Staff recommends award to HCAOG Board
Sep. 23-27, 2024	Project commences

Closing Date

Complete proposals must be received via electronic delivery (email) no later than 5:00 p.m. Pacific Standard Time (PST) on Monday, September 9, 2024. By submitting a proposal, the Proposer certifies that his or her name or the consultant firm's name, as well as the name of Proposer’s subcontractors, does not appear on the Comptroller General's list of ineligible contractors for federally assisted projects.

All proposals received *prior to* the closing date and time specified above may be withdrawn or modified by respondent’s written request. Any modification, to be considered, must be received in writing (via email), prior to the closing date for receipt of proposals. Any modifications received late shall not be considered. Proposals will become HCAOG’s property after the submission deadline has passed.

V. PROPOSAL CONTENT AND ORGANIZATION

Proposals should be limited to specifically discuss the elements outlined in this RFP and must be submitted in accordance with the standards and specifications set forth in this RFP and contain all required attachments. To be considered to perform the services requested by this RFP, a respondent must meet the following criteria and submit all the following information outlined below. Submittals failing to meet any of these criteria shall be considered to be non-responsive and will

not be evaluated further.

Complete proposals submitted in response to this RFP shall be submitted to HCAOG via electronic mail submitted to: amy.eberwein@hcaog.net, with subject line: HCAOG On-Call Planning Services proposal submittal.

PROPOSAL REQUIREMENTS

The proposal shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

- A. Cover Letter: Maximum of two pages serving as an executive summary which shall include an understanding of the scope of services.
- B. Brief Company Profile. General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Include discussion of consultant's commitments and approach to diversity, equity and inclusion. Describe the general qualification of the firm as they relate to the work proposed with this RFP.
- C. Organization and Staffing. Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional planning level of work to be performed by each individual. Indicate who will provide project management for this contract. HCAOG will retain under its agreement with the successful Consultant the right of approval of all persons performing under the agreement.
- D. Description and Approach. The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFP and include a discussion of how communication with HCAOG will be handled during the contract term. Also include methods for communicating and controlling costs with on-call assignments.
- E. Cost Proposal. The cost proposal shall include the hourly rate for services. Include any sub-consultant's fee schedule, if applicable. This should include hourly billable costs of each team member (Senior Planner, Associate Planner, etc.).
- F. Résumé, Relevant Projects/Services with References. Provide résumés of the individual(s) from the Proposer's firm or entity that will be directly responsible for carrying out the contract, three references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.
- G. Travel and Mileage. Any consultant travel and per diem reimbursement costs must be consistent with the California Department of Transportation's Travel Guide policies for consultants, contractors, and subcontractors (non-state employees). Policies can be found at <https://dot.ca.gov/programs/accounting/travel-guide.>
- H. Required Attachments. Proposals that do not contain each of the following required attachments (if applicable), may be rejected by HCAOG.
 - (a) If subconsultants are proposed, the Subconsultant List form Attachment C, must be included with the proposal.
 - (b) Staff résumés for key personnel as Attachment D.

- I. **Conflict of Interest.** By submitting a Proposal in response to this RFP, Proposer warrants and covenants that no official or employee of HCAOG, nor any business entity in which an official of HCAOG has an interest, has been employed or retained to solicit or assist in procuring the final Consultant Services Agreement resulting from this RFP process, nor that any such person will be employed in the performance of such Consultant Services Agreement without immediate divulgence of such fact to HCAOG.

VI. OTHER REQUIREMENTS

A) Insurance

The selected firm(s) or project team must be prepared to comply with HCAOG's standard Consultant Services Agreement (Attachment A) terms and must submit evidence of eligibility for all insurance required. Prior to executing a final Consultant Services Agreement, the successful proposer shall produce certificates of the required insurance, including a certified endorsement naming HCAOG as an additional insured. Additional insurance should not be purchased until a final Consultant Services Agreement has been awarded by the HCAOG Board.

HCAOG's standard requirements for insurance coverage include:

- One million dollars (\$1,000,000) General Liability Insurance
- One million dollars (\$1,000,000) Automobile Insurance
- Twenty-five thousand dollars (\$25,000) for Document
- Five-hundred thousand dollars (\$500,000) for Errors and Omissions

Exceptions to the standard insurance amounts may be considered on a case-by-case basis. Any proposer seeking any exception, must include that request as part of the proposal, listing a justification for the exception and proposed insurance coverage.

B) Disadvantaged Business Enterprise (DBE) Policy and Obligation

Although there is not a specific DBE target for this RFP, HCAOG encourages DBE firms to respond to this RFP. Additionally, the selected consultant may work on federally funded projects and should be aware, that it is the policy of the U.S. Department of Transportation (USDOT) that minority- and women-owned business enterprises (hereby referred to as DBEs) as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. The recipient or its subcontractor agrees to ensure that DBEs 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 contract. In this regard, all recipients or subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Recipients and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of USDOT assisted contracts.

C) 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 there under in 49 CFR Part 21.

D) Equal Employment Opportunity

In connection with the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading,

demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

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

- (1) A copy of the consultant's affirmative action policy (applicable for firms with 50 or more employees); and
- (2) Discussion of the consultant's program for use of DBEs in the performance of this work, including the following:
 - The names and addresses of DBE firms that will participate
 - The description of the work each named firm will perform
 - The dollar amount of participation by each DBE firm.

E) Americans with Disabilities Act (ADA) Provisions

To comply with the nondiscrimination requirements of the Americans with Disabilities Act (ADA), it is the policy of HCAOG to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. For persons with a disability needing a reasonable modification to participate in the procurement process, or for persons having questions regarding reasonable modifications of the procurement process, you may contact the HCAOG representative listed in this RFP.

IMPORTANT: To ensure that we can meet your need for ADA accommodations, it is best that we receive your request for reasonable modification at least 10 working days before the scheduled event (e.g., meeting, conference, workshop, etc.) or deadlines due date for procurement documents. In order to ensure the proposal is in compliance with Federal ADA guidelines, Proposers should review the Federal ADA guidelines at <http://www.ada.gov/>.

F) Format and Copies of Proposal

Complete proposals submitted in response to this RFP will only be accepted in electronic form via email. Printed hard copies are not accepted.

G) Public Record

Proposals will not be treated as confidential documents unless they are marked as such by the bidder and the bidder is able to demonstrate that the documents contain the type of information protected by law as confidential or trade secret. Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the Successful Proposer, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof. All proposals, whether selected or rejected, shall become the property of the Humboldt County Association of Governments.

H) Exceptions, Objections and Requested Changes

Each proposer should carefully review the terms and conditions of this RFP and the sample Consultant Services Agreement. Any exceptions, objections or requested changes to this RFP or the sample Consultant Services Agreement shall be clearly identified and explained in the Proposal. Descriptions of any exceptions, objections or requested changes should include the page and paragraph number of the referenced portion of this RFP or the sample Consultant Services Agreement. Protests based on any exception, objection or requested change shall be considered waived and invalid by HCAOG, if the exception, objection or requested change is not clearly identified and explained in the proposal.

VII. EVALUATION CRITERIA AND REVIEW PROCESS

Each proposal will be reviewed to determine if it meets the minimum proposal requirements stipulated in this RFP. Failure to meet the requirements of the RFP may be cause for HCAOG to reject the proposal. HCAOG may reject any proposal if it is conditional, incomplete, or contains irregularities. HCAOG may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the respondent from full compliance with the contract requirements if the respondent is awarded the contract. HCAOG reserves the right to award the contract to other than the low bidder.

Proposals will not be publicly opened. All Proposals will be evaluated by an RFP Evaluation Committee. Their review and evaluation will consider the responsiveness to this RFP in order to determine whether the Proposer possesses the qualifications necessary for the satisfactory performance on the services set forth in this RFP. The top-ranked firms may be interviewed, if deemed necessary. HCAOG reserves the right to select a consultant based solely on written proposals and not convene oral interviews.

HCAOG will employ a one hundred (100) point competitive evaluation system with consideration given to the following criteria:

Criteria –	Points
Understanding of the work to be performed	15
Demonstrated quality firm and professional staff technical skill, experience, performance and approach	35
Familiarity with: HCAOG roles, responsibilities, priorities and typical funding sources; general grant reporting practices for state and federal grants, and equitable public outreach practices.	15
Consultant’s professional staff references/ satisfaction of clients	10
Completeness and quality of proposal	10
Relative value and cost approach to performing on-call services	15
Total	100

The Evaluation Committee will make a recommendation to HCAOG’s Executive Director. The Executive Director will conditionally approve or reject the recommendation based on information provided by the Evaluation Committee and other factors as deemed appropriate, including, but not limited to, qualifications, ability to meet schedule, cost of work and meeting insurance requirements. The Executive Director also may interview one or more of the firms prior to making a selection. The recommendation will then be brought to the HCAOG Board at which time the Executive Director will obtain authorization to negotiate with the selected consultant and execute a contract incorporating the negotiated terms and conditions.

VIII. GENERAL CONDITIONS

A) Limitations

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

B) Award

HCAOG may require RFP finalists to present oral presentations regarding their firms and any special expertise in the necessary areas. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. HCAOG also reserves the right to award the contract without discussion, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a cost and a technical viewpoint. The final award will be made by the HCAOG Board.

C) RFP Addenda

Any changes to the RFP requirements will be accomplished by issuance of an addendum at least 72 hours before proposals are due. Distribution of the addenda will be via HCAOG's website and sent to original RFP recipients. Before amending an RFP, the period of time remaining until the proposal deadline and the possible need to extend this period will be considered and, if necessary, confirmed in the addendum.

Addenda issued by HCAOG interpreting or modifying any portion of this RFP shall be incorporated in the Proposal. An Addenda Cover sheet shall be signed and dated by the Proposer and submitted to HCAOG with the Proposal. Any oral communication concerning this RFP by HCAOG personnel are not binding on HCAOG and shall in no way modify this RFP or the obligations of HCAOG or any Proposer.

D) Verbal Agreement or Conversation

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

E) Pre-contractual Expense

Pre-contractual expenses are those expenses that respondents and selected consultant(s) incurred in relation to:

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

HCAOG shall not be liable for any pre-contractual expenses incurred by any respondent or selected contractor. Respondents shall not include any such expenses as part of the price proposed in response to this RFP. HCAOG shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

F) Signature

The proposal must include 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 must be signed by an official authorized to bind the consultant and shall contain a statement to the effect that the proposal is a firm offer for at least a sixty (60)- day period. This signature should be included in the cover letter to the proposal.

G) Contract

The successful consultant will be required to enter into a standard contract with HCAOG that specifies the scope of service, completion schedule, and a mutually agreed upon schedule of payment. The consultant will be required to prepare a scope of work (See Section III) to be inserted into the contract as an Attachment A. A sample copy of the HCAOG’s standard agreement is included as Attachment A. Consultants are responsible for reviewing the terms of the contract.

Upon notification of award the consultant will be sent an electronic copy of the contract for signature.

H) Contract Term

The initial contract period is expected to be one year from the date of a signed contract, with the option to extend for up to two additional years.

I) Conflict of Interest

By submitting a proposal in response to this RFP, the prospective contractor warrants: Consultants and consultant firms submitting proposals in response to this RFP must disclose to HCAOG any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Contract for consultant services to be awarded pursuant to this RFP. If the consultant or firm has no conflict of interest, a statement to that effect shall be included in the proposal.

The selected consultant shall refrain from and disclose subsequent potential conflicts during this contract. Consultant shall at all times avoid conflicts of interest, or the appearance of conflicts of interest, in the performance of this contract. Consultant shall file statements of financial interest on forms provided by AMBAG to the extent and at all times required by AMBAG’s Conflict of Interest Code and applicable law.

In the event that the prospective contractor has no prior knowledge of a conflict of interest as set forth above and hereafter acquires information that indicates there may be an actual or apparent violation of any of the above, the prospective contractor shall promptly bring such information to the attention of the HCAOG Executive Director. The prospective contractor shall thereafter cooperate with HCAOG review and investigation of such information and comply with any instruction it receives from HCAOG in regard to remedying the situation.

J) Lobbying

With the exception of contacting HCAOG to ask questions regarding this RFP, any party submitting a proposal shall not contact or lobby any appointed or elected official, member, or other officer or employee of HCAOG. Any party attempting to influence any part of the proposal, submittal, or review process through ex parte contact of any HCAOG officials may have their proposal rejected.

K) Payment Schedule

The contracted consultant will be paid based on work actually performed during the preceding month. The consultant should forward a copy of all invoices for payment for work performed, and associated expenses, by the 10th day of the following month. Invoices shall be mailed or emailed

to the attention of the Executive Director. Invoices shall include the following information.

1. Date work was performed.
2. Personnel performing the work (all staff billed for must be identified in proposal or must have been approved by HCAOG).
3. Number of hours worked.
4. Hourly rate (must correspond to cost proposal).
5. Brief description of work completed.
6. Related task/scope of work.

The contracted consultant may bill no more than once monthly after submittal of completed deliverable(s). Quarterly progress reports will be required as deliverables for this project.

L) Questions

Proposers shall be responsible for meeting all of the requirements and specifications set forth in this RFP and the sample Consultant Services Agreement attached hereto. If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, a written request for clarification or correction should be submitted to HCAOG via email at the following addresses:

amy.eberwein@hcaog.net

Requests for clarification or correction and any other question pertaining to this RFP must be received by HCAOG before 5:00 p.m. PST on Monday, August 26, 2024. All responses for clarification or correction and written questions will be posted to the HCAOG website on or before August 28, 2024.

IX. PROTEST PROCEDURES AND DISPUTE RESOLUTION PROCESS

HCAOG's Protest Procedures and Dispute Resolution Process (Attachment B) shall be utilized to resolve any protests or disputes to this procurement process.