SONOMA COUNTY TRANSPORTATION AUTHORITY

REQUEST FOR PROPOSALS

Consultant Services

Develop Local Road Safety Plan for Seven Individual Jurisdictions

Date of Issue: July 1, 2020

Due: 2:00 PM July 31, 2020

Will accept electronic submissions only

(Directions provided on page 7)

Sonoma County Transportation Authority
411 King Street
Santa Rosa, CA 95404
http://scta.ca.gov
Contact Phone: (707) 565-5373

Approved for release:

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Seana L. S. Gause, Senior – Programming and Projects, SCTA

Cover 1
Section 1: Introduction and Background Introduction 3
Section 2: Schedule of Key Dates 6
Section 3: Minimum Qualifications 6
Section 4: Scope of Services 6
Section 5: Proposal Submittal Form 5.1 Form 7
Section 6: Proposal Format and Content 9
Section 7: Corrections and Addenda 11
Section 8: Written Questions 12
Section 9: Selection Process 13
Section 10: Finalist Interviews 16
Section 11: Miscellaneous Provisions 16
Section 12: Web Site References 19
Section 13: Attachments 20

Section 1: Introduction and Background

1.1 Introduction

Sonoma County Transportation Authority (SCTA) is pleased to invite you to respond to this Request for Proposals (RFP). SCTA is soliciting proposals from qualified consultants, for developing and producing seven individual Local Road Safety Plans (LRSP) for the purpose of complying with new state and federal requirements related to the Highway Safety Improvement Program (HSIP). SCTA is conducting this RFP process on behalf of seven member agencies consisting of the Cities of Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and the Town of Windsor. It is the intent of these agencies to enter into individual agreements with selected consultants to prepare their LRSPs. Having a single consultant develop multiple LRSPs under individual agreements will provide consistent methods, formatting, stakeholder outreach, and approach to each LRSP. In addition, this approach is anticipated to provide an economy of scale to the program overall. Additionally, consistency between jurisdictional LRSPs will facilitate any future efforts to develop a countywide LRSP.

Qualified entities must demonstrate organizational capacity and experience with production of such or similar plans, as well as knowledge of California Department of Transportation requirements, the Local Road Safety Manual, and Sonoma County as well as the federal Highway Safety Improvement Program.

This RFP outlines the information necessary to understand the competitive selection process and the required documentation necessary for the submission of proposals. All interested proposers must meet the requirements specified in this RFP. Proposers must have qualified staff on hand for this project and be ready to begin work on the date this project is initiated with the seven different jurisdictions (Cities of Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and the Town of Windsor).

SCTA intends to identify the most qualified consultant and it is the decision of each of the seven agencies to then negotiate an agreement with the selected consultant. If SCTA determines that no proposer meets the requirements of this RFP, SCTA in consultation with the evaluation committee, reserves the right to reject all proposals and not identify a most qualified firm.

1.2 Background

SCTA plays a leading role in transportation by securing funds, overseeing project delivery and long-term planning. SCTA acts as the countywide planning and programming agency for transportation related issues. SCTA serves as the coordinator between the nine cities and county transportation departments.

To ensure that each of the county's cities and the county itself are eligible to receive Highway Safety Improvement Program funding for Cycle 11 of the program and into the future, SCTA proposes to act as the coordinating agency for identifying and recommending

a consultant to develop Local Road Safety Plans for each individual participating agency in the county. Those participating agencies are Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and the Town of Windsor. The Cities of Cloverdale and Sonoma and the County of Sonoma may produce LRSPs separately of this process. The participating agencies will enter into individual contracts with the selected consultant to produce seven separate LRSPs. Each participating agency has been awarded an LRSP grant from the California Department of Transportation (Caltrans). SCTA is seeking help to identify key safety strategies to ensure public safety in the transportation system in all modes by selecting one consultant to provide a consistent approach to safety measures, types of issues to be treated and overall approach. Areas of focus for the LRSPs should include key safety activities with the objective of reducing the number of crashes within each participating jurisdiction. In order to do this each LRSP will need to have a data driven implementation plan. The five strategies to achieve this are:

- Education
- Enforcement
- Engineering
- Emergency Response
- Emerging Technologies

The selected consultant shall use the most current version of the Local Roadway Safety Manual and the State Highway Safety Manual as guidance for production of each LRSP.

1.3 Project Objectives

Consultant will work with individual jurisdictions to address the following topics and produce a Local Road Safety Plan for each participating jurisdiction. It is expected that by using a main stakeholder group and common methodology, formatting and approach, economy of scale will be achieved in regard to production of the individual plans.

1.3.1 Stakeholder Groups - The consultant will lead this effort with help from the jurisdictions related to key themes and strategies. The work will include engaging community and transportation stakeholders in understanding and supporting the need for safety measures applied to transportation infrastructure and programs. Partnerships will be developed with leaders and community-based organizations. These partnerships include transportation industry professionals, transportation, transit (including rail), and housing agencies, law enforcement and school administrations, as well as the business and bicycle communities that are all directly affected. The consultant selected will work with the participating jurisdictions and the Vision Zero Working Group to develop a list of stakeholder groups specific to the development of the LRSPs.

1.3.2 Evaluate existing and collect new safety data

1.3.3 Identify key hot spots and systemic safety concerns

1.3.4 Develop Prioritized Project List

1.3.5 Identify potential additional funding sources

Section 2: Schedule of Key Dates

The following schedule of key dates is subject to change without notice to proposers.

Key Dates	Event
July 1, 2020	Release Request for Proposals
July 10, 2020 2:00 PM	Proposer Questions Due by 2:00 PM
July 15, 2020	SCTA Responds to Questions
July 31 2020 2:00 PM	Proposals Due by 2:00 PM
August 12, 2020	Proposals Evaluated by Evaluation Committee
August 17, 2020	Finalist Interviews Conducted (if applicable)
August 19, 2020	Notice of Most Qualified Consultant

Section 3: Minimum Qualifications

The successful proposer(s) must possess the following qualifications:

a. Relevant experience in development of Local Road Safety Plans or similar plans;

b. Relevant experience in community outreach and education across stakeholder sectors and general public.

c. Development and implementation of a work plan(s) for project(s) similar to the scope of work desired for this project.

d. Current workload and demonstrated ability to meet schedules or deadlines

The complete selection criteria is presented in Section 9 of this RFP.

Section 4: Scope of Services

SCTA is seeking a professional consultant to provide the following for each participating jurisdiction:

- Form working group of stakeholders for development of 7 individual local road safety plans, as defined in the Caltrans Local Road Safety Manual
- Coordinate with other local road safety plans such as bicycle/pedestrian plans, Vision Zero, or Safe Routes to schools plans
- Establish Geographic Locations for Plans
- Collect and analyze existing roadway safety data from various sources such as
    - Caltrans
    - Metropolitan Transportation Commission
    - Transportation Plans about:

        - Roadways
        - Bicycle Lanes or Paths
        - Pedestrians
        - Trails
        - Rail where it intersects with other modes of transportation
- Collect and analyze crash data for each participating jurisdiction including
    - Type and severity of crash
    - Driver and Passenger Information
    - Time/Date of Crash
    - Pavement/Surface and Weather Conditions
    - Other contributing factors
- Collect new infrastructure data
- Identify key hot spots and systemic safety concerns, and emphasis areas
- Develop Prioritized Project List and Priority Safety Counter Measures
    - Identify safety counter measures consistent with projected growth and operations that can realistically be implemented
    - Develop cost estimates for safety counter measures for implementation at proposed location.
- Produce Individual Local Road Safety Plans for each participating jurisdiction.
    - Depending on jurisdiction, this may be City wide or corridor specific.

Section 5: Proposal - General

5.1 Form

Proposers must submit one (1) electronic copy via either e-mail or other secure cloud based file transfer link. Proposals must include electronic signature (electronic submittals with e-signatures will be considered as binding). Additionally, proposers must submit one (1) budget in a separate file. Email header on submittal must be clearly marked "SCTA, Consultant Services, LRSPs for 7 Jurisdictions." Proposals shall be submitted to:

Sonoma County Transportation Authority
Seana L. S. Gause, Senior - Programming and Projects at the following email address:
seana.gause@scta.ca.gov

5.2 Due Date

Proposals must be received by email no later than 2:00 P.M. on the date indicated in Section 2. The proposal due date is subject to change. If the proposal due date is changed, all respondents to the original RFP will be notified of the new date. In addition, information will be posted on the SCTA website.

Failure to meet the proposal submission deadline is considered an indisputable basis for disqualification. **Late proposals will not be accepted nor forwarded to the evaluation committee to be scored.**

5.3 General Instructions

To receive consideration, proposals shall be made in accordance with the following instructions:

a. The completed proposal shall be without alterations or edits.

b. The submission of a proposal shall be an indication that the proposer has investigated and understands and agrees with the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements of the SCTA, including all terms and conditions contained within this RFP.

c. Proposals shall be brief, concise and limited to 30 pages including cover, tables, etc. Full resumes in an appendix shall not contribute to the page count.

Section 6: Proposal Format and Content

For ease of review and to facilitate evaluation, the proposals for this project should be organized and presented in the order requested as follows:

6.1 Cover Letter

Proposals shall include a cover letter that includes the following:

a. The proposer's name or DBA, full mailing address, e-mail address, telephone number, and the name of the primary contact person.

b. The name, title, and organization of the individual authorized to bind the proposer into a contract with each of the jurisdictions. All parties signing the agreement with the participating jurisdictions must be individually liable for the completion of the entire project even when the areas of responsibility under the terms of the joint venture or association are limited.

c. Proposals shall provide the proposer's IRS status, number of years in business, core competencies, and a list of all contracts in effect with the SCTA and participating jurisdictions.

d. If two or more firms are involved in a joint venture or association, the proposal must clearly delineate the respective areas of authority and responsibility of each party.

6.2 Qualifications and Experience

6.2.1 Experience

Provide specific information in this section concerning proposer's experience in the services specified in this RFP. Examples of completed projects, as current as possible, should be included, as appropriate.

6.2.2 References

Provide the names, addresses, and telephone numbers of at least three (3) references for

whom similar services have been provided.

6.2.3 Debarment

Disclose any debarment or other disqualification as a vendor for any federal, state or local entities. Proposer must describe the nature of the debarment/disqualification, including where and how to find such detailed information.

6.2.4 Cultural Competence

Potential proposers must demonstrate an ability to provide culturally competent services. Specifically proposers must disclose: (1) their previous experience with providing services to the diverse ethnic, linguistic, sexual or cultural population to be served; (2) their current ability to provide the specific project services to the diverse ethnic, linguistic, sexual or cultural population to be served; and, (3) the specific outcome measures, qualitative and quantitative, which demonstrate that the project provides culturally and linguistically competent services.

6.3 Project Approach and Work Schedule

6.3.1 Scope of Work

a. Preliminary detailed work plan to include process and methodologies for the scope of work desired for this project.

b. Provide a schedule that will complete the project no later than 8/31/21. This schedule should contain specific milestones and dates of completion which will be used to set schedules.

c. Identify the extent of participating agency personnel involvement deemed necessary, including key decision points at each stage of the project.

d. Provide outline and/or samples from previous projects.

e. Provide project organization and staffing, including an organizational chart identifying each member of the firm involved with the project. The chart shall show the organizational structure of the team and the specialty or position of each team member.

f. Discuss the type of any software that is anticipated to be used in the planning process.

g. Describe the level of quality control that you recommend for this project. What characteristics define this level of quality?

h. Provide a table showing the number of hours per task by each project team member.

6.4 Cost (to be provided in separate e-document, can be placed on the same cloud based file transfer link as the proposal.)

a. Provide an itemized budget and budget narrative not to exceed $80,000 per jurisdiction. The proposal's budget shall clearly state ALL of the costs, direct and indirect, associated with the project, broken down by category of products and services, and all on-going costs for recommended or required products and services.

b. The project costs must be broken down and include all expenses that will be charged to each of the participating jurisdictions, including but not limited to hourly rates for labor, software costs, software maintenance costs, implementation fees, shipping, insurance, communications, documentation reproduction, and all expenses, including travel, meal reimbursement, hotel per diems, taxes, etc. Failure to clearly identify all costs associated with the proposal may be cause for rejection of the proposer's proposal.

c. Please note the participating jurisdictions will not pay for services before receiving them. Therefore, do not propose contract terms that call for up-front payments or deposits.

6.5 Identification of Subcontractors

Proposers shall identify all subcontractors they intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate: (1) what products and/or services are to be supplied by that subcontractor; and, (2) what percentage of the overall scope of work that subcontractor will perform.

6.6 Contract Terms

Proposers must include a statement acknowledging their willingness to accept the Standard Agreement terms (Section 13 "Attachments") <u>or</u> identify specific exceptions to the Standard Agreement. This must be done for each of the seven standard agreements provided (one for each participating agency).

6.7 Insurance

Proposers must include a statement acknowledging their willingness to submit and comply with all insurance requirements as described in the attached Standard Agreement. Securing this insurance is a condition of award for this contract.

6.8 Additional Information

Include any other information you believe to be pertinent but has not been listed as required.

Section 7: Corrections and Addenda

a. If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the proposer shall immediately notify the contact person. Corrections to submitted proposals must be submitted by email only – no paper letters will be accepted. .

b. If a proposer fails to notify the contact person prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the proposer shall submit a proposal at their own risk, and if the proposer is awarded a contract they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.

c. Addenda issued by SCTA interpreting or changing any of the items in this RFP, including all modifications thereof, shall be incorporated in the proposal. The proposer shall submit the addenda cover sheet with the proposal of this RFP, if the proposer has previously submitted a proposal to the SCTA). Any oral communication by the SCTA's designated contact person or any other SCTA staff member concerning this RFP is not binding on the SCTA and shall in no way modify this RFP or any obligations arising hereunder.

Section 8: Written Questions

All questions regarding the content of this RFP must be submitted in writing by e-mail, and must be received by the date indicated in the Key Event Dates table identified in Section 2: Questions will not be accepted by phone.

Submit questions via e-mail to:

Seana L.S. Gause, Senior - Programming and Projects
seana.gause@scta.ca.gov
cc: drew.nichols@scta.ca.gov

When the SCTA has completed its review of the questions, all of the questions and answers will be shared with all potential proposers through a version update on the SCTA's website listed in Section 12. No questions about the development of proposals will be answered after the Proposer Questions due date as listed in Section 2: Schedule of Key Dates.

Section 9: Selection Process

9.1 Content Review

All proposals received by the specified deadline will be reviewed by the SCTA and consultant selection working group for content, including but not limited to related experience and professional qualifications of the proposers.

Qualifications and response to requested information will be evaluated based on a 100 point scale and scored by the consultant selection working group. Individual evaluators scores will be aggregated and averages in order to determine the highest qualifying candidate.

9.2 Conflict of Interest

SCTA employees and consultant selection working group members will not participate in the selection process when those employees have a relationship with a person or business entity submitting a proposal which would subject those employees to the prohibition of Section 87100 of the Government Code. Any person or business entity submitting a proposal who has such a relationship with a SCTA employee who may be involved in the selection process shall advise the SCTA of the name of the employee or individual in the proposal. Each consultant selection working group member shall sign a Caltrans Local Assistance Procedures Manual form 10-T "Conflict of Interest and Confidentiality Statement" to be kept on file with the Request for Proposal and Consultant Selection documentation.

9.3 Criteria – Evaluation Criteria for submitted proposals are detailed as follows, 100 points total:

a. Completeness of Response (Pass/Fail): responses must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed will be considered incomplete and will receive no further consideration.

b. Qualifications and Experience (**25 points**): relevant experience, specific qualifications , and technical expertise of the firm and sub-consultants to conduct services on non-federal aid projects

c. Organization and Approach (**20 Points**): Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward

- Roles and Organization of Proposed team
    - Proposes adequate and appropriate disciplines of proposed team
    - Some or all of team members have previously worked together on similar projects

- Project and Management Approach
    - Team is managed by individual with appropriate experience in similar projects. This person's time is appropriately committed to project.
    - Team successfully addresses Public Outreach and Local Road Safety Plan efforts.
    - Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones
- Roles of Key Individuals on the Team
    - Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
    - Key positions required to execute the project team's responsibilities are appropriately staffed.
- Working relationship with the participating jurisdictions
    - Team and its leaders have experience working in the public sector.
    - Team leadership understands the nature of public sector work and its decision making process.
    - Proposal responds to need to assist the participating jurisdictions during the project.

d. Scope of Services to be Provided (**20 Points**):

- Detailed Scope of services to be provided
    - Proposed scope of services is appropriate for all phases of the work.
    - Scope addresses all known project needs and appears achievable in the time frames set forth in the project schedule
- Project deliverables
    - Deliverables are appropriate to the schedule and scope set forth in the above requirements

e. Schedule of Work (**10 Points**):

- Schedule shows completion of the work within the above referenced time frames
- The schedule serves as a project timeline, stating all major milestones

and required submittals for project management and Caltrans procedural requirements for the Local Road Safety Plan Program.

- The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

f. Conflict of Interest Statement (Pass/Fail)

- Discloses any financial, business or other relationship within the participating jurisdictions that may have an impact on the outcome of the contract or the delivery of the project.
- Lists current clients who may have a financial interest in the outcome of the contract or the delivery of the project.

g. References (**10 Points**)

- Quality of work as verified by references

h. Cost (**5 points**)

i. Willingness to accept each of the participating jurisdiction's contract terms? (**5 points**)

j. The locality of the proposer (**5 points**)

9.4 Purchasing Agent

SCTA, in consultation with the participating jurisdictions and consultant selection working group, reserves the right, in their discretion, to take any of the following actions at any time before contract execution: waive informalities or minor irregularities in any proposals received, reject any and all proposals, cancel this RFP, or modify and re-issue this RFP. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the discretion of the above mentioned entities. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.

9.5 Additional Information

SCTA may, during the evaluation process, request from any proposer additional information which the SCTA and the consultant selection working group deems necessary to determine the proposer's ability perform the required services. If such information is requested, the proposer shall be permitted three (3) business days to submit the information requested.

9.6 Errors and Corrections

An error in the proposal may cause the rejection of that proposal; however, the SCTA and consultant selection working group may, retain the proposal and make certain corrections. In determining if a correction will be made, SCTA and consultant selection

working group will consider the conformance of the proposal to the format and content required by this RFP, and any unusual complexity of the format and content required by this RFP. If the proposer's intent is clearly established based on review of the complete proposal submittal, SCTA may, in consultation with the consultant selection working group, correct an error based on that established content.
SCTA may also correct obvious clerical errors. SCTA may request clarification from a proposer on any item in a proposal that SCTA and/or a member of the consultant selection working group believes to be in error.

9.7 Selection

SCTA reserves the right to select the proposal which in its sole judgment best meets the needs of the SCTA and participating jurisdictions.

9.8 Notification of RFP Results

RFP results and information regarding the selected firm(s) will be posted on the SCTA website providing notification to all interested parties.

9.9 City/Town Councils and Board of Supervisors

Generally, the firm selected will be recommended to the respective governing body of each of the participating agencies for this project, but the governing bodies are not bound to accept the recommendation or award the project to the recommended firm.

Section 10: Finalist Interviews

If, following initial screening, the SCTA and consultant selection working group determines that finalist interviews are necessary, the evaluation committee may select those proposers deemed most qualified for this project for further evaluation. Interviews of these selected proposers may be conducted as part of the final selection process. Interviews may or may not have their own separate scoring during the evaluation process. Interviews will be conducted via Zoom or other remote meeting program.

Section 11: Miscellaneous Provisions

11.1 Rights and Regulations

11.1.1 Commitment

The issuance of this RFP does not constitute an award commitment on the part of SCTA, and SCTA shall not pay for costs incurred in the preparation or submission of proposals. All costs and expenses associated with the preparation of this proposal shall be borne by the proposer.

11.1.2 Reservation of Right to Reject

SCTA reserves the right to reject any or all proposals or portions thereof if SCTA determines that it is in the best interest of the Authority to do so.

11.1.3 Waiver of Deviation

SCTA may waive any deviation in a proposal. SCTA's waiver of a deviation shall in no way modify the RFP requirements nor excuse the successful proposer from full compliance with any resultant agreement requirements or obligations. SCTA reserves the right to reject any or all proposals, or to waive any defect or irregularity in a proposal. SCTA further reserves the right to award the agreement to the proposer or proposers that, in SCTA's judgment, best serves the needs of Transportation Authority.

11.1.4 Final Approval

All proposers submit their proposals to SCTA with the understanding that the recommended selection of the review committee is final and subject only to review and final approval by the participating jurisdictions governing bodies.

11.1.5 Distribution Disclosure

Upon submission, all proposals shall be treated as confidential documents until the selection process is completed. Once the notice of intent to award is issued by SCTA, all proposals shall be deemed public record. In the event that a proposer desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the proposer to clearly identify those portions with the word "Confidential" printed on the top right hand corner of each page for which such privilege is claimed, and to clearly identify the information claimed confidential by highlighting, underlining, or bracketing it, etc. Examples of confidential materials include trade secrets. Each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. SCTA will consider a proposer's request for exemptions from disclosure; however, the Authority will make its decision based upon applicable laws. An assertion by a proposer that the entire proposal, large portions of the proposal, or a significant element of the proposal, are exempt from disclosure will not be honored and the proposal may be rejected as non-responsive. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary.

SCTA will endeavor to restrict distribution of material designated as confidential to only those individuals involved in the review and analysis of the proposals. Proposers are cautioned that materials designated as confidential may nevertheless be subject to disclosure. Proposers are advised that SCTA does not wish to receive confidential or proprietary information and those proposers are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted are labeled confidential or proprietary, the proposal shall include the following clause:

> <LEGAL NAME OF PROPOSER> shall indemnify, defend and hold harmless the Sonoma County Transportation Authority and the participating jurisdictions, their officers, agents and employees from and against any request, action or proceeding of any nature and any

damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code § 6250 et seq.) arising out of, concerning or in any way involving any materials or information in this proposal that <LEGAL NAME OF PROPOSER> has labeled as confidential, proprietary or otherwise not subject to disclosure as a public record.

11.2 Pre-Contractual Expenses

SCTA and participating jurisdictions shall not be liable for any pre-contractual expenses incurred by the proposer or selected contractor or contractors. SCTA and participating jurisdictions 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.

11.3 Proposal Alternatives

Proposers may not take exception or make material alterations to any requirement of the RFP. Alternatives to the RFP may be submitted as separate proposals and so noted on the cover of the proposal. SCTA and consultant selection working group reserve the right to consider such alternative proposals, and to award an agreement based thereon if it is determined to be in the best interest of the participating jurisdictions and such proposal satisfies all minimum qualifications specified in the RFP. Please indicate clearly in the proposal that the proposal offers an alternative to the RFP.

11.4 Lobbying

Any party submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of the selection committee, any member of the City/Town Councils, consultant selection working group or any employee of SCTA, with regard to the acceptance of a proposal. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their proposal.

11.5 Form of Agreement

a. No agreement with the participating jurisdictions shall have any effect until a contract has been signed by both parties.

b. Samples of the agreements are included (Section 13: Attachments) hereto. Proposers must be willing to provide the required insurance and accept the terms of these sample agreements. With very few exceptions, the terms of the standard agreements will not be negotiated. *Indemnification language will not be negotiated*.

c. Proposals submitted shall include a statement that (i) the proposer has reviewed the sample agreements and will agree to the terms contained therein if selected, or (ii) all terms and conditions are acceptable to the proposer except as noted specifically in the proposal. A proposer taking exception to the sample agreements must also provide alternative language for those provisions considered

objectionable to the proposer. Please note that any exceptions or changes requested to the agreements may constitute grounds to reject the proposal.

d. Failure to address exceptions to the sample agreements in your proposal will be construed as acceptance of all terms and conditions contained therein.
e. Submission of additional contract exceptions after the proposal submission deadline may result in rejection of the proposer's proposal.

11.6 Duration of Proposal

All proposals will remain in effect and legally binding for at least ninety (90) days.

11.7 Cancellation of Intent to Award; Time is of the Essence

Time is of the essence in awarding agreement(s) under this RFP. Unless otherwise authorized by the participating jurisdictions, the selected proposer will be required to execute an agreement with the participating jurisdictions for the services requested within sixty (60) days of SCTA's notice of intent to award. If agreement on terms and conditions acceptable to the participating jurisdictions cannot be achieved within that timeframe, or if, after reasonable attempts to negotiate such terms and conditions, it appears that an agreement will not be possible, as determined at the discretion of each of the participating jurisdictions, SCTA and consultant selection working group reserve the right to retract any notice of intent to award and proceed with awards to other proposers, or not award at all.

11.8 Withdrawal and Submission of Modified Proposal

A proposer may withdraw a proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the proposer or their authorized agent. Another proposal may be submitted prior to the deadline. A proposal may not be changed after the designated deadline for submission of proposals.

Section 12: Web Site References

http://scta.ca.gov

Section 13: Attachments

I. Standard Professional Services Agreement ("PSA")and LRSP Funding Request Forms showing approved scope of work for each participating jurisdiction – Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and Windsor
Contract Terms