

NEVADA COUNTY TRANSPORTATION COMMISSION
REQUEST FOR PROPOSAL
EASTERN NEVADA COUNTY TRANSIT DEVELOPMENT PLAN UPDATE

I. PURPOSE OF REQUEST FOR PROPOSAL

The Nevada County Transportation Commission (NCTC) is a Regional Transportation Planning Agency (RTPA) created pursuant to Title 7.88, of the State of California Government Code, Section 67920. The mission of the NCTC is to plan, communicate, and coordinate with the citizens and decision makers of Grass Valley, Nevada City, Nevada County, Town of Truckee, and with Caltrans to identify transportation needs, propose solutions, and assist in implementing projects to create a balanced regional transportation system, while protecting the rural qualities and historic character of Nevada County.

As part of the regional transportation planning process, the NCTC in coordination with the Town of Truckee is seeking proposals from consulting firms with qualifications and experience necessary to update the *Eastern Nevada County Transit Development Plan (ENCTDP)*. It is necessary that the ENCTDP be updated to provide adequate guidance for making operational adjustments and addressing capital needs over the five-year planning period to address the recent change in the fixed route and paratransit contractor that occurred in 2015 and operating costs and funding level forecasts.

Overall Scope Products/Objective

This study will analyze a wide range of service, capital, institutional and management, and financial alternatives. The consultant will evaluate the existing transit systems in place, opportunities for improved coordination in the region, identify the most efficient approach to meet the needs of the public, and carefully identify where transit resources should be devoted over the plan period. Public involvement and outreach activities (i.e., community and stakeholder meetings, public forums, on-board surveys, etc.) are integral components of this study and are expected to be included in the consultant's overall work plan. The final product will guide the provision of services over the next five-year period, within the financial revenues projected, and include an implementation plan to accomplish the plan recommendations. Minor changes to the scope may be necessary to integrate innovative approaches suggested by the consulting firm.

The Plan will include a year-by-year implementation schedule for all plan elements, identifying the responsible parties and financial requirements. Implementation of the recommended plan elements will be reviewed annually by the Town of Truckee and adjustments will be made as necessary to ensure that capital, operating, and financial plans are both realistic and well-coordinated. The NCTC also reviews transit statistics on an on-going basis and will coordinate closely with the Town of Truckee in relation to administering transit funding and the implementation of the Transit Development Plan.

Background Information

A variety of public transit services are operated in and around the Town the Truckee. The Town of Truckee contracts with Paratransit Services to provide Dial-A-Ride and fixed route services on a year-round basis within the Town, and fixed route service on a seasonal basis to Donner Summit to the west. During the non-winter season (mid-March through mid-December) buses serve the Henness Flat, Recreation Center, Downtown Truckee, Gateway Shopping Center, Crossroads Shopping Center, Donner State Park and the west end of Donner Lake on a fixed hourly schedule from 9:05 a.m. to 5:05 p.m., Monday through Saturday. During the winter season (mid-December through mid-March) a fixed route service is offered seven days a week between Henness Flats, Downtown Truckee, Donner Lake, and Boreal, Sugar Bowl, Donner Ski Ranch, and Soda Springs ski resorts between approximately 6:05 a.m. and 6:05 p.m. The Truckee Dial-A-Ride service is offered year round within the Town limits, during the same hours and days as the fixed route service and is available to the general public with priority service for seniors and persons with disabilities.

Placer County operates the Tahoe Truckee Area Regional Transit (TART) within Placer County, as well as routes connecting Truckee to Tahoe City to the south, with financial support provided by the Town of Truckee. TART also operates year-round service between Truckee and Kings Beach via State Route 267, with financial support

from the Town of Truckee. Direct transfers to TART are available at Truckee Train Depot. The Town of Truckee in partnership with Tahoe Transportation District provide an out-of-the area Senior Shuttle through funding from the Area 4 Agency on Aging. This service provides scheduled monthly transportation to Nevada City/Grass Valley, Auburn/Roseville/Sacramento/Davis, Reno, Quincy, South Lake Tahoe, and North Lake Tahoe.

II. SCOPE OF WORK/SERVICES REQUESTED

Task 1.0: Project Meetings and Coordination

Task 1.1: Project “Kick-off” Meeting: NCTC staff will hold an initial “kick-off” meeting with the Project Advisory Committee (PAC), and the selected project consultant to finalize project goals and objectives, project deliverables, and timeline; and identify any critical and/or regional issues as background to the project. In conjunction with this meeting, the consultant will review prior studies and other related documents and identify any data needs that will be required.

Task 1.2: PAC Meetings: This study will be guided by a PAC consisting of staff representatives of NCTC, Nevada County Transit Services Division, and other appropriate stakeholders. NCTC will be responsible for establishing the PAC. The consultant will meet with the PAC at the outset of the study, and meetings will be held at key points during the course of the study development.

Task 2.0: Data Collection

Task 2.1: Collect, Review, and Incorporate Relevant Data from Current and Previous Planning Documents: The consultant will conduct an initial review and analysis of the current and previous transit planning efforts.

Task 2.2: Collect and Review Existing Demographic and Economic Conditions Information: The consultant will conduct an analysis of existing demographics and economic characteristics of the region as it relates to the need for public transit services. This information will be used to assess transit needs in eastern Nevada County.

Task 2.3: Update Major Activity Centers Data: The consultant will update information relating to major activity centers such as hospitals, clinics, shopping centers, recreational areas, employment centers, social services, and other major transit generators.

Task 3.0: Analyze Existing Transportation Services

Task 3.1: Evaluate Existing Fixed Route and Demand Response Services: The consultant will, at a minimum, compile the following data regarding fixed route and demand response services:

- Service area and clients served
- Hours of operation and level of service
- Number of passengers and passenger-trips by market segment
- Operating budget, funding sources and financial program information
- Fare structure
- Areas of opportunity for fixed route and demand response coordination of services
- Equipment and facilities
- Transit contractor management structure and organization
- Maintenance arrangements
- Existing fleet replacement and bus stop improvement plans
- Marketing efforts

This information will be collected for the fixed route service and Dial-A-Ride complementary paratransit service.

Task 3.2: Review Existing Ridership Data for Fixed Route and Demand Response Services: The consultant will evaluate the existing ridership data for each service provided, evaluate ridership by service, and identify ridership patterns.

Task 3.3: Evaluate Opportunities to Reduce the Operating Costs of Fixed Route and Dial-A-Ride Services: The consultant will review the current fixed route/Dial-A-Ride services and identify potential opportunities to reduce costs over the plan period.

Task 3.4: Document Existing Coordination of Services: The consultant will evaluate the existing transportation services and identify the coordination of services where they exist, areas where coordination needs improvement, as well as areas of service duplication.

Task 4.0: Summarize and Assess Transit Needs

Task 4.1: Review Input Received at Unmet Transit Needs Hearings: The consultant will review the minutes of the Unmet Transit Needs workshops and public hearings for the last three years.

Task 4.2: Identify High and Low Transit Demand Areas of Eastern Nevada County: The consultant will combine data and input from the existing conditions information, review of current transit services, surveys, and the Project Advisory Committee to identify high and low transit demand areas.

Task 5.0: Stakeholder Involvement and Public Outreach

Task 5.1: Conduct On-board Survey: An on-board survey of existing fixed route and Dial-A-Ride passengers will be developed and administered by consultant staff. The survey will be developed to obtain a clear understanding of actual trip-making patterns of existing ridership, demographic characteristics, and perception of existing services.

Task 5.2: Conduct Public Meeting to Gather Additional Input: The consultant will hold public workshops in coordination with NCTC staff to obtain input from the general public, potential transit users, and social service providers. Workshops are to be held in Americans with Disabilities Act (ADA) accessible locations served by public transit to ensure that they can be attended by the transit dependent population. Workshop information will be noticed in the local newspaper, posted on the NCTC website, Town of Truckee website, and a press release will be sent to other media outlets. Flyers for the workshops will be made available on the buses and posted at bus shelters, and the train depot.

Task 6.0: Identification and Evaluation of Strategies

Task 6.1: Develop and Analyze Service Alternatives: Service alternatives will be developed by the consultant that focus on ensuring the transit system remains sustainable over the plan period, as well as opportunities to meet identified transit needs that are sustainable. The alternatives will be analyzed in terms of cost effectiveness, efficiency, and meeting the local goals for transit services. At a minimum, the service alternatives should consider the following:

- Enhancements to existing services that are affordable, cost-efficient and sustainable
- Possible changes in the hours of service and service areas
- Eliminating, restructuring and/or re-defining of service areas with poor performance
- Analyze possible modifications to the Dial-A-Ride service area
- Review of fare structures and opportunities for alignment with the Placer Tahoe Truckee Regional Transit fare structure
- Potential service expansions that are sustainable and meet identified gaps and needs
- Review opportunities for increased coordination with regional transit providers and human service agencies
- Explore areas of coordination and collaboration of fixed route and demand response services
- Opportunities for enhanced bicycle integration with transit
- Senior focused transit services
- Discussion of the Resort Triangle Transit Vision Coalition's "Transit Vision Plan" including background, implementation opportunities, and funding opportunities

- Discussion of opportunities for Uber and Lift type services to expand into the Truckee area
- Possible modifications to the fixed route service, given the recent success of the special event shuttle services, including expansion of routes to key neighborhoods
- Status quo
- In-depth analysis of the cost and logistics to operate the fixed route and Dial-A-Ride services (in-house) by the Town of Truckee

Task 6.2: Identify Options to Increase Efficiency and Effectiveness of fixed route and Dial-A-Ride services: The consultant will evaluate ways to increase the efficiency and effectiveness of the fixed route and Dial-A-Ride services, as well as coordination opportunities.

Task 7.0: Develop Capital, Financial, and Management Alternatives

Task 7.1: Identify Capital Needs Over the Five-Year Plan Period: The consultant will inventory and assess the existing transit stops and potential stops along new routes. In addition, the consultant will analyze the need for acquisition of replacement and expansion vehicles specific to service recommendations. The capital plan developed will need to take into consideration the Town of Truckee's planned Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account and other capital funding programs.

Task 7.2: Identification of Funding Sources Over the Five-Year Plan Period: The consultant will identify Transportation Development Act funds, Federal Transit Administration funds, joint funding with adjacent jurisdictions, fare structure alternatives, and private funding partnership opportunities. The consultant will develop realistic transit revenue projections for each year of the five-year plan. Additionally, the consultant will develop strategies to help ensure continued transit funding in eastern Nevada County.

Task 7.3: Institutional and Management Alternatives: The consultant will review the management of the public transportation system and develop strategies that can best further the goals of the transit program.

Task 8.0: Draft Report

Task 8.1: Preparation and Presentation of Draft Report: The consultant will prepare an administrative draft report for review and comment by the PAC. The administrative draft is to be provided in Adobe Acrobat. Comments received from the PAC will be incorporated into the final draft report and presented by the consultant to the Nevada County Transportation Commission and Truckee Town Council.

Task 9.0: Final Report

Task 9.1: Preparation and Presentation of the Final Report: The consultant will consider and incorporate the comments received on the draft report into the final report, as appropriate, and present it at a meeting of the NCTC if requested.

III. DELIVERABLE PRODUCTS

The consultant must provide to the NCTC an electronic PDF copy of the administrative draft for review and comment. Twenty (20) bound copies and a reproducible original on CD-ROM of the draft final report. Format for reproducible originals on CD-ROM will be in Microsoft Word 2010, Excel 2010, and PDF. Once considerations and changes are fully addressed, the consultant must complete the final report and deliver twenty (20) bound copies, one reproducible unbound original copy, and the final on CD-ROM to NCTC.

IV. PROPOSAL FORMAT

A qualifying proposal must address all of the following points, in the order shown below:

- A. **Introduction:** (Maximum 3 pages). A brief description of the consultant’s firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and any variation in size over the last five years, along with a statement of the firm's qualification for performing the subject services. Also a brief summary of the firm's experience with similar projects.
- B. **Technical Approach:** The firm’s proposed work plan and time schedule to address the scope of work.
- C. **Project Team:** An organizational chart depicting the individual or team proposed by the firm and time allowed by each team member. A brief summary of the qualifications and experience of each member proposed to work on the project. To assure that the designated personnel are used for the project, reassignment of and/or substitution of any member of the designated project team shall have prior approval by the NCTC Executive Director.
- D. **Project Schedule and Costs:** The proposed project schedule and cost, including the method of compensation, the hourly rate for principals, employees to be assigned to this project, and a summary of any other related costs that are to be billed directly. A detailed schedule of proposed costs shall be included in the proposal.
- E. **Subconsultants:** That portion, if any, of the total project for which the firm will require the services of a subcontracting firm.
- F. **References:** A list of references for similar projects, including contact person, phone numbers, and the professional staff who performed the work.

V. PROPOSAL SUBMITTAL

Proposals are to be received at the NCTC office no later than 5:00 p.m., **Friday, November 4, 2016**. Deliver six (6) bound copies of the proposal, one (1) unbound original, suitable for reproduction, and an electronic copy on CD-ROM or flash drive to the Nevada County Transportation Commission, 101 Providence Mine Road, Suite 102, Nevada City, CA 95959. Late proposals will not be accepted.

The consultant may ask for clarification of the RFP by submitting written questions to the NCTC's Transportation Planner, Mike Woodman at mwoodman@nccn.net. Questions regarding this RFP must be submitted no later than October 19, 2016. No response will be given to verbal questions. NCTC reserves the right to decline a response to any question if, in the NCTC's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the NCTC, will be provided on or about October 20, 2016 to all firms that receive the RFP.

Oral interviews, if deemed necessary, are tentatively scheduled to be held on Thursday, November 17, 2016.

VI. SCHEDULE OF ACTIVITIES

ACTIVITIES	DATE
Email RFP	October 7, 2016
RFP Question Submittal Deadline	October 19, 2016
NCTC Post Responses to Questions	October 20, 2016
Proposals Due	November 4, 2016
Selection Screening of Proposals	November 7 – 11, 2016
Oral Interview if needed	November 17, 2016
Consultant Selection	November 17, 2016
Contract Execution	January 18, 2017

Project Kick-off Meeting	January 2017 (TBD)
Admin. Draft Report for Review and Comment	June 12 – June 17, 2017
Draft Report Delivered to NCTC	June 30, 2017
Present Draft Report to NCTC	July 19, 2017
Present Draft Report to the Truckee Town Council	July 2017 (TBD)
Final Report Delivered to NCTC	September 8, 2017
Project Complete	September 30, 2017

The proposed project schedule may be adjusted to meet the needs of the NCTC or the consultant.

VII. EVALUATION AND SELECTION PROCESS

EVALUATION CRITERION

A Selection Committee will perform an in-depth analysis of all proposals, carefully evaluating each one with the following criterion:

Points	Relative Weight/Maximum
1. Understanding of project requirements, issues, and challenges.	20
2. Approach to be followed and tasks to be performed, including detailed steps, resources required, and proposed project schedule.	25
3. Specialized experience and technical competence of personnel to be assigned to project.	20
4. Relative allocation of resources to key tasks, including the time and skills of personnel assigned to the task and the consultant's approach to managing resources and project output.	15
5. Qualifications of the project leader and assurance of involvement in the project.	20

The Selection Committee may entertain formal oral presentations from the top candidates to provide additional input into the evaluation process. The oral presentations will be followed by a question and answer period during which the committee may question the prospective consultants about their proposed approaches.

A consultant will be selected on or before November 17, 2016 based on an evaluation of the proposals submitted, oral interviews if deemed necessary, and the recommendation of the Selection Committee.

The NCTC reserves the right to reject any or all proposals or to waive minor irregularities in said proposal, and reserves the right to negotiate minor deviations to the proposal with the successful consultant. The NCTC reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgment of the Commission, best accomplishes the desired results.

The RFP does not commit NCTC 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. NCTC reserves the right to withdraw this RFP at any time without prior notice.

All proposals, whether selected or rejected, shall become the property of the NCTC.

VIII. PAYMENTS AND FINANCIAL CONDITIONS

A budget of \$50,000.00 has been approved for the contract portion of the Eastern Nevada County Transit Development Plan update. At the time of contract negotiations, a payment schedule and amount will be agreed upon between the NCTC and the consultant. Payment will be tied to the completion of the project.

The NCTC will not provide financial assistance to the consultant beyond negotiated fees, but will collaborate with the consultant and give reasonable cooperation in the collection of information and facilitation of meetings with appropriate agencies.

The contract that results from this Request for Proposal will specify a maximum price. All applicable costs may be charged to the contract within the fixed price limit. Appropriate charges may include wages and salaries, overhead, travel, materials, and subcontractor costs.

IX. LIMITATIONS ON CONSULTANT

- A. All reports and pertinent data or materials are the sole property of the NCTC and may not be used, reproduced or released in any form without the explicit, written permission of the NCTC.
- B. Consultant should expect to have access only to the public reports and public files of local governmental agencies in preparing the proposal or reports. No compilation, tabulation, or analysis of data, definition of opinion, etc., should be anticipated by the consultant from the agencies, unless volunteered by a responsible official in those agencies.

X. CONFLICT OF INTEREST

No consultant, subcontractor, or member of any firm proposed to be employed in the preparation of this project has a past, ongoing, or potential involvement which could be deemed a conflict of interest under the Fair Political Practices Act or other law. During the term of this Agreement, the consultant shall not accept any employment or engage in any consulting work that would create a conflict of interest with NCTC or in any way compromise the services to be performed under this Agreement. The consultant shall immediately notify NCTC of any and all potential violations of this paragraph upon becoming aware of the potential violation.

XI. EQUAL EMPLOYMENT OPPORTUNITY/TITLE VI COMPLIANCE

The consultant shall comply with Title VI of the Civil Rights Act of 1964, as amended, and with the provisions contained in 49 CFR Part 21 through Appendix C and 23 CFR 710.405 (b).

- A. During the performance of contract, the consultant and its subcontractors shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religion, national origin, physical disability, mental disability, medical condition, age or marital status.
- B. The consultant and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- C. The consultant shall comply with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in the Department of Labor Regulation (41 CFR Part 60), the California Fair Employment and Housing Act, and any other applicable federal and state laws and regulations relating to equal employment opportunity, including the provisions of the Fair Employment and Housing Act (Government Code § 12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, § 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code §§ 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into the contract by reference and made a part hereof as if set forth in full. The consultant and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

- D. Solicitations for Subcontractors, including procurement of materials and equipment: In all solicitations either by competitive bidding or negotiations made by the consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the consultant of the consultant's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, sex, age, or national origin.
- E. Information and Reports: The consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the NCTC or the Federal Transit Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information is required of the consultant which is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to the NCTC or the Federal Transit Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- F. Sanctions for Noncompliance: In the event of the consultant's noncompliance with the nondiscrimination provisions of the contract, NCTC shall impose such contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including but not limited to:
- i. Withholding of payments to the consultant under the contract until the consultant complies, and/or,
 - ii. Cancellation, termination or suspension of the contract, in whole or in part.
- G. Incorporation of Provisions: The consultant shall include the provision of this section in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The consultant shall take such action with respect to any subcontract of procurement as the NCTC or the Federal Transit Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the consultant may request that the NCTC enter into such litigation to protect the interests of NCTC. In addition, the consultant may request the United States to enter into such litigation to protect the interests of the United States.
- H. Subcontracts: All subcontracts awarded shall contain provisions requiring compliance with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49 CFR Part 21 through Appendix C and 23 CFR 710.405 (b) shall be made applicable by reference in all subcontracts.

XII. CONTRACT ARRANGEMENTS

The consultant is expected to execute a contract similar to the enclosed NCTC's Professional Services Agreement, which meets the requirements of Federal law and Federal regulations:

1. Disadvantaged Business Enterprise (DBE) Program Considerations

The Agreement with the consultant selected is subject to Title 49, Part 26 of the Code of Federal Regulations (49 CFR 26) entitled, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." Bidders who obtain DBE participation on the Agreement will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

DBE and other small businesses, as defined in Title 49 CFR, Part 26 are encouraged to participate in the performance of agreements financed in whole or in part with federal funds. The

consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of the contract. The consultant shall carry out the applicable requirements of 49 CFR, Part 26 in the award and administration of U.S. Department of Transportation assisted contracts. Failure by the consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy, as recipient deems appropriate.

Any subcontract entered into as a result of the Agreement shall contain all of the provisions of this section. The NCTC also advises that participation of DBEs is not a condition of award. The attached Exhibit 10-O1 from Chapter 10 of the Caltrans Local Assistance Procedures Manual entitled, "Local Agency Proposer UDBE Commitment (Consultant Contracts)" must be signed and dated by the consultant submitting the proposal. Also, list a phone number in the space provided and print the name of the person to contact.

The attached Exhibit 10-O2 from Chapter 10 of the Caltrans Local Assistance Procedures Manual entitled, "Local Agency Proposer DBE Information (Consultant Contracts)" must be signed and dated by the consultant submitting the proposal. Also, list a phone number in the space provided and print the name of the person to contact.

2. Title VI of the Civil Rights Act of 1964:

The consulting firm and NCTC shall comply with the nondiscrimination program requirements of Title VI of the Civil Rights Act of 1964 as amended and the regulations of the U.S. Department of Transportation issued there under in 49 CFR Part 21.

3. Equal Employment Opportunity:

NCTC will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract on the basis of race, religion, creed, medical condition, color, marital status, ancestry, sex, age, national origin, or disability. In addition, NCTC requires that any consulting firm hired to perform any work activity does not discriminate against any employee or applicant for employment because of race, religion, creed, medical condition, color, marital status, ancestry, sex, age, national origin, or disability.

XIII. INSURANCE

The successful firm or individual shall provide evidence of insurance as stated in the contract prior to execution of the contract.

XIV. TERMINATION OF CONTRACT

Upon failure of performance by the other party, or at NCTC's convenience, either party may terminate the contract upon ten (10) days written notice to the other party. If the contract is to be terminated, the consultant shall be paid the amount due for work properly completed and approved by NCTC, up to the date of the notice of termination, based on the actual costs to the consultant attributable to the project, less any compensation to NCTC for damages suffered as a result of Consultant's failure to comply with the terms of the contract.

XV. CONTACT PERSON

Mike Woodman, Transportation Planner
Nevada County Transportation Commission
101 Providence Mine Road, Suite 102
Nevada City, CA 95959
Phone: (530) 265-3202

Fax: (530) 265-3260
Email: mwoodman@nccn.net

attachments:
Exhibit 10-O1
Exhibit 10-O2

EXHIBIT 10-O1 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: _____ 2. Contract DBE Goal: _____
 3. Project Description: _____
 4. Project Location: _____
 5. Consultant's Name: _____ 6. Prime Certified DBE:

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	%
17. Local Agency Contract Number: _____ 18. Federal-Aid Project Number: _____ 19. Proposed Contract Execution Date: _____	IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.		
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			
20. Local Agency Representative's Signature _____ 21. Date _____			12. Preparer's Signature _____ 13. Date _____
22. Local Agency Representative's Name _____ 23. Phone _____			14. Preparer's Name _____ 15. Phone _____
24. Local Agency Representative's Title _____	16. Preparer's Title _____		

DISTRIBUTION: Original – Included with consultant’s proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – CONSULTANT PROPOSAL DBE COMMITMENT**CONSULTANT SECTION**

- 1. Local Agency** - Enter the name of the local or regional agency that is funding the contract.
- 2. Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
- 3. Project Location** - Enter the project location as it appears on the project advertisement.
- 4. Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc.).
- 5. Consultant's Name** - Enter the consultant's firm name.
- 6. Prime Certified DBE** - Check box if prime contractor is a certified DBE.
- 7. Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
- 8. DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
- 9. DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
- 10. DBE %** - Percent participation of work to be performed or service provided by a DBE. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
- 11. Total Claimed DBE Participation %** - Enter the total DBE participation claimed. If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
- 12. Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
- 13. Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
- 14. Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
- 15. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 16. Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

- 17. Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
- 18. Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
- 19. Proposed Contract Execution Date** - Enter the proposed contract execution date.
- 20. Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
- 21. Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
- 22. Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
- 23. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 24. Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

EXHIBIT 10-02 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: _____ 2. Contract DBE Goal: _____
 3. Project Description: _____
 4. Project Location: _____
 5. Consultant's Name: _____ 6. Prime Certified DBE: 7. Total Contract Award Amount: _____
 8. Total Dollar Amount for **ALL** Subconsultants: _____ 9. Total Number of **ALL** Subconsultants: _____

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
Local Agency to Complete this Section			
20. Local Agency Contract Number: _____ 21. Federal-Aid Project Number: _____ 22. Contract Execution Date: _____	14. TOTAL CLAIMED DBE PARTICIPATION		\$
			%
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.
_____ 23. Local Agency Representative's Signature	_____ 24. Date	_____ 15. Preparer's Signature	_____ 16. Date
_____ 25. Local Agency Representative's Name	_____ 26. Phone	_____ 17. Preparer's Name	_____ 18. Phone
_____ 27. Local Agency Representative's Title	_____ 19. Preparer's Title		

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

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INSTRUCTIONS – CONSULTANT CONTRACT DBE COMMITMENT**CONSULTANT SECTION**

1. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
2. **Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
3. **Project Location** - Enter the project location as it appears on the project advertisement.
4. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc).
5. **Consultant's Name** - Enter the consultant's firm name.
6. **Prime Certified DBE** - Check box if prime contractor is a certified DBE.
7. **Total Contract Award Amount** - Enter the total contract award dollar amount for the prime consultant.
8. **Total Dollar Amount for ALL Subconsultants** – Enter the total dollar amount for all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
9. **Total number of ALL subconsultants** – Enter the total number of all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
10. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
11. **DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
12. **DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
13. **DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
14. **Total Claimed DBE Participation - \$:** Enter the total dollar amounts entered in the "DBE Dollar Amount" column. **%:** Enter the total DBE participation claimed ("Total Participation Dollars Claimed" divided by item "Total Contract Award Amount"). If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
15. **Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
16. **Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
17. **Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
18. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
19. **Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

20. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
21. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
22. **Contract Execution Date** - Enter the date the contract was executed.
23. **Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
24. **Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
25. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
26. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
27. **Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.