



Request for Proposals (RFP)
RFP# 2024-002 – SCLTC
for Update to Coordinated Public Transit
– Human Services Transportation Plan

Proposals due by:
January 6, 2025 – 3:00 PM PST

Submittal:

One (1) original, two (2) copies, AND
One (1) original and two (2) copies of the Price Proposal.

Proposals may be mailed, delivered, or emailed to:

Siskiyou County Local Transportation Commission
Attn: Melissa Cummins, Executive Director
190 Greenhorn Road
Yreka, CA 96097
melissa@siskiyoucoltc.org

Attachment to RFP

Attachment A: Scope of Work

Attachment B: Sample Contract for Services

FORMS

Form 1 – Forms Checklist

Form 2 – Acknowledgement of Addenda

Form 3 – Current Client References

Form 4 – Equal Employment Opportunity Certification

Form 5 – Non-Collusion Affidavit

Form 6 - Public Contract Code

Form 7 – Proposer’s Information Request Form

CONFIDENTIAL FORMS (Submitted separately in sealed envelope)

Confidential Form A – Cost Proposal Forms

Estimated Timeline of Events

The following schedule of events will be followed to the extent achievable; however, SCLTC reserves the right to adjust or make changes to the schedule as needed.

Date	Activity
11/27/2024	Release of Request for Proposals (RFP)
12/18/2024 (4:00 PM PST)	Deadline for questions, clarifications, comments
12/23/2024	SCLTC response to questions and clarifications
01/06/2025 (3:00 PM PST)	Proposals Due
01/15/2025~01/21/2025	Interviews, if necessary.
01/27/2025~01/31/2025	Contract negotiations
02/11/2025	Award of Contract by SCLTC
02/12/2025~02/19/2025	Execute Contract, Insurance Requirements

1.0 Procuring Agency and Project Manager

Request for Proposals (RFP) No.	2024-002
Procuring Agency:	Siskiyou County Local Transportation Commission 190 Greenhorn Road Yreka, California 96097
Project Manager:	Melissa Cummins, Executive Director
Telephone:	(530) 709-5060
E-mail:	melissa@siskiyoucoltc.org

2.0 General Overview

The Siskiyou County Local Transportation Commission (SCLTC) is the designated Regional Transportation Planning Agency (RTPA) for the County of Siskiyou, which includes the nine incorporated cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt Shasta, Weed, Tulelake, and Yreka, and numerous tribal entities. As the designated Regional Transportation Planning Agency (RTPA) SCLTC is responsible for regional transportation planning activities, including but not limited to transit, streets and roads, bicycle and pedestrian activities.

The Siskiyou County Local Transportation Commission (SCLTC) is seeking proposals from qualified consultants to complete a revision and update to the Siskiyou County Coordinated Public Transit – Human Services Transportation Plan in accordance with applicable state or federal legislation, along with the preparation of environmental documents for the plan pursuant to the requirements of the California Environmental Quality Act. The update will be prepared under the direction of SCLTC staff with active involvement of, and consultation with, public, private and non-profit transportation providers, transportation users, and stakeholders throughout the region.

A detailed Scope of Work is included in Attachment A to this Request for Proposals.

Firms interested in submitting proposals should obtain the detailed Request for Proposals by visiting <https://siskiyoucoltc.org/announcements/request-for-bids-proposals/> or by contacting:

Siskiyou County Local Transportation Commission
Melissa Cummins, Executive Director
Telephone: (530) 709-5060
Email: melissa@siskiyoucoltc.org

3.0 Submission of Proposal

Submission of a proposal will constitute a binding representation and warranty by the PROPOSER that the PROPOSER has investigated all aspects of the RFP and its proposal; that the PROPOSER is aware of the applicable facts pertaining to the RFP process, its procedures and requirements; that the PROPOSER has read and understands the RFP and has complied with every requirement; that, without exception, the proposal is premised upon performing and furnishing the services and equipment required by this RFP and the attached Agreement, using such means, methods, techniques, sequences or procedures as may be indicated in or required by this RFP and the Agreement; and that the RFP is sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the required services.

The submission of a proposal shall not be deemed an agreement between the PROPOSER and the SCLTC. The proposal is a contractual offer by the PROPOSER to perform services in accordance with the proposal. Specifically, the following provisions apply:

- ❑ The SCLTC shall not be obligated to respond to any proposal submitted nor be bound in any manner by the submission of a proposal.
- ❑ Submission of a proposal by the PROPOSER to the SCLTC constitutes an offer by the PROPOSER to enter into the Agreement with the SCLTC for the performance of the services on the terms in this RFP, which offer may be accepted or rejected by the SCLTC at its sole

discretion.

- The Agreement shall not be binding or valid unless and until it is approved and executed by the SCLTC and the PROPOSER has supplied the required insurance.

The proposals received shall become the exclusive property of SCLTC. All proposals submitted in response to this RFP shall become a matter of public record at the conclusion of the RFP process and shall be regarded as public records.

The cost of investigating, preparing, and submitting a proposal is the sole responsibility of PROPOSER and shall not be chargeable in any manner to SCLTC. The SCLTC will not reimburse any PROPOSER for any costs associated with the preparation and submission of a proposal, including but not limited to, expenses incurred in making an oral presentation, participating in an interview(s), or negotiating an Agreement with the SCLTC.

4.0 SCLTC's Rights

SCLTC retains all rights including, but are not limited to, the following:

- Issuing addenda to the RFP, including extending or revising the timeline for submittals.
- Withdrawing, reissuing, modify, or cancel the RFP without prior notice.
- Requesting clarification and/or additional information from any PROPOSER at any point in the procurement process.
- Executing an Agreement with a PROPOSER on the basis of the original proposal and/or any other information submitted by the PROPOSER during the procurement process.
- Rejecting any or all proposals; waiving irregularities in any proposals; accepting or rejecting all or any part of any proposals; and/or waiving any requirements of the RFP, as may be deemed to be in the best interest of SCLTC.
- SCLTC may award this contract on a combination of technical and price factors. Price shall not be the sole determining factor for the award of this contract.
- SCLTC may reject proposals which state conditions, exceptions, reservations, understandings, or "deviations," relating to the RFP.
- SCLTC reserves the right to audio and video record all live or virtual meetings, including conferences and interviews, with potential and actual PROPOSERS and staff during all phases of this RFP process. All recordings shall be deemed confidential until after the award of the contract except for open public meetings.

5.0 Proposal Questions

Prospective proposers are encouraged to submit written questions or requests for clarification or additional information regarding the meaning or intent of this RFP to the Project Manager at melissa@siskiyoulc.org by the date and time identified in the estimated timeline section.

SCLTC will issue a written addenda with responses to all questions and clarifications received. All addenda including all questions and answers posed will also be posted to the SCLTC's website at <https://siskiyoulc.org/announcements/request-for-bids-proposals/>.

If SCLTC determines that the addenda may require significant changes in the preparation of proposals, the deadline for submitting the proposals may be postponed by the number of days

that SCLTC determines will allow PROPOSERS sufficient time to revise their proposals. Any new Due Date shall be included in the addenda.

Nothing stated verbally shall change, or qualify in any way, the provisions in the RFP and shall not be binding on the SCLTC.

6.0 Instructions to Proposers

6.1 Due Date and Submittal Requirements

- Proposals must be received on or before ***Monday, January 6, 2025, by 3:00 PM PST.***

Envelopes or boxes containing proposals shall be sealed and clearly labeled as follows: "PROPOSAL FOR COORDINATED PLAN UPDATE 2025 – RFP #2024-002".

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- Hand or Mail Delivery:

Hard copy proposals submitted by hand or mail delivery can be delivered to:
Siskiyou County Local Transportation Commission
Attn: Melissa Cummins, Executive Director
190 Greenhorn Road
Yreka, CA 96097

- Electronic Copy Submittal:

Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to melissa@siskiyoucoltc.org. The subject line shall read:

"PROPOSAL FOR COORDINATED PLAN UPDATE 2025 – RFP #2024-002"

Proposers submitting proposals electronically will be required to send one (1) original signed copy of the proposal by mail delivery, which must be received by SCLTC within five (5) business days of the RFP due date.

- Proposals shall be submitted in 8-1/2" x 11" size and should be typed and should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged, and presentations should be brief and concise. Information should be presented in the order in which it is requested.
- Proposers shall submit:
 - One (1) original with an original signature and two (2) exact copies of the original by hand delivery, mail, or via electronic mail, as instructed above.
 - This shall include the cover letter, all components of the technical proposal and all forms (non-pricing and cost proposal).
 - Proposers shall submit one (1) original and two (2) copies of the Confidential Forms in a separate sealed envelope clearly marked "CONFIDENTIAL FORMS".
 - This shall include the Confidential Form A - Cost Proposal .
 - Electronic submissions shall include the Confidential Forms as a separate

attachment when submitting their proposal.

- Proposals received after the due date and time will be rejected without consideration and returned to the Proposer unopened. Under no circumstances will any proposal be accepted after the due date and time in accordance with Public Contract Code 10168.

6.2 Validity of Proposals

Proposals and subsequent offers shall be valid for a period of one hundred and twenty (120) days. An award may be made without further discussion.

6.3 Proposal Format Requirements

Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation. The proposals must address all requirements of this RFP. Information must be current, up-to-date and completely address the RFP requirements and should comply with the following, at a minimum:

- Emphasis is on CLARITY OF CONTENT— AVOID JARGON AND RHETORIC.
- The submittal should be typed using a 12-point font size and employ margins of one inch or more.
- Typed, bound, and separated by tabs (which will not count towards the page limit). Proposals shall be submitted with tabbed sections specified below.
- Proposal copies and all supporting documentation shall be exact replicas of the original proposal document. Each copy of the proposal shall be bound in a single volume.
- The Proposal shall contain no more than 25 pages (double sided preferred), with the option to include appendices as needed to support the requirements of the RFP. Pages in the Proposal must be consecutively numbered. The numbering should not include the cover letter, table of contents, tabs, and blank pages, as they do not count toward the page limit requirement. Please mark blank pages as “This Page Intentionally Left Blank.”

Proposals must be submitted in accordance with the format set forth in this section. Failure to adhere to the format may be cause for rejection of the proposal as non-responsive. The format of each proposal must contain the following elements organized into separate parts and sub-sections with each Part (as listed below) being a separate tab in the proposal:

Tab 1 – Cover Letter and Table of Contents:

PROPOSER must include a letter of introduction, no more than two (2) pages, to include the following:

- a. Provide a brief profile of the firm, including the year founded, form of organization (corporation, partnership, sole proprietorship), number and location of offices, licenses held, number of employees, firm’s vision and mission statement, and a general description of the firm’s financial condition;
- a. Provide name, address, e-mail and telephone number of the contact person who will be authorized to make representations and commitments for the PROPOSER;
- b. A statement that affirms the PROPOSAL shall remain valid for a period of not less than 120 days from the date of submittal;

- c. Signature of a person authorized to bind the offering firm to the terms of the PROPOSAL.

A detailed Table of Contents should follow the Cover Letter.

Tab 2 - Qualifications Statement:

Include details that establish the ability of the PROPOSER to satisfactorily provide the required services by reasons of demonstrated competence in the service to be provided; the nature and relevance of recently awarded work; staffing capability; and strength/stability of the firm.

Tab 3 – Proposed Staffing:

Describe the PROPOSER qualifications and experience to perform the work described in this RFP and highlight the participation of such work by Key Personnel proposed for assignment to this project. Of particular interest is experience with contracts of similar size and scope.

Identify any subcontractors that will be utilized to help fulfill Contract obligations and the services to be provided. Provide experience and qualifications of any proposed firm and the name and point of contact information for each firm listed.

Tab 4 – Technical Approach:

Describe how the study is proposed to be conducted, including public outreach, data collection and compilation, analysis, consensus building and stakeholder approvals. Describe project management techniques and strategies to ensure quality and deliver project on time and within budget.

Tab 5 – Preliminary Schedule:

Provide a draft schedule for study completion.

Tab 6 – Additional Information:

The PROPOSER may include any additional information or distinctive attributes of the firm's proposal which may help SCLTC in understanding and evaluating the PROPOSER's response to this request and which will set the PROPOSER apart from the competition.

Tab 7 – Required Forms: This section will contain Forms 1 through 7.

- Form 1 – Forms Checklist
Checklist of supplement documents PROPOSER must submit.
- Form 2 – Acknowledgement of Addenda
PROPOSER shall acknowledge receipt of all addenda issued by SCLTC.
- Form 3 – Current Client References
SCLTC intends to contact some or all of PROPOSER'S prior clients to seek information about performance and client satisfaction, including evaluations, if any.
- Form 4 – Equal Employment Opportunity Certification
The certification that PROPOSER provides equal employment opportunities to all employees and applicants.
- Form 5 – Non-Collusion Affidavit
- Form 6 - Public Contract Code Questionnaire

Questionnaire related to Public Contract Code Section 10285.1, 10162, and 10232.

- Form 7 – Proposer’s Information Request Form
Identify all DBE firms being utilized on the project, including subcontractors and their respective items of work.

6.4 Cost Proposal Requirements

PROPOSER’S Cost Proposal and proposed allocation of contract resources must demonstrate an understanding of the Scope of Work requirements as described in this RFP and attachments thereto. PROPOSERS shall submit a Cost Proposal Package which shall include, at a minimum, each of the following:

1. CONFIDENTIAL FORM A - Cost Proposal Form
2. Detailed cost breakdown, including estimated time by task, hourly rates, estimated travel time, travel expenses and materials cost.

PROPOSERS quoted price on the Cost Proposal Form shall be the total not-to-exceed cost to provide the services identified in the Scope of Work (Attachment A).

6.5 Insurance Program & Requirements

Proposers should ensure they meet the required insurance requirements as specified in Sections 5.04, 5.06 and 5.10 of the Siskiyou County Local Transportation Commission Contract For Services. (Attachment B)

6.6 Modification or Withdrawal of Proposals

A modification of a proposal previously submitted will be accepted by SCLTC only if the modification is received prior to the Proposal Due Date. All modifications shall be made in writing and executed and submitted in the same form and manner as the original proposal.

A PROPOSER may withdraw a proposal previously submitted prior to the Proposal Due Date by submitting, in the same manner as the original proposal, a written request for withdrawal executed by the PROPOSER’S authorized representative to the SCLTC’S Project Manager. After the proposal Due Date, a proposal may be withdrawn only if SCLTC fails to award the Contract within the proposal validity period prescribed in Section 6.2 or any agreed upon extension thereof. The withdrawal of a proposal does not prejudice the right of a PROPOSER to submit another proposal within the time set for receipt of proposals.

This provision for modification and withdrawal of proposals may not be utilized by a PROPOSER as a means to submit a late proposal and will not alter SCLTA’s right to reject a proposal.

7.0 Proposal Evaluation, Negotiation, and Selection

Proposals must conform to the specifications described in this RFP.

The primary desire of SCLTC for this procurement is to ensure an award will be made based on a determination of which proposal best meets SCLTC’s requirements.

Proposals will be evaluated, negotiated, and awarded in accordance with the criteria and

procedures described in this RFP.

7.1 Proposal Evaluation Criteria

This section contains proposal evaluation criteria by which responsive proposals will be evaluated and ranked for the purposes of determining any competitive range and making any selection of a proposal for a potential award.

The following criteria will be used to further evaluate and rank proposals. This set of criteria must be addressed and are not listed in any particular order of importance. Any proposal that the Evaluation Committee finds not to have addressed the criteria, may be excluded from further consideration. Non-price factors when combined are more significant than the price alone.

The following criteria will be used in the evaluation of the potential consultants:

- a. Qualifications including:
 - o Evidence that the PROPOSER possesses the qualifications and experience necessary to perform adequately and meet Contract requirements based on past performance and client references, and;
 - o Evidence that the PROPOSER has sufficient resources to perform the Contract as specified and assure the level of service required.
- b. Technical approach and scope of services, how the firm proposed to conduct the plan, including public outreach, data collection and compilation, analysis and deliverables.
- c. Proposed costs

7.2 Proposal Evaluation Criteria

This section contains proposal evaluation criteria by which responsive proposals will be evaluated and ranked for the purposes of determining any competitive range and making any selection of a proposal for a potential award.

The following criteria will be used to further evaluate and rank proposals. This set of criteria must be addressed and are not listed in any particular order of importance. Any proposal that the Evaluation Committee finds not to have addressed the criteria, may be excluded from further consideration. Non-price factors when combined are more significant than the price alone. The criteria are as follows:

7.3 Evaluation Procedures

All aspects of the proposal evaluations, including any related discussions, documentation, correspondence, and meeting recordings, will be kept confidential during the evaluation and negotiation process.

Proposals will be analyzed for conformance with the instructions and requirements of the RFP and Contract documents. Proposals that do not comply with these instructions and do not include the required information may be rejected as non-responsive or as not within the competitive range. SCLTC reserves the right to request a PROPOSER provide any missing information and to make corrections or clarifications.

In the event that a proposal contains conditions, exceptions, reservations to any provisions of the

Contract for Services said conditions, exceptions, reservations or understandings may be negotiated during these meetings. However, SCLTC shall have the right to reject any and all such conditions and/or exceptions and instruct the PROPOSER to amend its proposal and remove said conditions and/or exceptions; and any PROPOSER failing to do so may be excluded from further consideration by the SCLTC.

No information, financial or otherwise, will be provided to any PROPOSER about any of the proposals from other PROPOSERS. PROPOSERS will not be given a specific price or specific financial requirements they must meet to gain further consideration, except that proposed prices may be considered to be too high with respect to the marketplace. PROPOSERS will not be told of their rankings among the other PROPOSERS.

7.4 Interviews

If needed, interviews may be scheduled with the proposing firms determined by SCLTC to be within the competitive range. Interviews will be held on the dates shown in Timeline Section above.

SCLTC is under no obligation to conduct interviews or to interview all firms submitting proposals. Interviews may be conducted either online or in person. Firms being interviewed may include no more than five (5) participants in the interview. SCLTC will make every attempt to notify PROPOSERS in a timely manner to allow preparation time for interviews.

7.5 Confidentiality of Proposals

Access to public records is governed by the California Public Records Act (Government Code section 6250 et seq). Except as otherwise required by law, SCLTC will exempt from the disclosure of proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such proprietary information, trade secrets or confidential commercial and financial information which a PROPOSER believes should be exempted from disclosure shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not assure confidentiality. The specific proprietary information; trade secrets; or confidential, commercial, and financial information must be clearly identified as such.

The PROPOSER shall submit proprietary information, trade secrets, or confidential, commercial, and financial information, which a PROPOSER believes should be exempted from disclosure, in a separate volume specifically identified and marked as such as an appendix to the proposal.

SCLTC shall employ sound business practices, no less diligent than those used for SCLTC's own confidential information, to protect the security of all licensed technology, software, documentation, drawings, schematics, manuals, data, and other information and material provided by PROPOSERS which contain confidential, commercial, or financial information; trade secrets; or proprietary information as defined in or pursuant to the laws of the State of California against disclosure of such information and material to third parties, except as permitted by the Agreement in the case of successful PROPOSER. The PROPOSER shall be responsible for ensuring that confidential, commercial, or financial information; trade secrets; or proprietary information, with such determinations to be made by SCLTC in its sole discretion, bears appropriate notice relating to its confidential character.

8.0 Procurement Terms and Conditions

8.1 Acceptance/Rejection of Proposals

SCLTC reserves the right to reject any or all proposals, to undertake discussions with one or more PROPOSERS, and to accept that proposal or modified proposal which, in its judgment, will be most advantageous to SCLTC when price and other evaluation criteria are considered. SCLTC reserves the right to consider any specific proposal which is conditional, or not prepared in accordance with the instructions and requirements of this RFP, to be noncompetitive. SCLTC reserves the right to waive any defects, or minor informalities or irregularities in any proposal which do not materially affect the proposal or prejudice other PROPOSERS.

If there is any evidence indicating that two or more PROPOSERS are in collusion to restrict competition or otherwise engage in anti-competitive practices, the proposals of all such PROPOSER(S) shall be rejected and such evidence may be a cause for disqualification of the participants in any future solicitations undertaken by SCLTC.

8.2 Availability of Funds

This procurement is subject to the availability of funding. SCLTC's obligation hereunder is contingent upon the availability of appropriated funds from which payment for the Contract purposes can be made. No legal liability on the part of SCLTC for any payment shall arise until funds are made available to the Project Manager for this Contract. Any award of Contract hereunder will be conditioned upon the continued availability of funds for the Contract.

NOTE: Any costs, expenses or amounts due under or in any way related to Agreement are solely to be paid from funds obtained from Regional Planning Assistance funds through the California Department of Transportation. In no event shall Agreement obligate any other SCLTC fund sources unless approved by the SCLTC.

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2024-002
Update to Coordinated Public Transit – Human Services Transportation Plan
ATTACHMENT 1 – Scope of Work

1.0 - Background

As the designated RTPA, SCLTC is responsible for the transportation planning within the region and is the policymaking body for the transportation system. Its responsibilities also include the update of the Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan) every five years. The Coordinated Plan is utilized to determine the transportation needs for individuals with disabilities, older adults, and people with low incomes in the community and as a tool to guide proposals for funding under the Federal Transit Administration (FTA) programs.

FTA requirements call for the Coordinated Plan to include the following elements:

- An assessment of available services that identifies current transportation providers (public, private, and non-profit);
- An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes;
- Strategies, activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and;
- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

The objectives of the plan update are:

- Create a 5-year strategic plan to meet human service transportation needs.
- Identify human service transportation needs and service gaps in the context of an expanded regional network.
- Identify transportation options and coordinate strategies that will meet rural human service transportation needs.
- Develop strategies and recommendations that are appropriate in a rural context.
- Meet the federal requirements to access FTA funding programs.

The current Siskiyou County Plan (last updated January 28, 2015) can be viewed at: <https://siskiyoucoltc.org/docs/coordinated-transportation-plan/>

2.0 – Required Services of the Consultant

The Consultant shall prepare an update to the Coordinated Plan, including a review of existing conditions and services, coordination and facilitation of an in-person workshop in Yreka, California for all existing transportation providers (public and private) within the region to identify gaps in services, data collection, conduct public and stakeholder engagement, and draft recommendations of strategies to remove gaps and barriers for target populations.

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The Consultant shall, at a minimum, include in the Coordinated Plan the following work elements:

Task 1: Project Kick Off

A kick-off meeting with SCLTC staff and selected consultant will be held at the commencement of the project to establish and agree upon communication protocols, roles and responsibilities, expectations, and to review background information on the region. SCLTC will explain the expected deliverables, progress reports, and invoicing procedures. In addition, SCLTC staff will review other ongoing projects that may impact the development of the Coordinated Plan.

This work element shall at a minimum include the following tasks and specific deliverables:

- Kickoff meeting
- Kick off meeting agenda and minutes
- Project management plan, including the roles of the project manager and team members.
- Schedule of project meetings
- Progress reports that summarize task progress and deliverables.

Task 2: Existing Conditions and Assessment of Available Services

The consultant will be responsible for reviewing, identifying and collecting information/data needed for analysis and completion of the plan. This includes:

- Review of Relevant Documents
Review legislation and summarize applicable laws, especially any changes since the 2015 Coordinated Plan. Review relevant reports, including the 2015 Coordinated Plan, 2021 Short Range Transit Plan, and recent Unmet Needs documentation. Summarize the priority strategies of the 2015 Plan and review progress made toward achieving those strategies. Information about efforts to eliminate barriers and improve coordination between agencies should be included.
- Demographic Analysis of Target Populations
Demographic analysis of target populations (older adults, persons with disabilities, and persons of low income) and include job and housing density maps (using census and other publicly available information). Update information from the 2015 Plan and identify patterns and trends for the target populations, including expected trends. Working with service providers to include information about transportation programs

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ATTACHMENT 1 – Scope of Work

that serve the needs of the populations and the demand for these services. Also identify services and projects that are funded and planned to be implemented.

- Inventory of Existing Transportation Services

Develop an inventory of existing transportation services for both public, private and non-profit operators. The consultant will coordinate and facilitate an in-person workshop for all public and private transportation providers within the region. The goal of the workshop is to elicit feedback and information about existing services provided, service issues, shortfalls, and gaps in service. Additionally, identify what service providers believe is working well within the region. This workshop will also be an opportunity for all interested service providers to meet each other, learn about other services provided, and exchange comments and ideas. A summary of providers and services offered shall be included in the final report.

Any changes in agencies, service areas and/or service hours from the 2015 Coordinated Plan will need to be updated. This inventory will provide a framework from which to assess available transportation services.

- Develop Survey for Public Engagement

Consultants will develop and distribute surveys (using various formats such as social media and print) for the general public to gather feedback on existing services offered and identify gaps in service from the public perspective.

- Documentation and Identification of Gaps in Service

Review commute and reverse commute needs, trips needed for medical and essential trips, including origins and destinations within Siskiyou County where significant portions of the target populations are un-served or underserved (based on census, other publicly available information, and information from the SCLTC Unmet Needs process). Updated information about obstacles to travel for these populations should also be summarized in the final report.

The report of findings is to be updated as public and stakeholder input is received from the surveys, workshops and focus groups.

This work element shall at a minimum include the following tasks and specific deliverables:

- Workshop for Transportation Providers
 - o Stakeholder list, expanded or updated

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- Project workshop schedule, presentation, and summary of attendee participation and responses.
- Public Engagement Survey
- Public Workshops and Notes
- Focus group meetings and notes

Task 3: Strategies, Activities, and/or Projects to Address Identified Gaps

- Development of Strategies

Development of strategies by subarea, market group, service type and trip type. Categorize possible improvements as near term or long term, based on funding constraints and other issues or barriers. Strategies that were recommended in the last version of the Coordinated Plan and are still relevant and seen as gaps should be noted. Areas where progress has been made should be noted in the current status.

Information about possible opportunities to increase federal, state or private funding to support these transportation services should be included.

- Recommended Priorities

Define the recommended priorities to eliminate gaps in service and the transportation system for the target populations. Discuss these priorities with SCLTC and revise as necessary. Update the list of projects in the Coordinated Plan so that they are positioned for future funding opportunities. Hold two virtual workshops focusing on the recommended priorities. Provide meeting notes. Discuss feedback with SCLTC staff and update the recommended priorities with the stakeholder feedback.

This work element shall at a minimum include the following tasks and specific deliverables:

- Strategies Matrix
- Stakeholder Prioritization Feedback
- Revised Strategies Matrix

Task 4: Draft and Final Updated Report and Presentations

- Draft Reports

Work with SCLTC staff and Social Services Transportation Advisory Council (SSTAC) to prepare the draft Coordinated Plan. SCLTC will review and provide comments and edits. Work with SCLTC staff, make revisions as necessary and circulate a second

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draft Plan for review and comment by stakeholders, SSTAC, and members of the focus groups or social service agencies.

- Final Report and Presentations

This task provides for developing the Final Coordinated Plan, which will include edits and comments from stakeholders. as well as the presentation to the SSTAC and SCLTC.

Present the draft final Plan at a SSTAC meeting and distribute to other stakeholders.

Present final draft Plan to the Commission that includes a brief Power Point presentation summarizing the draft plan.

The final work product will be a Coordinated Plan, which will meet the federal requirements listed in FTA Circulars for the Section 5307/5310 programs activities and the specifications contained in this scope of work.

This work element shall at a minimum include the following tasks and specific deliverables:

- Draft and final PowerPoint presentation for SCLTC meeting.
- First and Second Plan Draft
- Final Coordinated Plan
- Presentations to SSTAC and SCLTC

Task 5: Final Deliverables

The consultant shall provide electronic versions of the following:

- Final plan in an accessible PDF format with bookmarks for posting on the SCLTC website.
- Electronic formats of all project deliverables, including data and support files.
- One bound hard copy

Project Schedule

The Consultant shall complete the scope of work and secure SCLTC adoption within eighteen (18) months of Notice to Proceed. The Consultant shall include a draft study schedule in their proposal and a final schedule within thirty (30) days of Notice to Proceed.

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION (SCLTC)
CONTRACT FOR CONSULTING SERVICES
COORDINATED PLAN UPDATE**

Attachment 2

This Contract made this _____ day of _____, 2025 between:

SCLTC: Siskiyou County Local Transportation Commission
 190 Greenhorn Road
 Yreka, California 96097
 (530) 709-5060

And

CONTRACTOR: CONTRACTOR NAME
 CONTRACTOR ADDRESS
 CONTRACTOR ADDRESS
 CONTRACTOR PHONE NUMBER

ARTICLE 1. TERM OF CONTRACT

- 1.01** Contract Term: This Contract shall become effective on _____ and shall terminate on _____, unless terminated in accordance with the provisions of Article 7 of this Contract or as otherwise provided herein.

ARTICLE 2. INDEPENDENT CONTRACTOR STATUS

- 2.01** Independent Contractor: It is the express intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venture or partner of SCLTC. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between SCLTC and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Contract.

ARTICLE 3. SERVICES

- 3.01** Specific Services: Contractor agrees to furnish the following services:
Contractor shall provide the services described in Exhibit "A" attached hereto.

No additional services shall be performed by Contractor unless approved in advance in writing by the SCLTC stating the dollar value of the services, the method of payment, and any adjustment in contract time or other contract terms. All such services are to be coordinated with SCLTC and the results of the work shall be monitored by the SCLTC.

- 3.02** Method of Performing Services: Contractor will determine the method, details, and means of performing the above-described services including measures to protect the safety of the traveling public and Contractor's employees. SCLTC shall not have the right to, and shall not, control the manner or determine the method of accomplishing Contractor's services.

ARTICLE 4. COMPENSATION

- 4.01** Compensation: In consideration for the services to be performed by Contractor, SCLTC agrees to pay Contractor in proportion to services satisfactorily performed as specified in Exhibit "A". Payment shall not exceed amount appropriated by the SCLTC for such services for the fiscal year.
- 4.02** Invoices: Contractor shall submit detailed invoices for all services being rendered.
- 4.03** Date for Payment of Compensation: SCLTC shall pay within 30 days of receipt of invoices from the Contractor to the SCLTC, and approval and acceptance of the work by the SCLTC.
- 4.04** Expenses: Contractor shall be responsible for all costs and expenses incident to the performance of services for SCLTC, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. SCLTC shall not be responsible for any expense incurred by Contractor in performing services for SCLTC.

ARTICLE 5. OBLIGATIONS OF CONTRACTOR

- 5.01** Contractor Qualifications: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.
- 5.02** Contract Management: Contractor shall report to the SCLTC who will review the activities and performance of the Contractor and administer this Contract.
- 5.03** Tools and Instrumentalities: Contractor will supply all tools and instrumentalities required to perform the services under this Contract. Contractor is not required to purchase or rent any tools, equipment or services from SCLTC.
- 5.04** Workers' Compensation: Contractor shall maintain a workers' compensation plan covering all its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If Contractor elects to be self-insured, the certificate of insurance otherwise required by this Contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations.

Proof of such insurance shall be provided before any work is commenced under this contract. No payment shall be made unless such proof of insurance is provided.

- 5.05** Indemnification: Contractor shall indemnify and hold SCLTC harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor's assistants, employees or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of (\$1,000,000) One Million Dollars, to cover such claims or in an amount determined appropriate by the SCLTC. If the amount of insurance is reduced by the SCLTC such reduction must be in writing. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the SCLTC as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by SCLTC of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability or limit Contractor's liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
- 5.06** General Liability and Automobile Insurance: During the term of this Contract, Contractor shall obtain and keep in full force and effect a commercial, general liability and automobile policy or policies of at least (\$1,000,000) One Million Dollars, combined limit for bodily injury and property damage; the SCLTC, its officers, employees, volunteers and agents are to be named additional insured under the policies, and the policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by SCLTC or other named insured will be called on to cover a loss covered thereunder. All insurance required herein shall be provided by a company authorized to do business in the State of California and possess at least a Best A: VII rating or as may otherwise be acceptable to SCLTC. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990 or other form satisfactory to SCLTC. The SCLTC will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to SCLTC.
- 5.07** Certificate of Insurance and Endorsements: Contractor shall obtain and file with the SCLTC prior to engaging in any operation or activity set forth in this Contract, certificates of insurance evidencing additional insured coverage as set forth in paragraphs 5.04 and 5.10 and which shall provide that no cancellation, reduction in coverage or expiration by the insurance company will be made during the term of this Contract, without thirty (30)

days written notice to SCLTC prior to the effective date of such cancellation. **Naming the SCLTC as a “Certificate Holder” or other similar language is NOT sufficient satisfaction of the requirement.** Prior to commencement of performance of services by Contractor and prior to any obligations of SCLTC, contractor shall file certificates of insurance with SCLTC showing that Contractor has in effect the insurance required by this Contract. Contractor shall file a new or amended certificate on the certificate then on file. **If changes are made during the term of this Contract, no work shall be performed under this agreement, and no payment may be made until such certificate of insurance evidencing the coverage in paragraphs, 5.05, the general liability policy set forth in 5.06 and 5.10 are provided to SCLTC.**

- 5.08** Public Employees Retirement System (CalPERS): In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Contract is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the SCLTC, Contractor shall indemnify, defend, and hold harmless SCLTC for the payment of any employee and/or employer contributions of CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of SCLTC. Contractor understands and agrees that his personnel are not, and will not be, eligible for memberships in, or any benefits from, any SCLTC group plan for hospital, surgical or medical insurance, or for membership in any SCLTC retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a SCLTC employee.
- 5.09** IRS/FTB Indemnity Assignment: Contractor shall defend, indemnify, and hold harmless the SCLTC, its officers, agents, and employees, from and against any adverse determination made by the Internal Revenue Service of the State Franchise Tax Board with respect to Contractor’s “independent contractor” status that would establish a liability for failure to make social security and income tax withholding payments.
- 5.10** Professional Liability: If Contractor or any of its officers, agents, employees, volunteers, contractors or subcontractors are required to be professionally licensed or certified by any agency of the State of California in order to perform any of the work or services identified herein, Contractor shall procure and maintain in force throughout the duration of the Contract a professional liability insurance policy with a minimum coverage level of (\$1,000,000) One Million Dollars, or as determined in writing by SCLTC’s Risk Management Department.
- 5.11** State and Federal Taxes: As Contractor is not SCLTC’s employee, Contractor is responsible for paying all required state and federal taxes. In particular:
- a. SCLTC will not withhold FICA (Social Security) from Contractor’s payments;

- b. SCLTC will not make state or federal unemployment insurance contributions on behalf of Contractor.
 - c. SCLTC will not withhold state or federal income tax from payment to Contractor.
 - d. SCLTC will not make disability insurance contributions on behalf of Contractor.
 - e. SCLTC will not obtain workers' compensation insurance on behalf of Contractor.
- 5.12** Records: All reports and other materials collected or produced by the Contractor or any subcontractor of Contractor shall, after completion and acceptance of the Contract, become the property of SCLTC, and shall not be subject to any copyright claimed by the Contractor, subcontractor, or their agents or employees. Contractor may retain copies of all such materials exclusively for administration purposes. Any use of completed or uncompleted documents for other projects by Contractor, any subcontractor, or any of their agents or employees, without the prior written consent of SCLTC is prohibited. It is further understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Contract shall be the property of the SCLTC, and Contractor hereby agrees to deliver the same to the SCLTC upon request. It is also understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Contract are prepared specifically for the SCLTC and are not necessarily suitable for any future or other use.
- 5.13** Contractor's Books and Records: Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the SCLTC for a minimum of five (5) years, or for any longer period required by law, from the date of final payment to the Contractor under this Contract. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the SCLTC.
- 5.14** Assignability of Contract: It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express written consent of the SCLTC.
- 5.15** Warranty of Contractor: Contractor warrants that it, and each of its personnel, where necessary, are properly certified and licensed under the laws and regulations of the State of California to provide the special services agreed to.
- 5.16** Withholding for Non-Resident Contractor: Pursuant to California Revenue and Taxation Code Section 18662, payments made to nonresident independent contractors, including corporations and partnerships that do not have a permanent place of business in this

state, are subject to 7 percent state income tax withholding. Withholding is required if the total yearly payments made under this contract exceed \$1,500.00. Unless the Franchise Tax Board has authorized a reduced rate or waiver of withholding and SCLTC is provided evidence of such reduction/waiver, all nonresident contractors will be subject to the withholding. It is the responsibility of the Contractor to submit the Waiver Request (Form 588) to the Franchise Tax Board as soon as possible in order to allow time for the Franchise Tax Board to review the request.

- 5.17** Compliance with Child, Family and Spousal Support Reporting Obligations: Contractor's failure to comply with state and federal child, family and spousal support reporting requirements regarding contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Contract. Contractor's failure to cure such default within ninety (90) days of notice by SCLTC shall be grounds for termination of this Contract.
- 5.18** Conflict of Interest: Contractor covenants that it presently has no interest and shall not acquire an interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that, in the performance of this Contract, no subcontractor or person having such an interest shall be used or employed. Contractor certifies that no one who has or will have any financial interest under this contract is an officer or employee of SCLTC.
- 5.19** Compliance with Applicable Laws: Contractor shall comply with all applicable federal, state and local laws now or hereafter in force, and with any applicable regulations, in performing the work and providing the services specified in this Contract. This obligation includes, without limitations, the acquisition and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this Contract.
- 5.20** Bankruptcy: Contractor shall immediately notify SCLTC in the event that Contractor ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffer or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

ARTICLE 6. OBLIGATIONS OF SCLTC

- 6.01** Cooperation of SCLTC: SCLTC agrees to comply with all reasonable requests of Contractor (to provide reasonable access to documents and information as permitted by law) necessary to the performance of Contractor's duties under this Contract.

ARTICLE 7. TERMINATION

- 7.01** Termination on Occurrence of State Events: This Contract shall terminate automatically on the occurrence of any of the following events:
1. Bankruptcy or insolvency of Contractor
 2. Death of Contractor
- 7.02** Termination by SCLTC for Default of Contractor: Should Contractor default in the performance of this Contract or materially breach any of its provisions, SCLTC, at SCLTC's option, may terminate this Contract by giving ten (10) days written notification to Contractor.
- 7.03** Termination for Convenience of SCLTC: SCLTC may terminate this Contract at any time by providing a notice in writing to Contractor that the Contract is terminated. Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time of notice of termination is received.
- 7.04** Termination of Funding: SCLTC may terminate this Contract in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.

ARTICLE 8. GENERAL PROVISIONS

- 8.01** Notices: Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid or return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract, but each party may change the address by written notice in accordance with the paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.
- 8.02** Entire Agreement of the Parties: This contract supersedes any and all contracts, either oral or written, between the Parties hereto with respect to the rendering of services by Contractor for SCLTC and contains all the covenants and contracts between the parties with respect to the enduring of such services in any manner whatsoever. Each Party to this Contract acknowledges that no representations, inducements, promises, or contract, orally or otherwise, have been made by any party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other contract, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing signed by the Party to be charged and approved by the SCLTC as provided herein or as otherwise required by law.

- 8.03** Partial Invalidity: If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision will nevertheless continue in full force without being impaired or invalidated in any way.
- 8.04** Attorney's Fees: If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing Party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.
- 8.05** Conformance to Applicable Laws: Contractor shall comply with the standard of care regarding all applicable federal, state and SCLTC laws, rules and ordinances. Contractor shall not discriminate in the employment of persons who work under this contract because of race, the color, national origin, ancestry, disability, sex or religion of such person.
- 8.06** Waiver: In the event that either SCLTC or Contractor shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition or obligation.
- 8.07** Governing Law: This Contract and all matters relating to it shall be governed by the laws of the State of California and the County of Siskiyou and any action brought relating to this Contract shall be brought exclusively in a state court in the County of Siskiyou.
- 8.08** Reduction of Consideration: Contractor agrees that SCLTC shall have the right to deduct from any payments contracted for under this Contract any amount owed to SCLTC by Contractor as a result of any obligation arising prior or subsequent to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, but are not limited to any property tax, secured or unsecured, which tax is in arrears. If SCLTC exercises the right to reduce the consideration specified in this Contract, SCLTC shall give Contractor notice of the amount of any off-set and the reason for the deduction.
- 8.09** Negotiated Contract: This Contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Contract within the meaning of California Civil Code Section 1654. Each party hereby represents and warrants that in executing this Contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this Contract and the rights and duties arising out of this Contract, or that such party willingly foregoes any such consultation.

- 8.10** Time is of the Essence: Time is of the essence in the performance of this Contract.
- 8.11** Materiality: The parties consider each and every term, covenant, and provision of this Contract to be material and reasonable.
- 8.12** Authority and Capacity: Contractor and Contractor's signatory each warrant and represent that each has full authority and capacity to enter into this Contract.
- 8.13** Binding on Successors: All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of Contractor. Contractor and all of Contractor's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under the Contract.
- 8.14** Accumulation of Remedies: All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.
- 8.15** No Reliance On Representations: Each party hereby represents and warrants that it is not relying, and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Contract, may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this Contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

SIGNATURE PAGE FOLLOWS ON NEXT PAGE

IN WITNESS WHEREOF, SCLTC and Contractor have executed this agreement on the dates set forth below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

Date: _____

_____, Chair
Local Transportation Commission

CONTRACTOR: Contractor Name

Date: _____

Name, Title

TAXPAYER I.D.

APPROVED AS TO LEGAL FORM:

John S. Kenny, LTC Counsel (Date)

ACCOUNTING:
2506-303030-723000

If not to exceed, include amount not to exceed:

Encumbrance number (if applicable):

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2024-002
Coordinated Plan Update 2025

FORM 1 - Forms Checklist

Submit the following items at the time of proposal submission:

- Form 1 – Forms Checklist
- Form 2 – Acknowledgement of Addenda
- Form 3 – Current Client References
- Form 4 – Equal Employment Opportunity Certification
- Form 5 – Non-Collusion Affidavit
- Form 6 - Public Contract Code Certifications
- Form 7 – Proposer’s Information Request Form

CONFIDENTIAL FORMS – Submitted separately in sealed envelope.

- Confidential Form A – Cost Proposal Forms

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2024-002
Coordinated Plan Update 2025

FORM 2 - Acknowledgement of Addenda

The following form shall be completed and included in the proposal package.

Failure to acknowledge receipt of all addenda may cause the proposal to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Offer.

The undersigned Proposer acknowledges receipt of the following addendum to the documents:

Addendum No.	Date:
Addendum No.	Date:
Addendum No.	Date:
Addendum No.	Date:

Signature of Proposer's Authorized Official

Name and Title of Proposer's Authorized Official

Company Name

Date

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2024-002
Coordinated Plan Update 2025

FORM 3 - Client References

Proposer's Name: _____

Please list a minimum of three professional references with knowledge of the proposer's experience with providing similar services identified in the RFP.

Reference 1

Agency/Company Name:	
Address:	
Contact Person:	
Contact Email Address:	
Contact Phone Number:	
Length of Contract (In Years):	
Description of Services Provided:	

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2024-002
Coordinated Plan Update 2025

Reference 2

Agency/Company Name:	
Address:	
Contact Person:	
Contact Email Address:	
Contact Phone Number:	
Length of Contract (In Years):	
Description of Services Provided:	

Reference 3

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2024-002
Coordinated Plan Update 2025

Agency/Company Name:	
Address:	
Contact Person:	
Contact Email Address:	
Contact Phone Number:	
Length of Contract (In Years):	
Description of Services Provided:	

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2024-002
Coordinated Plan Update 2025

FORM 4 – Equal Employment Opportunity Certification

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The PROPOSER _____,
and proposed subcontractor _____, hereby
certifies that they provide equal employment opportunities to all employees and
applicants for employment and prohibits discrimination and harassment of any type
without regard to race, color, religion, age, sex, national origin, disability status, genetics,
protected veteran status, sexual orientation, gender identity or expression, or any other
characteristic protected by federal, state or local laws.

Signature of Proposer's Authorized Official

Name and Title of Proposer's Authorized Official

Date

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2024-002
Coordinated Plan Update 2025

FORM 5 – Non-Collusion Affidavit

(California Public Contract Code, Section 7106)

TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL

State of California

County of _____, being first duly sworn, deposes and says that he/she is _____ of _____, the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his/her or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

By _____

___ personally known to me OR ___ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed this instrument.

Subscribed and sworn to before me on _____

Notary Public

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2024-002
Coordinated Plan Update 2025

FORM 6 – Public Contract Code

Public Contract Code Section 10285.1 Statement

In conformance with Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), the proposer hereby declares under penalty of perjury under the laws of the State of California that the proposer 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 "proposer" 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 proposer must place a check mark after "has" or "has not" in one of the blank spaces provided. The above Statement is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement. Proposers 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 Proposer shall complete, under penalty of perjury, the following questionnaire:

Has the proposer, any officer of the proposer, or any employee of the proposer who has a proprietary interest in the proposer, 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.

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
REQUEST FOR PROPOSALS – # 2024-002
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Note: The above Statement and Questionnaire are part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement and Questionnaire.

Proposers are cautioned that making a false certification may subject the certifier to criminal prosecution.

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the foregoing questionnaire and statements of Public Contract Code Sections 10162, 10232, and 10285.1 are true and correct.

Signature of Proposer's Authorized Official

Date

Name and Title of Proposer's Authorized Official

Business Address: _____

Place of Residence: _____

Siskiyou County Local Transportation Commission / Siskiyou Transportation Agency
 REQUEST FOR PROPOSALS – # 2024-002
 Coordinated Plan Update 2025

FORM 7 – Proposer’s Information Request Form
 SISKIYOU TRANSPORTATION AGENCY/PROPOSER’S INFORMATION REQUEST FORM

Name of Project/Proposal	Proposer Business Name and Address	Date:
Name of Person Submitting Proposal	Signature of Proposer	Contact Phone Number
Contact Person	Contact Email	

Important: 1) Identify all DBE firms being utilized on project. 2) List names of all DBE subcontractors and their respective items of work. 3) Attach a copy of the proof of DBE certification for each DBE subcontractor listed on this form.

List Business Firm: Name, Address and Contact Person (if not the same as above)	Phone Number	Email Address	Item of Work, Service or Materials Supplied	NAICS Code (if known)*	Disadvantaged Business Enterprise Participation		Small Business Enterprise		Percentage of Contract Participation
					Certified DBE (Y/N)	DBE Certification #	Certified SBE (Y/N)	SBE Certification #	
A. Prime Contractor:									
B. Prime Contractor:									

Siskiyou Transportation Agency is required to report on payments made to Disadvantaged Business firms. Firms must be certified by Caltrans or an agency participating in the California Unified Certification Program.

*NAICS Code: North American Industry Classification System Code. Codes can be found at <https://www.census.gov/naics/>