



REQUEST FOR PROPOSALS

to provide

COUNTYWIDE ACTIVE TRANSPORTATION PLAN

(CATP)

RFP No. 24-R07

Dear Proposers:

The Napa Valley Transportation Authority (NVTA) is issuing a Request for Proposals (RFP) for a COUNTYWIDE ACTIVE TRANSPORTATION PLAN (CATP). NVTA invites qualified entities or individuals that possess qualifications, experience and knowledge to submit a proposal.

Any contract to be awarded as a result of this RFP will be awarded without discrimination based on race, color, religion, sex, sexual orientation, race, religious creed, color, national origin, ancestry, denial of family and medical care leave, medical condition (cancer/genetic characteristics) physical handicap, disability (mental or physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, marital status, age (40 and above).

To obtain a full copy of the RFP, please contact NVTA office at (707) 259-8780 or download the document in PDF format from our website <https://nvta.ca.gov/work-with-us/bid-opportunities/procurement-and-contacts/>. All inquiries pertaining to this RFP should be emailed to Renee Y. Kulick, Sr. Administrative Technician, at the following email address: rkulick@nvta.ca.gov. Response to all questions submitted will be answered in accordance with the Procurement Schedule of this RFP.

Proposals must be received no later than May 17, 2024, prior to 2:00PM (PST/local).

Late proposals will not be considered.

Proposals will be accepted by means of electronic mail (email) addressed as follows:

Kate Miller
Executive Director
Napa Valley Transportation Authority
625 Burnell Street.
Napa, CA 94559

RFP No. 24-R07

Proposals shall be submitted by means of electronic mail to rkulick@nvta.ca.gov with the subject titled: "Proposal for RFP No. 24-R07"

We look forward to receiving your proposal.

Sincerely,

[Kate Miller \(Apr 5, 2024 09:08 PDT\)](#)

KATE MILLER
Executive Director



REQUEST FOR PROPOSALS

to provide

COUNTYWIDE ACTIVE TRANSPORTATION PLAN (CATP)

RFP No. 24-R07

Issued by:

Napa Valley Transportation Authority

on April 05, 2024

RESPONSES DUE:

2:00 PM (PST/local), May 17, 2024

at the

Napa Valley Transportation Authority
625 Burnell Street
Napa, CA 94559

Release of RFP authorized by:

[Kate Miller \(Apr 5, 2024 09:08 PDT\)](#)

April 5, 2024

KATE MILLER, Executive Director

Date

PROCUREMENT SCHEDULE

Issue Date	April 5, 2024
Pre-Proposal Conference (Virtual)	April 15, 2024, at 1:00PM (PST/local)
Deadline for Submitting Written Questions	April 19, 2024, at 2:00PM (PST/local)
Answers to Written Questions Posted	April 24, 2024
Deadline for Proposal Submittal	May 17, 2024, at 2:00PM (PST/local)
Interviews (if necessary)	None scheduled
Award Contract	June 26, 2024

Request for Proposal

COUNTYWIDE ACTIVE TRANSPORTATION PLAN (CATP)

RFP No. 24-R07

SECTION I – INTRODUCTION

The Napa Valley Transportation Authority (NVTA) is a joint powers authority established in June of 1998 with members including the cities of American Canyon, Calistoga, Napa, St. Helena, the Town of Yountville, and the County of Napa. The work activities of NVTA are defined by the joint powers agreement and overseen by the Board of Directors made up of elected officials from the respective member agencies, and an ex-officio member from the Paratransit Coordinating Council (PCC).

NVTA serves as the countywide transportation planning body for the incorporated and unincorporated areas within Napa County and is responsible for programming State and Federal funding for transportation projects within the county. NVTA is charged with coordinating short- and long-term planning and funding within an intermodal policy framework in the areas of highways, streets and roads, transit and paratransit, and bicycle improvements.

NVTA also operates the Napa Vine transit services. Napa Vine provides inter- county/city transit services between Napa Valley Cities, towns and the Counties of Sonoma, Solano, and Contra Costa. Napa Vine Go is the companion paratransit service for Napa County's residents. In addition, the Vine suite of services includes American Canyon Transit, St. Helena Transit, the Yountville Bee-Line, City of Napa On-Demand service, and the Calistoga Shuttle. The fleet consists of 75 vehicles and provides roughly 1,000,000 trips per year prior to COVID (in Fiscal Year 2018-2019) and over 300,000 trips during COVID (in Fiscal Year 2020-2021).

The Napa Valley Transportation Authority (NVTa) is also the local transportation sales tax authority. NVTa is responsible for the oversight and administration of Measure T, the ½% sales tax for street and road improvements approved by the voters on November 6, 2012.

SECTION II - INSTRUCTIONS TO PROPOSERS

A. Pre-proposal Conference

A virtual pre-proposal conference will be held on April 15, 2024, at 1:00PM (PST/local) via Zoom. **Proposer must register their participation in advance.**

You are invited to a Zoom meeting.

When: Apr 15, 2024 01:00 PM Pacific Time (US and Canada)

Register in advance for this meeting:

<https://countyofnapa.zoom.us/joining/register/tZEtf-muqT8pGt01KotuY1dqxjmwUhfIC1u>

After registering, you will receive a confirmation email containing information about joining the meeting.

Attendance is not mandatory but highly encouraged to submit a proposal.

B. Examination of Proposal Documents

By submitting a proposal, the Proposer represents that it has thoroughly examined and become familiar with the work required under this RFP, and that it is capable of performing the work identified in ATTACHMENT A, Scope of Work.

C. Addenda/Clarifications

Explanations or clarifications desired by respondents regarding the meaning or interpretation of the RFP may be requested verbally at the pre-proposal meeting or in advance of the meeting in writing. While this meeting is not mandatory, all firms intending to propose are strongly encouraged to attend. **All inquiries pertaining to this RFP should be emailed** to Renée Y. Kulick, Sr. Administrative Technician, Sr. Administrative Technician, at the following email address: rkulick@nvta.ca.gov **no later than 2:00PM (PST/local) on April 19, 2024.** Response to all questions submitted by the April 19, 2024, 2:00PM (PST/local), deadline that may have a material impact on the proposal will be provided to all attendees of the pre-proposal conference discussed above, and will also be posted on the NVTa website at www.nvta.ca.gov. The subject line for questions submitted in writing should include reference to: "Questions - RFP No. 24-R07 COUNTYWIDE ACTIVE TRANSPORTATION PLAN (CATP)".

D. Proposal Submission

All proposal submittals shall be transmitted with a cover letter. The person authorized by the proposer/team to negotiate a contract with NVTA shall sign the cover letter and the letter shall include the name, title, address, email address and the telephone number of the individual to whom correspondence and other contacts should be directed during the proposer selection process. Address the cover letter as follows:

Kate Miller
Executive Director
Napa Valley Transportation Authority
625 Burnell Street
Napa, CA 94559

RFP No. 24-R07

The Proposer must submit one (1) electronic proposal in PDF format via electronic mail (email). If the proposal is too large to attach to the email, please provide a file transfer link in your email submission. **The proposal shall be emailed to the Napa Valley Transportation Authority prior to 2:00 PM (PST/local), May 17, 2024.** Proposals shall be submitted by email only to rkulick@nvta.ca.gov with the subject titled "Proposal for RFP No. 24-R07".

Submittals received after the time and date specified above will be considered nonresponsive and returned.

A Proposer may object to a provision of the RFP on the grounds that it is biased, unduly restrictive or arbitrary or to the selection of a particular proposer on the grounds that NVTA procedures, the provisions of the RFP or applicable provisions of federal, state, or local law have been violated or inaccurately or inappropriately applied by submitting to the Procurement Officer a written explanation of the basis for the protest:

1. Any protest alleging improprieties in a solicitation process or in solicitation documents must be filed in accordance with the time lines established by the NVTA Procurement Policy prior to the scheduled bid opening or deadline for submittal or proposals, as appropriate, in order to be considered by NVTA. Any protest based on such grounds not timely filed will not be considered by NVTA.
2. Any protests regarding the evaluation of bids or proposals by NVTA, or improprieties involving the approval or award or proposed approval or award of a contract must be filed with NVTA in accordance with the timelines established by the NVTA Procurement Policy after the NVTA's written notice of its decision or intended decision to award a contract. Any protest filed after such date which raises issues regarding the bid proposal evaluation, or the contract approval or award will not be considered by NVTA.

All documents submitted as part of the proposal will be deemed confidential during the evaluation process. After the award of a contract, any material submitted by a proposer in response to this RFP is subject to public inspection under the California Public Records Act (Government Code Sections 6250 et seq.) unless exempt by law. The proposer must identify in writing all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure.

E. Withdrawal of Proposal Submittal

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposal submittals as provided in this RFP by delivering to the Procurement Officer a written request for withdrawal signed by, or on behalf of, the Proposer.

F. Rights of NVTA

This RFP does not commit NVTA to enter into a contract, nor does it obligate NVTA to pay for any costs incurred in preparation and submission of the proposal or in anticipation of a contract.

NVTA may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer, and require additional evidence or qualifications to perform the Services described in this RFP.

NVTA, in its sole discretion, reserves the right to:

1. Reject any or all proposal submittals.
2. Issue one (1) or more subsequent RFPs.
3. Postpone opening for its own convenience.
4. Remedy technical errors in the RFP process.
5. Approve or disapprove the use of particular sub-proposers.
6. Negotiate with any, all, or none of the proposers responding to this RFP.
7. Award a contract to one or more proposers.
8. Waive informalities and irregularities in any proposal.

G. Contract Type

Proposers shall be prepared to accept the terms and conditions of NVTA's standard form contract included as ATTACHMENT C (NVTA Sample Professional Service Agreement (PSA)) hereto. If a proposer desires to take exception to the Agreement, the Proposer shall provide the following information as a section of the proposal identified as "Exceptions to the Agreement":

1. Proposer shall clearly identify each proposed change to the Agreement, including all relevant Exhibits and Attachments.

2. Proposer shall furnish the reasons therefore as well as specific recommendations for alternative language.

The above factors will be taken into account during contract negotiations. Substantial exceptions to the Agreement may be determined by NVTA, at its sole discretion, to be unacceptable and NVTA will proceed with negotiations with the next highest ranking firm.

SECTION III - FORMAT AND CONTENT OF PROPOSAL

A. Format

1. *Technical Proposal*

Technical Proposals shall be 1) as brief as possible and 2) not include any irrelevant promotional material one (1) electronic proposal in PDF format of your RFP submittal.

INSTRUCTIONS TO PROPOSERS.

The Technical Proposal shall not exceed a total of the equivalent of thirty (30) single sided pages (15 double-side print pages) or less. RFP submittals must consist of letter-sized (8.5" x 11") pages, with the exception of no more than three (3) tabloid-sized (11"x 17") pages. Each tabloid-size page is considered one page for the total page count. Required forms under ATTACHMENT B are excluded from the total page count. Résumés shall be limited to two (2) letter-sized single-sided pages (or one (1) double-side print) per key staff member assigned to the project are also excluded from total page count. Font size shall be at least 12 point.

The nature and form of response of the Technical Proposal submittal is at the discretion of those responding, but shall include, at a minimum, the information listed in Section B below.

B. Cost Proposal

A Cost Proposal must be submitted.

This section shall include a full description of the proposer's charges for carrying out the Scope of Work as described in this RFP. Charges should be structured so as to be clear and concise and easily understood. Minimum charges, show up time, and travel time should be clearly specified. Summary Cost Proposal Sheet (ATTACHMENT B – Required Forms) shall be completed and used as a cover page to Proposer's cost proposal.

C. Content

Proposal content, clarity, and completeness are factors which will be considered in evaluating each proposal received in order to determine suitability of each proposer's capabilities. The entire length of the proposal document must be 30 pages or less and shall include:

- TITLE PAGE
- TRANSMITTAL LETTER
- EXECUTIVE SUMMARY
- PROPOSER BACKGROUND AND EXPERIENCE
- QUALIFICATIONS OF PROPOSER
- EXAMPLES OF PUBLIC SECTOR REPRESENTATION
- STAFFING AND ORGANIZATION
- COST PROPOSAL
- EXCEPTIONS TO THE AGREEMENT
- APPENDICES (Required forms under ATTACHMENT B are not counted in 30-page or less limit)

1. TITLE PAGE

The title page should show the RFP title, the name of the proposer, name of a contact person, a local address, telephone number, and the date.

2. TRANSMITTAL LETTER

A transmittal letter signed by an official authorized to contractually bind the proposer is required. The transmittal letter shall state that the **proposal shall be valid for a 90-day period** and should include the name, title, address, telephone number and email address of the individual to whom correspondence and other contacts should be directed during the proposer selection process.

Address the cover letter as follows:

Kate Miller
Executive Director
Napa County Transportation and Planning Agency
625 Burnell Street
Napa, CA 94559

RFP No. 24-R07

3. EXECUTIVE SUMMARY

This section should be limited to a brief narrative highlighting and summarizing the proposal. The summary should clearly convey that the proposer understands the nature of the work and the general approach to be taken.

4. PROPOSER BACKGROUND AND EXPERIENCE

A minimum one (1) page description of the Proposer's background and relevant public (Government) sector representation experience with no more than three (3) references within the past five (5) years. Include the name of the contact person, agency for whom the work was performed, telephone and fax numbers and the year in which the work was completed.

References may or may not be contacted.

5. QUALIFICATIONS OF PROPOSER

The Proposer who is awarded the contract for this work will be required to comply with all applicable federal, state, regional and local requirements.

This section should include a brief description of the Proposer's qualifications and previous experience on similar or related engagements.

In addition, the selected proposer will be required to provide the certification of eligibility that the Proposer and /or any of its sub-contractors have not been debarred or suspended from providing services paid for by the federal government prior to award.

6. EXAMPLES OF PUBLIC SECTOR REPRESENTATION

This part of the proposal shall contain a description of matters where the Proposer performed work for a public entity, preferably in California. The Proposer shall relate how it perceives its role in carrying out the responsibilities required by this RFP.

7. STAFFING AND PROJECT ORGANIZATION

This section should identify key personnel who will be assigned to work with the NVTA and their experience.

List any present activities and job commitments and potential or real conflicts of interest.

8. COST PROPOSAL

Provide a cost proposal for services to be rendered to NVTA for performance of the scope of work attached hereto.

9. EXCEPTIONS TO THE AGREEMENT

This section shall include any exceptions the proposer has taken to ATTACHMENT C – NVTA Sample Professional Service Agreement (PSA) or Master Professional Services Agreement (MPSA).

10. APPENDICES

Under this section, proposers shall provide all required forms, legal documents and compliance reports, including DBE, Lobbying, Disbarment, etc. These documents are not counted towards the 30-page limit or less.

SECTION IV - SCOPE OF SERVICES TO BE PROVIDED

The work to be performed under contract based on this RFP is described in the Scope of Work attached hereto as ATTACHMENT A and hereby incorporated herein.

SECTION V - REQUIRED QUALIFICATIONS

The NVTA seeks a motivated, skilled and enthusiastic professional team to be accountable and deliver innovative, high quality professional services. Proposers responding to this RFP will be expected to demonstrate that they have substantive practical experience and expertise in the following areas:

1. Provide evidence with three (3) references of similar projects completed within the last five (5) years.
2. Proposer and its sub-contractor(s) must be licensed by the State of California.
3. Proposer and its sub-contractor(s) must not be the subject of disciplinary action by any State of California regulatory or licensing agency.

Please provide specific reference information on each of the areas listed above. The Proposer will work under the direction of NVTA's Executive Director and any assigned NVTA Program Manager.

SECTION VI - EVALUATION AND QUALIFICATIONS

A. Evaluation Method

NVTA will review and evaluate all proposals deemed responsive to this request in accordance with NVTA's Procurement Policies and Procedures Manual. Each of the proposers will be ranked based on the criteria listed in this section.

B. Final Selection Determination

Following the analysis of the written proposals and possible follow up discussions, NVTA will enter into negotiations with the highest ranked firm. If negotiations with this firm are ultimately unsuccessful, or if the firm declines the work offered, then negotiations will proceed with the second highest ranked firm from the proposal list, and so forth until a firm is selected.

C. Contract Negotiation

Upon conclusion of the interviews, if any, and best and final offer, if any, NVTA will enter into contract negotiations with the finalist(s). The final negotiated contract will be submitted to the NVTA Board for approval, if applicable.

D. Evaluation and Scoring Criteria

The Evaluation Selection Recommendation Committee (ESRC), which may be made up of staff from NVTA, and other outside agencies, will review the proposals submitted. They will establish a short list of pre-qualified firms based on pre-established review criteria and interview the firms, if necessary. The individual or composite rating prepared by the ESRC will not be revealed prior to contract award.

The product of the selection process will be to award a contract with the top ranked firm, as recommended by the ESRC. The following criteria and point system will be used to evaluate the RFP:

CRITERIA	WEIGHT %
<i>Understanding of Work to be Done / Project Approach</i>	40
<i>Firm, Entity/Individual Background, and Experience on Similar Projects</i>	25
<i>Qualifications of Proposer and Project Staffing</i>	25
<i>Cost – Rates - Value</i>	10
TOTAL	100

After initial evaluation of the proposals, NVTA may, at its discretion, hold interviews with the top ranked proposers. Each interview will be no more than 60 minutes, with the proposer’s presentation limited to not more than 20 minutes. Any areas of specific concern will be identified before the interview. NVTA reserves the right to award a contract based solely on written proposals and not conduct oral interviews.

SECTION VII - NON-DISCRIMINATION

Proposers shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, religious creed, color, national origin, ancestry, denial of family and medical care leave, medical condition (cancer/genetic characteristics) physical handicap, disability (mental or physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, marital status, age (40 and above), in the performance of NVTA

contracts. Proposers and any subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

Proposers shall include the non-discrimination and compliance provisions of the above clause in all subcontracts to perform work under this contract.

SECTION VIII - LEVINE ACT

Proposers will be required to disclose on the record any contribution of more than \$250 which they have made to an NVTA Board Member within the twelve-month period preceding the submittal deadline of this RFP, and within the twelve-month period preceding any subsequent procurement based on this RFP. This applies to your company, any member of your team, any agents for you or other team members and to the major shareholders of any closed corporation, which is part of your team. If you have made a contribution which needs to be disclosed you must provide written notice of the date, amount and receipt of the contribution(s) to NVTA Executive Director. This information will need to be provided before the NVTA can approve any contract.

SECTION IX - DISADVANTAGED BUSINESS ENTERPRISE

NVTA has adopted a Disadvantage Business Enterprise (DBE) Policy, pursuant to which the NVTA encourages all prime proposers to utilize qualified DBE sub proposers on NVTA projects, NVTA promotes the direct purchase of goods from qualified DBEs by utilizing DBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, NVTA seeks the utilization of qualified DBEs when such DBEs are available. All prime proposers are required to report on DBE usage during the term of each contract. For instructions and forms, see ATTACHMENT B.

For purposes of NVTA's DBE Policy, a DBE shall be a "Disadvantage Business" within the meaning of 13 CFR Part 121 and California Government Code Section 14837. In the event that the NVTA's DBE Policy conflicts with any Federal, State or other funding source's programs, policies, regulations or requirements, NVTA shall make the DBE Policy consistent with said funding source's programs, policies, regulations and requirements to the extent permissible by law. NVTA's DBE Policy is neutral as to race, ethnicity, national origin, age, sex, religion, sexual orientation and other protected classes.

The DBE goal for this contract is 0% NVTA's overall 3-year annual DBE goal is 2.6%

SECTION X - INDEMNIFICATION AND INSURANCE REQUIREMENTS

Insurance requirements for this project are set forth in ATTACHMENT C, NVTA Sample Professional Service Agreement for Services, Section 7 – Insurance and Section 8 – Hold Harmless / Defense / Indemnification.

All inquiries pertaining to this RFP should be emailed to Renee Y. Kulick, Sr. Administrative Technician, at the following email address rkulick@nvta.ca.gov in accordance with the procurement schedule. Responses to all questions submitted by the question deadline that may have a material impact on the proposal will be posted on the NVTA website: www.nvta.ca.gov .

Late proposals will not be considered.

Proposals will be accepted by means of electronic mail (email) addressed as follows:

Kate Miller
Executive Director
Napa Valley Transportation Authority
625 Burnell Street.
Napa, CA 94559

RFP No. 24-R07

Attachments follow.

ATTACHMENT A

COUNTYWIDE ACTIVE TRANSPORTATION PLAN (CATP)

SCOPE OF WORK

I. INTRODUCTION

Napa Valley, with its scenic agricultural landscape and over 500 wineries, is one of the most popular tourist destinations in California with more than 3 million visitors annually, in addition to a local population of roughly 138,000. Ensuring that both residents and visitors can safely and conveniently access destinations throughout the region on foot or by bike is a goal of the Napa Valley Transportation Authority (NVTA) and the six member jurisdictions (the Cities of American Canyon, Napa, St. Helena, Calistoga, the Town of Yountville, and the County of Napa).

In 2016, the NVTA Board adopted the Napa Countywide Pedestrian Plan, which established the goal of a safe, accessible, connected network of pedestrian sidewalks, trails and pathways to provide mobility and foster community interactions. Three years later in 2019, the NVTA Board adopted the Napa Countywide Bicycle Plan, which included the vision of a comprehensive, connected bicycle system providing safe, convenient, and enjoyable access to destinations throughout the County and beyond. Both plans were subsequently adopted by local jurisdictions, and in some cases, incorporated into local agency General Plan Circulation Elements.

Since the adoption of these plans, significant progress has been made toward build-out of a safer and more accessible network of facilities, but much work remains to be done. Technological innovations and newly adopted standards and best-practices have provided agencies with a far greater range of tools and resources to meet Plan goals. Additionally, recognition of the important role of active transportation (whether bicycle, pedestrian, or using other mobility devices) in reducing roadway congestion, reducing GHG emissions, and fostering a healthy community have only increased the demand for more high-quality facilities that address the needs of all users.

To view the referenced studies or plans, please visit -

Countywide Pedestrian Plan

<https://nvta.ca.gov/planning-and-projects/planning/regional/napa-countywide-ped-plan/>

Napa Countywide Bicycle Plan

<https://nvta.ca.gov/planning-and-projects/planning/regional/napa-countywide-bike-plan/>

II. PROJECT GOALS AND OBJECTIVES

NVTA is preparing to initiate a comprehensive overhaul of these plans into a unified, Countywide Active Transportation Plan. The Plan will include both projects and programmatic improvements to equitably meet the needs of active transportation users by providing a roadmap toward significant increases in active transportation mode share both countywide and in individual jurisdictions.

The Plan will clearly identify existing and proposed facilities, and provide guidance to jurisdictions on the design, funding, implementation, and maintenance of projects that will result in more walking and biking and a reduction in vehicle miles travelled (VMT). The plan will be data-driven, integrating Local Road Safety Plans and the newly adopted Vision Zero Plan, in addition to other plans, policies, and priorities established by each jurisdiction. Development of the plan will necessitate input and collaboration from a broad array of stakeholders including public agencies, stakeholder groups, employers, and existing facility users.

The following pages summarize the expected Task-based Scope of Work to be performed by the successful bidder.

III. TASKS AND DELIVERABLES

TASK 1 Project Kick-off and Local Landscape

- 1.1 Kick-off meeting. Meet with NVTA staff to review and approve a final scope and determine a schedule for completing the project including public outreach strategies. Project elements must be completed on a timely basis and data must be captured during specific intervals to understand seasonal and school travel patterns and impacts.

Deliverable: Review and finalize project Scope of Work and Implementation Timeline.

- 1.2 Agency Introductions. Attend a meeting of the NVTA Technical Advisory Committee, which includes representatives from each of the local jurisdictions. Present the scope of work and schedule. Ensure that agency staff have an identified point of contact for ongoing coordination.

Deliverable: Meeting presentation, establish communication protocol with jurisdiction staff and single point of contact.

- 1.3 Project Webpage Development. Ensuring that members of the public have opportunities to engage throughout the development of the Plan, develop a bilingual (English and Spanish) project webpage to serve as

the primary pathway for public comment and engagement. Webpage should be designed to accommodate posting of key project documents, solicit public comment, and ultimately serve as a resource for viewing the Plan and related materials post-Adoption.

Deliverable: *Develop and maintain a project microsite for public engagement and access to key documents throughout the plan development process.*

TASK 2 Existing Conditions Assessment

2.1 Existing Plans, Programs, and Policies Screen. To assist with Plan consistency, as well as understanding current programs, policies, and priorities of NVTA and local jurisdictions, perform a consistency screen of existing Plans and related documents, including identification of any inconsistencies in goals or policies. This will likely include the following:

- Local Agency General Plans, with focus on Circulation & Land Use Elements
- NVTA Countywide Transportation Plan-Advancing Mobility 2045 (2021)
- NVTA Community Based Transportation Plan (2020)
- NVTA Travel Behavior Study (2019)
- Caltrans D4 Active Transportation Plans Local Traffic Calming Plan(s)
- Local Roadway Safety Plans
- NVTA Vision Zero Plan (2023)
- Safe Routes to School Walk Audit Reports (site specific)

Deliverable: *Summary memo of Plan Review findings, with consistency screen for goals, policies, and programs/projects. Once the proposed network and associated goals/policies/programs are developed, this report and screen will be incorporated into the final plan under an Implementation section.*

2.2 Existing Facilities Mapping & Assessment. Conduct a countywide mapping and assessment process to identify existing active transportation facilities, including facilities that may provide mobility or access benefits but do not readily appear to meet minimum standards. Portions of this data is available from NVTA and local jurisdictions. Facilities mapping to include non-mobility features such as short/long term bicycle parking, public restrooms, and water fountains.), and a Level of Traffic Stress (LTS) overlay.

Deliverable: *ArcGIS geodatabase of all existing facilities, amenities, and LTS, with unique attributes as identified in coordination with NVTA*

staff.

- 2.3 Evaluate Current Active Transportation Use. Collect data to assess current active transportation use throughout Napa County, including user counts at key locations (downtowns, school sites, retail centers, farmers markets, transit hubs) and select corridors. Provide data with peak AM/PM user volumes while school is in session and exclude anomalous weather (wildfire, atmospheric river) or special events (BottleRock, Bike to Work Day). Develop a conceptual plan for biennial in-person and ongoing remote data collection to support future project funding and implementation efforts.

Deliverable: Provide direct count data for all sites, projections or estimates of total use by mode for each jurisdiction, and future data collection efforts. Provide a summary report of findings and recommendations.

TASK 3 Uniform Standards & Toolbox Development

- 3.1 Treatments Toolbox. Develop a toolbox that identifies a wide range of active transportation improvements, including quick-build type projects, short- and long-term maintenance of existing facilities, as well as programmatic efforts to increase active transportation mode share. Include a brief description or definition of the treatment, any quantitative minimum standards as well as any best practices that may exceed those minimums. Toolbox should be balanced and responsive to different needs associated with urban and rural contexts.

Deliverable: Provide a Treatments Toolbox document.

- 3.2 Conceptual Projects. This task is optional; see Note “D” below Utilizing the Treatments Toolbox, develop a suite of conceptual project examples organized in a before/after treatment approach. To the extent possible, these should be real-world projects from outside Napa County but within the Bay Area region, and include timelines, project costs, and agency contacts.

Deliverable: Provide a Conceptual Projects document to serve as both an Appendix to the Treatments Toolbox and formatted as a stand-alone document for local agency use.

TASK 4 Future Demand Assessment

- 4.1 Countywide Origin & Destination Mapping. Utilizing data from the NVTA Travel Behavior Study, as well as Census and/or commercially available data sources (Streetlight Data, AllTransit, Strava, etc.), verify key trip

origins and destinations countywide. Develop maps that illustrate existing and potential higher-volume active transportation routes. Evaluate current and future demand for active transportation facilities and programs at a countywide level.

Deliverable: Provide a report and maps that details findings for future Active Transportation use.

- 4.2 GHG Emissions Estimate. Utilizing existing data and reports, and in coordination with the County of Napa's ongoing Regional Climate Action Plan (RCAP) process, evaluate the potential countywide GHG reduction associated with various potential short- and long-term mode shift and active transportation adoption thresholds.

Deliverable: Provide a report estimating potential GHG reductions associated with increased active transportation use countywide, and for select project/program types.

TASK 5 Public Outreach, Stakeholder Meetings, and Presentations

Important: See Section IV, Other – Notes, Item B at the end of this document regarding possible NVTA use of a dedicated outreach consultant. As such, Task 5.2 and 5.3 below should be considered optional, and are not required elements of a complete proposal.

- 5.1 NVTA Board/Committee and Local Jurisdiction Engagement. Provide Plan updates to the NVTA Board and relevant Committees (estimated at 4 meetings). Provide Plan update materials for NVTA staff presentations to Active Transportation or alternate committees with interest for each local jurisdiction. Consultant may be requested to provide more technical presentations in person as needed.

Deliverable: Agenda memos. Presentation slides. Summary notes including participant details, specific comments received, and other relevant details. To be utilized as part of a Public Outreach chapter in the final Plan.

- 5.2 Community & Stakeholder Engagement. Conduct community & stakeholder outreach to the general public, including specified stakeholder groups (up to 6 meetings). Provide an online, bilingual community survey with ArcGIS-based mapping functionality to the project webpage. Organize a minimum of 5 listening sessions with key stakeholder representing various user and demographic groups and the general public to solicit feedback on draft elements.

Deliverable: Online and printed survey and results memo. Graphics, maps, and posters for in-person outreach. Summary notes including

participant details, specific comments received, and other relevant details. To be utilized as part of a Public Outreach chapter in the final Plan.

- 5.3 Public Forum. Assist NHTA staff in producing a public forum including a list of local/regional experts on relevant active transportation and transportation safety issues.

Deliverable: *Agenda and materials preparation. Summary notes including participant details, specific comments received, and other relevant details. To be utilized as part of a Public Outreach chapter in the final Plan.*

TASK 6 Policy Framework

- 6.1 Policy Framework Development. Develop a policy framework for the plan, including specific goals, objectives, policies, and performance metrics. This task should be informed by all prior tasks, with special attention to Tasks 3, 4, and 5, and allow for sufficient input and feedback from member agencies and previously identified stakeholder groups.

Deliverable: *Draft policy framework for the Active Transportation Plan, with corresponding performance metrics for each goal and objective. Final deliverable is inclusive of three complete rounds of review by NHTA and jurisdiction staff as referenced under Task 9.*

TASK 7 Proposed Facilities and Improvements

- 7.1 Proposed Facilities. Utilizing work performed in Tasks 1-6, develop proposed facility improvements as both a project-based list and within a set of GIS maps. Improvements should be categorized by primary mode, including pedestrian, bicycle, as well as multimodal on-road vehicles. Support facilities, such as bicycle parking, showers, restrooms, and rest stops shall be included. Each project should include project name, jurisdiction, project limits or location, existing conditions and proposed improvements (including current & post-project LTS), major constraints, an estimated cost range and potential funding sources, number of users served annually, and potential for quick-build or pilot project implementation.

Deliverable: *Provide a proposed facilities summary report and associated project list, GIS layers with relevant project attributes, and print-ready maps of proposed facilities.*

- 7.2 Proposed Programs. Utilizing work performed in above Tasks, develop a list of proposed programs, including recommended current or historic

programs that may be continued or re-initiated, along with any changes to scope, geographic extent, or engagement level.

Programs should be broadly defined to encompass work led by public agencies, private organizations, and/or nonprofit partners, that seek to advance the goals of the Active Transportation Plan. Each program should include program name, brief description, agency or organization lead(s), geographic extent, target population(s) served, existing or proposed status, number of individuals engaged annually, estimated cost range and funding plan.

Deliverable: Provide a report and associated list of proposed programs.

TASK 8 Implementation & Funding Plan

- 8.1 Impact Assessment. Prepare a high-level project & program impact assessment matrix that evaluates each identified project or program type based on potential benefits to the community, including overall cost, improved user safety, improved or expanded mode share or mode shift, consistency with Plan goals, objectives, and policies, as well as benefits to identified high-needs or vulnerable user groups.

Deliverable: Provide a report with matrix that outlines potential impact of each proposed project or program type.

- 8.2 Implementation Plan. Develop an implementation plan that builds on the overall Project and Program lists, incorporates the impact assessment matrix, and supports potential for efficiencies based on other planned work from local agency Capital Improvement Program, Measure T, and related infrastructure investment plans at the local and regional level. Structure the implementation plan to identify clear opportunities for low-cost and high-impact projects in the near term, while identifying preparatory or planning efforts (e.g. corridor studies) that may inform more long-term projects and strategies.

Deliverable: Provide a report that evaluates proposed projects and programs for potential implementation following Plan adoption.

- 8.3 Funding Plan. Coordinate with NVTA and local jurisdictions to understand current funding levels, and level of funding necessary to implement the projects and programs identified. Develop a list of existing and potential sources of funding for implementation of the projects and programs within the Plan and assess project eligibility and competitiveness for new funding.

Deliverable: Provide a summary report on funding opportunities with short-, medium-, and long-term projections for implementation.

TASK 9 Documents for Plan Approval and Adoption

- 9.1 Draft Plan for NVTa Review. Incorporate all work and reports/deliverables into a single Draft Countywide Active Transportation Plan for review. Include three (3) rounds of review. Separately, update the project microsite to serve as a repository of key report content, including graphical overview of Plan goals, maps of existing and proposed facilities, project and program lists, and implementation phases. Develop a GIS-based Dashboard for tracking and reporting of projects, programs, and key metrics, to be updated annually.

Deliverable: Provide a draft plan that evaluates proposed projects and programs for potential implementation following Plan adoption. Create relevant online/digital assets.

- 9.2 Agency Presentations, Resolutions and Final Plan Adoption. Present the Draft Active Transportation Plan to the NVTa Board of Directors. Incorporate public comment following required timeframe and prepare a final draft of the Plan, adoption memoranda, Resolutions for local agency adoption, and related materials.

Deliverable: Presentation deck, public comment matrix, Final print-ready Plan, and related memos and resolutions.

IV. OTHER - NOTES

- A. Respondents should provide line-item budgets that reflect expected costs for each task separately, including breakdown of prime consultant staffing, sub-consultants, purchase or collection of data, and other direct or indirect costs. Attach your proposed budget sheet to the completed Cost Proposal Cover Sheet (Attachment B – Required Forms)
- B. For components that involve community or stakeholder outreach: NVTa may opt to engage a separate outreach consultant to perform activities associated with this scope of work and other forthcoming projects (Countywide Transportation Plan, Community Based Transportation Plan). If that occurs, respondents would be required to work closely with the outreach consultant for this and other aspects of this project.
- C. Long-term projections and project timelines within the Countywide Active Transportation Plan (CATP) should be based on a 20-year timeframe, while

- recognizing that it is a common practice for such plans to be updated every five (5) years.
- D. Some tasks within this Scope of Work are considered optional; respondents are encouraged but not required to include these elements in a proposal. If optional tasks are included, budget details should conform to requirements of item A above.
 - E. All public-facing digital content, which may include presentation materials, social media posts, email graphics, webpages, or other assets, must be compliant with both the NVTA Graphic Design guidelines, as well as the most recent adopted implementation of Web Content Accessibility Guidelines (WCAG).
 - F. All created materials and data for the Countywide Active Transportation Plan shall become the property of NVTA.

VI. PROJECT TIMELINE

NVTA expects the Countywide Active Transportation Plan (CATP) to be complete and published by September 2025.

ATTACHMENT B

REQUIRED FORMS

(see attached)

GENERAL INFORMATION FORM

(To be completed by the Proposer and placed at the front of the RFP/RFQ)

Legal Name of Proposer:

Date:

Street Address:

Telephone Number:

City/State/Zip:

Proposer's Fax Number:

DBE Cert# _____ SBE Cert# _____ Other Cert # _____ None

Type of Organization:
(Corporation, LPA, Sole Proprietorship, Partnership, etc.)

Business License (documented):

Taxpayer ID Number (Federal):

Name and Title of Manager:

Name, Title, e-mail address, and Phone Number of Person Correspondence should be directed to:

DBE Cert# _____ SBE Cert# _____ Other Cert # _____ None

Signature, Name and Title of Person Signing

Please attach a copy of any applicable license(s) and certificate(s).

ACKNOWLEDGMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda to the documents:

Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____
Addendum No.	_____	Dated	_____

PROPOSER:	

Name	_____
	Street Address

	City, State, Zip

	Signature of Authorized Signer

	Title

	Phone

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The bidder _____, proposed subcontractor _____, hereby certifies that he has _____, has not _____, participated in a previous contract or subcontract subject to the equal opportunity clauses, as required by Executive Orders 10925, 11114, or 11246, and that, where required, he has filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

PUBLIC CONTRACT CODE

Public Contract Code Section 10285.1 Statement

In conformance with Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder has ____, has not ____ been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or Federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University. The term "bidder" is understood to include any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in Section 10285.1.

Note: The bidder must place a check mark after "has" or "has not" in one of the blank spaces provided. The above Statement is part of the Bid. Signing this Bid on the signature portion thereof shall also constitute signature of this Statement. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

Public Contract Code Section 10162 Questionnaire

In conformance with Public Contract Code Section 10162, the Bidder shall complete, under penalty of perjury, the following questionnaire:

Has the bidder, any officer of the bidder, or any employee of the bidder who has a proprietary interest in the bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

Public Contract Code 10232 Statement

In conformance with Public Contract Code Section 10232, the Contractor, hereby states under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two year period because of the Contractor's failure to comply with an order of a federal court which orders the Contractor to comply with an order of the National Labor Relations Board.

Note: The above Statement and Questionnaire are part of the Bid. Signing this Bid on the signature portion thereof shall also constitute signature of this Statement and Questionnaire.
Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

LOBBYING CERTIFICATION

The PROPOSER certifies, to the best of its knowledge and belief, that:

- (1) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification thereof.
- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form–LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction, as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

THE PROPOSER, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE PROPOSER OR PROPOSER UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

Official Signature of the PROPOSERS Authorized

Authorized Official Name and Title of the PROPOSER's

Date

DEBARMENT AND SUSPENSION CERTIFICATION

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgement rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this Bid on the signature portion thereof shall also constitute signature of this Certification.

Date

Signature – Name and Title

CALTRANS DBE/ DBE REQUIREMENTS

NVTA has established an Overall Disadvantage Business Enterprise goal of 2.6%

NVTA has not established a DBE Goal for this Agreement' however, Contractor is encouraged to obtain DBE participation for this Agreement

1. GENERAL PROVISIONS

This Project is subject to Title 49 Code of Federal Regulations Part 26.13 (b) (49 CFR 26.13) that states:

'The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.'

Contractor's attention is directed to the following provisions:

- A Any subcontract entered into as a result of this Project shall contain all of the provisions of this Section.
- B. Take necessary and reasonable steps to ensure that DBEs have opportunity to participate in the Contract (49 CFR 26).
- C. Make work available to Disadvantaged Business Enterprises (DBE) and select work parts consistent with available DBE sub-Contractors.
- D. Meet the specified DBE participation goal or demonstrate that adequate goodfaith efforts were made to meet this goal; or if there is no specified DBE goal use good faith efforts for participation.
- E. Verify that the DBE proposer is certified as DBE. For a list of certified DBEs, follow the link http://www.dot.ca.gov/hq/bep/find_certified.htm for access to the CUCP database. There is no specific certification for DBE proposers; however the CPUC database breaks down DBE proposers by gender and ethnicity to facilitate locating DBE proposers.
- F. Contractor is responsible to be fully informed regarding the requirements of 49 CFR Part 26 and Caltrans DBE programs.

2. SUBMISSION OF DBE COMPLIANCE DOCUMENTATION

- A If there is a DBE goal for the Contract, a "Local Agency Proposer -DBE - Information (Proposer Contract)" (Attachment E-1) form shall be completed and submitted with the executed contract. The purpose of the form is to collect all DBE commitment data required under 49 CFR 26. For contracts with no goals, this form collects information on all DBEs. Even if no DBE participation will be reported, the successful bidder must execute and return the form.
- B. The information provided on the form should include with names, addresses and phone numbers of DBE proposers that will participate, with a complete description of work or supplies to be provided by each, and the dollar value of each DBE transaction. When 100 percent of a contract item of work is not to be performed or furnished by a DBE, a description of the exact portion of that work to be performed or furnished by that DBE should be included in the DBE information, including the planned location of that work. A successful Contractor certified as a DBE should describe the work it has committed to perform with its own forces as well as any other work that it has committed to be performed by DBE sub-proposers and suppliers.
The Contractor is encouraged to provide written confirmation from each DBE that the DBE is participating in the Contract. A copy of a DBE's quote will serve as written confirmation that the DBE is participating in the contract.

If a DBE is participating as a joint venture partner, the successful Contractor is encouraged to submit a copy of the joint venture agreement.

3. DBE PARTICIPATION

It is the Contractor's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A A DBE must be a small business proposer defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).
- B. A certified DBE may participate as a prime Contractor, subcontractor, joint venture partner, as a vendor of material supplies, or as a trucking company.
- C. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions

thereof. Responsibility means actually performing, managing and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.

- D. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55; that is, a DBE proposer must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
 - E. The prime Contractor shall list only one subcontractor for each portion of work as defined in their proposal and all DBE subcontractors should be listed in the cost proposal list of subcontractors.
 - F. A prime proposer who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subproposers.
4. MATERIALS OR SUPPLIES PURCHASED FROM DBE'S COUNT TOWARDS DBE CREDIT, AND IF A DBE IS ALSO A, PURCHASES WILL COUNT TOWARDS THE GOAL UNDER THE FOLLOWING CONDITIONS:
- A. If the materials or supplies are obtained from a DBE manufacturer, count one hundred percent of the cost of the materials or supplies. A DBE manufacturer is a proposer that operates or maintains a factory, or establishment that produces on the premises, the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.
 - B. If the materials or supplies are purchased from a DBE regular dealer, count sixty percent of the cost of the materials or supplies. A DBE regular dealer is a proposer that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the proposer must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.
 - C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
 - D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.
5. FOR DBE TRUCKING COMPANIES: CREDIT FOR DBES WILL COUNT TOWARDS DBE CREDIT UNDER THE FOLLOWING CONDITIONS:
- A. The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular Agreement, and there cannot be a contrived arrangement for the purpose of meeting the DBE goal.
 - B. The DBE must itself own and operate at least one fully licensed, insured and operational truck used on the Agreement.
 - C. The DBE receives credit for the total value of the transportation services it provides on the Agreement using trucks it owns, insures, and operates using drivers it employs.
 - D. The DBE may lease trucks from another DBE proposer, including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the Agreement.
 - E. The DBE may also lease trucks from a non-DBE proposer, including an owner-operator. The DBE who leases trucks from a non-DBE is entitled to credit only for the fee or commission it receives as a result of the lease arrangement. The DBE does not receive credit for the total value of the transportation services provided by the lessee, since these services are not provided by the DBE.
 - F. For the purposes of this Section 5, a lease must indicate that the DBE has exclusive use and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, as long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.
6. PERFORMANCE OF DBE CONTRACTORS AND DBE SUBCONTRACTORS /SUPPLIERS
- A. A DBE performs a commercially useful function when it is responsible for execution of the work of the Agreement and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible with respect to materials and supplies used on the Agreement, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a commercially useful function, evaluate the amount of work subcontracted, industry practices; whether the amount the proposer to be paid under the Agreement is ~~Page 28 of 37~~ it is actually performing, and other relevant factors.

- B.** A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, Agreement, or project through which funds are passed in order to obtain the appearance of DBE participation. Indetermining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.
- C.** If a DBE does not perform or exercise responsibility for at least thirty percent of the total cost of its Agreement with its own work force, or the DBE subcontracts a greater portion of the work of the Agreement than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a commercially useful function.

7. FINAL REPORT

Upon completion of the Agreement, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprises (DBE) First-Tier Subcontractors," CEM-2402F (Exhibit 17-F in Chapter 17 of the LAP), certified correct by the CONTRACTOR or the Contractor's authorized representative and shall be furnished to NVTA with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to the Contractor when a satisfactory "Final Report Utilization of Disadvantaged Business Enterprises (DBE) First-Tier Subcontractors" is submitted to **NVTA**.

8. DBE CERTIFICATION AND DE-CERTIFICATION STATUS

If a DBE subcontractor is decertified during the life of the Agreement, the decertified subcontractor shall notify the Contractor in writing with the date of de-certification. If a subcontractor becomes a certified DBE during the life of the Agreement, the subcontractor shall notify the Contractor in writing with the date of certification. Any changes should be reported to **NVTA** within 30 days.

INSTRUCTIONS- LOCAL AGENCY BIDDER DBE INFORMATION (PROPOSER
CONTRACTS) (Revised 06/14)

SUCCESSFUL PROPOSER:

The form requires specific information regarding the proposed contract: Agency, Location, Project Description, Federal Aid Project Number (assigned by Caltrans-Local Assistance), Proposal Date, and Successful Proposer's Name.

The form has a column for the Description or Services to be Subcontracted by DBEs. The DBE should provide a certification number to the prime proposer. The form has a column for the Names of DBE certified proposers to perform the work (must be certified on the date the proposal is received and include DBE address and phone number). Enter DBE prime proposer's and sub-proposers' certification numbers. The prime proposer shall indicate all work to be performed by DBEs including, if the prime proposer is a DBE, work performed by its own forces.

Enter the Total Claimed DBE Participation percentage of items of work in the total DBE Dollar Amount column. (If 100% of item is not to be performed by the DBE, describe the exact portion of time to be performed by the DBE.) See Notice to Proposers/Bidders Disadvantaged Business Enterprise Information to determine how to count the participation of DBE proposers.

Attachment E-2 must be signed and dated by the successful proposer at contract execution. Also list a phone number in the space provided and print the name of the person to contact.

For the successful proposer, Local agencies should complete the Contract Award Date and Federal Share fields and verify that all information is complete and accurate before signing and sending a copy of the form to the District Local Assistance Engineer within 15 days of contract execution. Failure to submit a completed and accurate form within the 15-day time period may result in the de-obligation of funds on this project.

District DBE Coordinator should verify that all information is complete and accurate. Once the information has been verified, the District Local Assistance Engineer signs and dates the form.

DBE Information - Good Faith Efforts

Federal-aid Project No. _____ Bid Opening Date _____

NVTA established an Disadvantaged Business Enterprise (DBE) goal of 0% for this project. NVTA has an overall DBE Goal of 2.6%. The information provided herein shows that a good faith effort was made.

Lowest, second lowest and third lowest bidders shall submit the following information to document adequate good faith efforts. Bidders should submit the following information even if the "Local Agency Bidder -DBE Commitment" form indicates that the bidder has met the goal. This will protect the bidder's eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a proposer was not certified at bid opening, or the bidder made a mathematical error.

Submittal of only the "Local Agency Bidder-DBE Commitment" form may not provide sufficient documentation to demonstrate that adequate good faith efforts were made.

The following items are listed in the Section entitled "Submission of DBE Commitment" of the Special Provisions:

- A. The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement
_____	_____
_____	_____
_____	_____

- B. The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of DBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- C. The items of work which the bidder made available to DBE proposers, including, where appropriate, any breaking down of the contract work items (including those items normally

performed by the bidder with its own forces) into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation was made available to DBE proposers.

Items of Work	Bidder Normally Performs Item (YIN)	Breakdown of Items	Amount(\$)	Percentage Of Contract
---------------	-------------------------------------	--------------------	------------	------------------------

- D. The names, addresses and phone numbers of rejected DBE proposers, the reasons for the bidder's rejection of the DBEs, the proposers selected for that work (please attach copies of quotes from the proposers involved), and the price difference for each DBE if the selected proposer is not a DBE:

Names, addresses and phone numbers of rejected DBEs and the reasons for the bidder's rejection of the DBEs:

Names, addresses and phone numbers of proposers selected for the work above:

- E. Efforts made to assist interested DBEs in obtaining bonding, lines of credit or insurance, and any technical assistance or information related to the plans, specifications and requirements for the work which was provided to DBEs:

- F. Efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime CONTRACTOR or its affiliate:

G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE proposers (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization	Method/Date of Contact	Results
_____	_____	_____
_____	_____	_____

H. Any additional data to support a demonstration of good faith efforts (use additional sheets if necessary):

NOTE: USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.

REFERENCES

Please provide at least three (3) references that have used your company to purchase a similar product or service. Include contact name, business name, address, telephone number, and email address.

Company Name:	Contact Name:
Email:	Telephone:
Address:	Brief Description of Business Interaction

Company Name:	Contact Name:
Email:	Telephone:
Address:	Brief Description of Business Interaction

Company Name:	Contact Name:
Email:	Telephone:
Address:	Brief Description of Business Interaction

ATTACHMENT C

NVTA SAMPLE PROFESSIONAL SERVICE AGREEMENT

Please refer to our website <https://nvta.ca.gov/work-with-us/bid-opportunities/agreement-and-forms/> for Professional Service Agreement (PSA).

ATTACHMENT D

FEDERAL and OTHER MODEL CONTRACT CLAUSES

Please refer to our website www.nvta.ca.gov for content of Federal required clauses.

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

	Rolling Stock	Operating	Construction	Consultant Services	Research	Goods	Prof Svcs
1. Fly America - Required for air transportation. 49USC40118; 41CFR301							
2. Buy America 49USC5232(J); 49CFR PART601	>\$100,000		>\$100,000			>\$100,000	
3. Charter Bus and School Bus 49USC5323 PART604		X					
4. Cargo Preference - Required for all contracts involving equipment, materials, or commodities which may be transported by ocean vessels. 49USC55305; 49CFR PART381							
5. Seismic Safety 49USC77041; 49CFR PART41			New Bldg				
6. Energy Conservation 42 USC 6321; 49 CFR 622 SUBPART C	X	X	X	X	X	X	X
7. Clean Water 49USC4223(C)(2); 33USC1251-1388; 23 USC139	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
8. Bus Testing 49 USC 5318(C)	X	Turnkey					
9. Pre-Award and Post Delivery Audit 49USC5323(M)	X	Turnkey					
10. Lobbying 49CFR PART20; 31USC1352	>\$100,000	>\$100,000	>\$100,000	>\$100,000		>\$100,000	>\$100,000
11. Access to Records and Reports 49USC5323(N)		X	X	X			X
12. Federal Changes 49CFR30	X	X	X	X	X	X	X
13. Bonding 49USC53; 49CFR18.36; 19 48(C)(5)			>\$100,000				
14. Clean Air 42 USC7401-7871	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
15. Recycled Products 40CFR247; 49CFR pART23; 49USC5333(A)	* >\$10,000	* >\$10,000	* >\$10,000	* >\$10,000	* >\$10,000	* >\$10,000	* >\$10,000
16. Davis-Bacon and Copeland Anti-Kickback Acts 40USC3141-3148			>\$2,000				
17. Contract Work Hours and Safety Standards Act 40USC3701-3708			>\$100,000				
19. No Government Obligation to Third Parties 49USC SEC11	X	X	X	X	X	X	X
20. Program Fraud and False or Fraudulent Statements and Related Acts 31USC3801; 49CFR PART31	X	X	X	X	X	X	X
21. Termination 49USC5323 SEC11	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000
22. Government-wide Debarment and Suspension (Nonprocurement) 2 CFR PART1200-1900	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
23. Privacy Act 5 USC552A	X	X	X	X	X	X	X
24. Civil Rights 49USC5323 SEC12	X	X	X	X	X	X	X
25. Breaches and Dispute Resolution 49USC5323 SEC39	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
26. Patent and Rights in Data 49USC5323 SEC17&18					X		
27. Transit Employee Protective Agreements 49USC5333(B); 29CFR215		X					
28. Disadvantaged Business Enterprise (DBE) 49CFR PART26	X	X	X	X	X	X	X
30. Incorporation of Federal Transit Administration Terms FTAC2201F	X	X	X	X	X	X	X
31. Drug and Alcohol Testing 49CFR655; 49CFR40		X					

RFP No. 24-R07 - Countywide Active Transportation Plan // SIGNATURE REQUESTED

Final Audit Report


2024-04-05

Created:	2024-04-05
By:	RENEE KULICK (RKULICK@NVTA.CA.GOV)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYwLCm4-qCgnEKps1tkL903hFnBTUA79n

"RFP No. 24-R07 - Countywide Active Transportation Plan // SIGNATURE REQUESTED" History

 Document created by RENEE KULICK (RKULICK@NVTA.CA.GOV)

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 Agreement completed.

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