

Request for Proposals
for the
BCAG 2024 Sustainable Communities Strategy Update

May 18, 2022

Proposals due by Friday, June 17, 2022

Time: 12:00 pm



Butte County Association of Governments
326 Huss Drive, Suite 150
Chico, CA 95928

(530) 809-4616

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ATTACHMENTS

Proposal Required Attachments/Checklist:

- Exhibit A – Proposed Scope of Work
- Form 1 – Equal Employment Opportunity Certification
- Form 2 – List of Proposed Subcontractors
- Form 3 – Public Contract Code Section 10162 Questionnaire
- Form 4 – BCAG – Non-Collusion Affidavit
- Form 5 – Public Contract Code Section 10285.1 Statement
- Form 6 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
- Form 7 – Lobbying Certification
- Form 8 – Disclosure of Lobbying Activities
- Form 9 – Proposer Certification Clauses and Proposal Signature Page
- Form 10 – Consultant Proposal DBE Commitment
- Form 11 – Current Client References
- Exhibit 10-H1 Cost Proposal (Separate Cover)
- Exhibit 10-K Consultant Indirect Costs
- Insurance Certificate
- W-9

Proposal Reference Information: (Not required with Proposal Submittal)

Criteria for Evaluation of Proposal

Draft Contract

Exhibit 10-O2 – Consultant Contract DBE Commitment

Attachment A – Scope of Work (BCAG Expected)

Attachment B – Project Timeline (BCAG Expected)

Attachment I – Standard Insurance Requirements for Professional Services Contracts

I. Purpose

The Butte County Association of Governments is seeking proposals from qualified consultant teams to complete the non-technical non-transportation modeling portion of the 2024 update of the BCAG Sustainable Communities Strategy (SCS). This includes assisting with public outreach, priority setting, determining preferred land use scenarios, and establishing key policies and strategies to meet BCAG's GHG reduction target established by California Air Resources Board (CARB). A separate RFP will be circulated to retain a qualified consultant to develop the required transportation demand modeling work associated with the 2024 RTP/SCS update.

The selected consultant must demonstrate exemplary project management skills coordinating with subconsultants, stakeholders, and have experience working with the California Department of Transportation (Caltrans). It is also strongly desired that the selected consultant team has experience preparing similar SCS plans, Regional Housing Needs Plans and General Plan Land Use and Housing Element updates.

II. Background

The Butte County Association of Governments (BCAG), as the state designated Regional Transportation Planning Agency (RTPA) and federally designated Metropolitan Planning Organization (MPO) and owner/operator of Butte Regional Transit (B-Line), is responsible for preparing all state and federally required transportation plans and programs necessary in securing transportation funding for highways, streets and roads, transit, bike and pedestrian facilities, and other modes. BCAG is the administrative and policy-making agency for the region's public transit service. B-Line is a consolidated transit system providing urban and rural fixed route service together with complementary paratransit service.

BCAG is required to update the RTP/SCS every four years. BCAG's last RTP/SCS was adopted by the BCAG Board on December 11, 2020. The 2024 update will be adopted by the BCAG Board of Directors in December 2024. BCAG is seeking a qualified consultant team to assist with key SCS tasks (identified in Attachment A) including public outreach, priority setting, determining preferred land use scenarios, establishing key policies and strategies to meet BCAG's GHG reduction target established by California Air Resources Board (CARB), and other key tasks to result in an updated SCS that meets state requirements.

In September 2008, SB 375, also known as the Sustainable Communities and Climate Protection Act of 2008 was enacted by the state of California. SB 375 prompts regions to reduce greenhouse gas (GHG) emissions from passenger vehicles through the coordinated planning of long-range transportation plans. The legislation requires all Metropolitan Planning Organizations (MPO) in California to develop a Sustainable Communities Strategy, which meets regional passenger vehicle GHG emissions targets, as an additional element of their regional transportation plans. SB 375 also links the Regional Housing Needs Allocation (RHNA) and RTP/SCS processes to better integrate housing, land use, and transportation planning. Integrating both processes help ensure that the state's and region's housing goals are met.

In July 2021, Assembly Bill 140 was enacted by the state of California providing \$600 million in state and federal funds to accelerate progress towards state housing goals and climate commitments. Named "REAP 2.0", this program provides \$500 million in funding to MPOs to accelerate infill housing development, reduce Vehicle Miles Traveled (VMT), increase housing supply at all affordability levels, affirmatively further fair housing, and facilitate the implementation of adopted regional and local plans to achieve these goals. The draft guidelines released in March 2021 by the California Department of Housing and

Community Development (HCD) (<https://www.hcd.ca.gov/regional-early-action-planning>) identify an outreach process to be completed by MPOs using the 10% “Advance Application” funding that results in a list of transformative projects and activities to be included in the full REAP 2.0 application. This outreach process and project ranking process are included as Tasks 2 and 3 in “Attachment A, Scope of Work”, and are expected to result in projects and activities that will be included in the full REAP 2.0 funding application (to be prepared separately by BCAG staff) as well as 2024 SCS update. For further information on REAP 2.0, see <https://www.hcd.ca.gov/regional-early-action-planning>.

Roles and Responsibilities

- Project Consultant: Lead and conduct the required outreach and priority setting and complete draft and final Summary Report. Coordinate with BCAG staff to gather/develop the required data to consider in preparing the SCS. Develop land use, housing, and transportation scenarios, strategies, policies, and implementation actions for the SCS. Coordinate with BCAG staff, land use model consultant, travel model consultant, BCAG advisory committees, and CARB in the development of the SCS. Prepare draft and final SCS documents for incorporation into RTP, approval by BCAG Board, and submittal to CARB for approval.
- BCAG Staff: Oversee the development of the Regional Transportation Plan and the required elements (Policy, Action, Financial, and SCS) and environmental document, as well as consultants working on the project. In addition, BCAG staff will be preparing several specific products related to the SCS, which include: a 2020 SCS Progress Report, the BCAG Regional Growth Forecasts (2022-2045), and the CARB required Technical Methodology. BCAG staff will also complete the full REAP 2.0 funding application and include the transformative planning and implementation projects that result from Tasks 2 and 3 of Attachment A Scope of Work.
- Land Use Model Consultant (Chico State): Oversee the land use allocation model, associated datasets, and output metrics. Develop base year (2022) land use utilizing the most up-to-date information available. Prepare the forecasted allocations for each scenario provided input from the Project Consultant and BCAG staff. Provide output metrics from the land use model for use by Project Consultant for the quantification of land use model results. Provide base and forecasted land use model results for travel model inputs.
- Travel Demand Model Consultant (TBD): Oversee the travel demand model, associated datasets, off-model calculations, and output metrics. Develop base year (2022) regional travel model utilizing the most up-to-date information available. Prepare forecasted travel demands utilizing scenario information from the land use model and strategies related to the transportation network. Prepare off-model calculations, as needed, for those strategies which cannot be included in the model. Provide output metrics from the travel demand model for use by Project Consultant for the quantification of travel results associated with each scenario.

Funding in the amount of **\$340,000** is available for consultant related work.

III. Related Project Information

Following is information related to the project:

- BCAG staff will administer the contract and submit quarterly reports, progress reports, final reports, and invoices to HCD and Caltrans.
- All final approvals for documents and work products generated as a result of this contract will be made by BCAG.

- BCAG has secured necessary funding and can begin work immediately upon consultant selection and contract execution.

IV. Consultant Scope of Services

The services consist in general, of performing key activities associated with preparing the 2024 SCS update and conducting outreach to develop a priority list of projects for the full REAP 2.0 funding application (to later be completed by BCAG) and incorporation into the 2024 SCS update. Elements and tasks to be prepared or performed by the consultant are included in the Proposal References Information section as Attachment A Scope of Work. These include:

- Consultant kickoff meeting
- Bi-weekly conference calls
- Monthly invoice reports
- Initial community outreach and priority setting
- Administration of surveys and summarized results
- Draft and final initial community outreach and priority setting summary report
- SCS public outreach and coordination
- Gathering necessary data
- Developing scenarios and strategies for land use, housing and transportation
- Identifying policies and implementation actions for preferred scenario
- Quantifying results
- Performing social equity analysis
- Draft and final Sustainable Communities Strategy
- Preparing materials and presenting at Board, Council, Committee and other meetings

V. BCAG Responsibilities

- Administer the contract and submit quarterly reports, progress reports, final reports, and invoices to Caltrans and HCD.
- Provide any data and existing studies that BCAG has performed to date relating to the project
- Manage the delivery and review of each work product
- Maintain a website page at www.bcag.org
- Pay all consultant invoices

Caltrans will:

- Provide relevant information (if any) for development of project.

VI. Proposal Content Requirements:

Consultants interested in providing the scope of services must submit a proposal by the deadline date and time defined in this RFP. At a minimum, the following information should be included in the proposal, as actual selection will be based on careful consideration of all pertinent data provided.

- Introductory Letter:** A letter describing the firm's interest in providing the scope of services for the project. Indicate the name of the firm submitting the proposal and the name of an individual to contact if further information is desired. This letter should contain a statement of the consultant's basic understanding of the project and be based on existing information available in the Request for Proposal, available documents, and from applicable regulations or requirements. This letter should also contain an expression of the consultant's interest in the work, a statement regarding the qualifications of the consultant to do the work, and any summary information on the

project team or the consultant that may be useful or informative to BCAG. The introductory letter should explain how the prime consultant is qualified to manage the project.

Along with the introductory letter, the consultant should indicate his/her acceptability of the terms and conditions of the standard consultant services agreement contained in the proposal attachments. Any proposed deviations and modifications to the agreement should be noted, with reasons given, in the introductory letter for review by BCAG. Changes to the agreement may not be considered by BCAG once selection has been made.

- b. Office Location of Prime Consultant:** The consultant must state where the primary office work is to be accomplished.
- c. Personnel, Qualifications, Experience and References:** Include organizational chart for proposed team(s) and identify the key individuals, including subconsultants, who are proposed to be part of the team along with their qualifications and experience as related to the project. Experience on similar rail studies is highly desired. Describe the responsibilities of key team members and how the team will interact. Explain how the project team will be managed and techniques that will be used to keep the project on schedule. The information should include the expected amount of involvement and time commitment of each of these individuals on the project. The proposal must identify the proposed team members' current work commitments to other projects or activities in sufficient detail to indicate that the organization and all of the individuals assigned to the proposed project will be able to meet the schedule outlined in the proposal for project. Any change in key personnel after the award of the project must be approved by BCAG before the change is made.

References must be included on Form 11 and include similar projects that proposed key staff have completed. References will be contacted as part of the selection process. In the Proposal, also provide additional reference information including the following information:

- Client's (reference) name
- Agency/organization name
- Proposed staff role on project
- Telephone number, street address, city, state, zip code
- Brief description of service provided
- Service dates
- Service value/cost

- d. Subconsultants:** If subconsultants are to be used, the prospective consultant must include in the proposal, a description of the work to be done by each subconsultant. The consultant must also submit Form 2 List of Proposed Subcontractors. All subcontracts must be approved by BCAG, and no work shall be subcontracted without the prior written approval of BCAG. It is expected that the discussion of subconsultants will also include experience and references to similar types of work. It is encouraged for local consulting firms to be contacted and included for portions of work that can be performed locally within Butte County.
- e. Work Plan:** The work plan will ultimately become part of the contract and will serve as the basis for developing Exhibit A Proposed Scope of Work for the contract. The work plan is expected to contain a specific and straightforward discussion of the consultant's understanding of the development of the requested services. The

description of how the objectives will be achieved shall be presented in a logical, innovative manner such that it is clearly understood how the stated work products can efficiently be delivered. BCAG has provided a sample work plan in Attachment A Scope of Work (BCAG Expected).

- f. **Project Schedule:** The consultant shall prepare a comprehensive schedule showing the delivery schedule of the products to be accomplished. The schedule should show each activity, when that activity begins, and how long it will continue. Provide the number of weeks required for completion of activities and identify activities that are interdependent. The schedule should also include proposed public outreach meeting dates. BCAG has provided a sample schedule in Attachment B Project Timeline (BCAG Expected).
- g. **Conflict of Interest Statement:** The prospective consultant shall disclose any financial interest or relationships that may constitute a conflict of interest in proposing on this request.
- h. **Disadvantaged Business Enterprise (DBE):** It is the policy of BCAG that Disadvantaged Business Enterprises (DBEs), as defined in Title 49 Code of Federal Regulations (CFR), Part 26, shall have equal opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under any agreement. The consultant must complete Form 10 Consultant Proposal DBE Commitment and Exhibit 15-H Proposer/Contractor Good Faith Efforts (if applicable). The DBE requirements of Title 49 CFR, Part 26 will apply to any consultant agreement. BCAG's DBE goal for this project is **0.42%**. Businesses certified with the California Department of Transportation can be identified at the following website:
http://www.dot.ca.gov/hq/bep/find_certified.htm
- i. **Insurance Coverage:** The prospective consultant shall provide a summary of the firm's insurance coverage for:
- Comprehensive General Liability Insurance
 - Professional Errors and Omissions Insurance
 - Automotive Liability Insurance, and
 - Worker's Compensation Insurance

For additional information regarding insurance requirements, see Attachment I Standard Insurance Requirements – Professional Services (Proposal Reference Information document, page 44).

- j. **Cost, Employee Hours and Rates:** The contract will be an Actual Cost Plus Fixed Fee Type contract. For submittal within the body of the Proposal, the proposed personnel identified in item "C" above shall be itemized and their hourly rates provided only. Separately in the Cost Proposal, and using Exhibit 10-H1 Cost Proposal and Exhibit 10-K Consultant Annual Certification of Indirect Costs and Financial Management System as examples, provide detailed cost information for the project. Note that consultant Exhibit 10-H1 and 10-K are examples of how this information should be provided – these forms can be used or consultant can use a different format if preferred. These should include the cost multipliers, overhead rates, fees, profits etc., that would be utilized in developing the Cost Proposal for the Scope of Work. Hourly rates may be shown as "base" or "loaded/burdened" yet should clearly indicate what is included if presented as a "loaded/burdened" rate. The cost information must also be shown for all proposed subconsultants.

The proposed total cost for shall be submitted under separate cover, or separate electronic file, titled Cost Proposal and will not be opened until final selection of the preferred consultant.

- k. Title VI Compliance:** BCAG policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation.

It is the policy of BCAG to encourage and facilitate full and equitable opportunities for small local businesses to participate in its contracts for the provision of goods and services. It is further BCAG policy that no discrimination shall be permitted in small local business participation in BCAG contracts or in the subcontracting of BCAG contracts.

The successful consultant shall comply with the BCAG's non-discrimination policy. Title VI Solicitation Notice: BCAG, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

BCAG reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted, and to award the contract according to the proposal which best serves the interests of BCAG.

VII. Proposal Submittal Conditions

The Proposal shall not exceed fifteen (15) single-sided printed pages, excluding cover sheet, table of contents, index sheets and resumes. Double-sided pages will be allowed and counted as two (2) pages. Resumes included with the Proposal shall not exceed one single-sided printed page per person listed in the table of organization.

Electronic Submittal

It is acceptable to submit proposals via email. Please submit two (2) separate PDF files, one containing the Proposal, and another containing the Cost Proposal. Maximum file size is 10mb per email. If necessary, send via separate emails if file sizes exceed 10mb. Hosting the files on a shared site (Microsoft OneDrive, Dropbox, etc.) and emailing a link to BCAG for download is also acceptable. Please submit electronic proposals to cdevine@bcag.org.

Hard Copy Submittal (optional)

If you wish to submit hard copies of Proposal and Cost Proposal instead of electronically via email, include One (1) sealed Proposal package marked "ORIGINAL COPY". Within that package there shall be one (1) Original Proposal and three (3) photocopies. There shall also be one (1) USB flash drive containing all information except Cost Proposal. The Original Proposal shall contain the "Attachment Checklist" as the first page with all required attachments. The additional two Proposal copies may contain photocopies of the original package only and must be included in the sealed package marked "ORIGINAL COPY" along with the Original Proposal.

Please submit: One (1) original Proposal, three (3) copies of your written Proposal, one (1) Original Cost Proposal (sealed under separate cover), and one (1) USB flash drive containing all information except Cost Proposal addressed to:

BCAG 2024 Sustainable Communities Strategy Update
Butte County Association of Governments
326 Huss Drive, Suite 150
Chico, CA 95928
Attn: Chris Devine, Planning Manager

All submittals must be received by **12:00 PM on Friday, June 17, 2022**. This is a firm deadline, and no proposals will be accepted after this time. All Proposals become the property of BCAG. The cost of preparing, submitting, and presenting a Proposal and participating in an interview are at the sole expense of the consultant. BCAG has the right to reject any or all of the Proposals received as a result of this request. Solicitation of Proposals in no way obligates BCAG to contract with any firm or individual. The decision to approve and award a contract is at the discretion of the BCAG Board of Directors and resides within the authority granted to the Executive Director to accomplish the execution of any contract.

1. Modification or Withdrawal of Proposal

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

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

Verbal Agreement or Conversation: No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of BCAG shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Special Funding Considerations: Any contract resulting from this RFP will be financed with funds available to BCAG through the Federal Transit Administration (FTA) Section 5304 and Local Transportation Funds (LTF). In the event the requested service is eliminated or reduced due to lack of funds, BCAG reserves the right to terminate or revise any contract or not enter into an agreement at all.

Exceptions and Alternatives: Consultants may not, after exhausting protest avenues, take exception or make alterations to any requirement of the RFP. If alternatives or options are proposed, consultant must clearly identify such. BCAG expressly reserves the right in its sole discretion to consider such alternatives and to award a contract based thereon if determined to be in the best interest of BCAG. Since BCAG desires to enter into one contract to provide all of the intended services, only those Proposals to provide all service will be considered responsive

2. Signature

Only an individual who is authorized to bind the proposing firm contractually shall sign Form 9 - "Proposer Certification Clauses and Proposal Signature Page". The signature must indicate the title or position that the individual holds in the firm who is authorized to certify that the Proposal is a firm offer for at least a ninety (90) day period.

Submitted proposals shall be rejected if Form 9 is not signed. Electronic signatures are acceptable.

VIII. Rejection of Proposals

Failure to meet the requirements of items IV, VI, VII, VIII and IX of this RFP, shall be cause for rejection of the proposal. BCAG may reject any proposal if it is conditional, incomplete, contains irregularities or reflects inordinately high-cost rates. BCAG may waive immaterial deviations in a proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the proposing firm/team from full compliance with the contract requirements if the proposer is awarded the contract.

Proposals not including the proper "required attachments" shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements. Failure to meet the submittal requirements of the proposal shall deem it non-responsive and therefore be cause for rejection.

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered. Reasonable grounds for believing that any consultant has submitted more than one proposal for the work contemplated herein will cause the rejection of all proposals submitted by that consultant. If there is reason to believe that collusion exists among the consultants, none of the participants in such collusion will be considered in this or future procurements. The decision to approve and award a contract is at the discretion of the BCAG Board of Directors and resides within the authority granted to the Executive Director to accomplish the execution of any contract.

IX. Proposal Evaluation

Evaluation of the proposals will be accomplished by a BCAG-appointed selection committee. The selection committee will utilize the included "Criteria for Evaluation of Proposal" for submitted proposal evaluations.

Following proposal evaluations, a "short list" of qualified consultants may be developed by the committee with up to three consultants being invited to interview with the consultant selection committee to explain their relevant experience, approach and methodology. The "short list" will be based on proposal evaluations (see above) and other actions and submissions pursuant to this RFP, information provided by former clients for whom similar work has been performed, and consideration of any exceptions taken to the proposed contract terms and conditions. Following the interview process, the consultant selection committee will rank the interviewed firms. The consultant selection committee may choose to forgo the interview process and begin negotiations with a top ranked consultant. Cost proposals will be opened for the top ranked consultant selected. In the event an agreement cannot be successfully negotiated with the top ranked consultant, the second ranked consultant will be invited to enter into negotiations. This process will be continued, if required, until a satisfactory agreement can be negotiated. Unopened cost proposals will be returned.

X. Contract Award

Upon recommendation from the consultant selection committee, the Executive Director of

BCAG will award the contract to the chosen consultant. The contract is not in force until it is awarded by the Executive Director.

XI. Contact Person

All questions concerning this Request for Proposal (RFP) may be directed to Chris Devine, Planning Manager, of the Butte County Association of Governments at cdevine@bcag.org or (530) 809-4616.