

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

Yolo Active Transportation Corridors (YATC)



350 Industrial Way, Woodland, CA 95776
(530) 661-0816 | Yolobus.com

Brian Abbanat

Senior Planner for Multi-Modal Projects
BABBANAT@YCTD.ORG
530.402.2879

KEY RFP DATES (Subject to change):

Issue Date:	6/23/2022
Pre-Qualifications Conference:	7/07/2022
Deadline for Questions:	7/07/2022
Submittals Due Date:	7/19/2022
Presentation/Interviews:	8/03/2022

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1. Request for Qualifications

1.1 Invitation

The Yolo County Transportation District (hereinafter “YCTD”) is seeking proposals from responsible firms for **YCTD RFQ #22-02, Yolo Active Transportation Corridors.**

1.2 Procurement Schedule

The procurement process schedule follows:

Milestone	Date
Issue date of RFQ	Thursday, June 23
Pre-Qualifications Conference (via Zoom webinar)	July 7, 2022
Deadline for Questions	July 7, 2022
Submission Deadline	Tuesday, July 19
Qualifications Evaluations	July 20 – 27
Consultant Presentations / Interviews	Wednesday, August 3
Consultant Selection/ Award Announcements	Monday, August 8
Proposal Development / Contract Negotiations	August 9 – September 2
Contract Execution	Monday, September 12

This schedule is tentative and may be changed by YCTD at any time.

Inquiry and Questions

Effective immediately upon release of the Request for Qualifications (RFQ) and until notice of contract award, all official communications from consultants regarding the requirements of this RFQ shall be directed to Brian Abbanat, Senior Planner at babbanat@yctd.org.

Pre-Qualifications Conference

A pre-proposal conference will be held via Zoom webinar at 10:00 AM Pacific Time on July 7, 2022. Firms wishing to participate may request more information by sending an email to babbanat@yctd.org no later than 5:00 PM Pacific Time July 7, 2022. Firms that RSVP via email prior to the deadline will receive dial-in information. All prospective consultants are encouraged to attend.

1.3 Organization of Qualifications Materials

To enhance the comparability and facilitate evaluation, all Qualifications responses must be organized as follows:

1. Letter of Interest (2 page maximum)
2. Team Qualifications (2 page maximum)
3. Example Projects (6 page maximum)
4. Supporting Documentation
 - a. Organizational Chart (1 page maximum)
 - b. Key Staff (1 page maximum)
 - c. Public Engagement Approach (1 page maximum)
 - d. References
5. Completed Caltrans LAPM Forms

1.4 Qualifications Submittals

Qualifications shall be submitted electronically via email to Brian Abbanat, Senior Planner at babbanat@yctd.org before the submission deadline. The YCTD email system does not accept

attachments larger than 10 MB. If your proposal is near this size or greater, please mail two USB drives containing your proposal to:

Yolo Active Transportation Corridors (YATC) RFQ #22-02
Yolo County Transportation District
Attn: Brian Abbanat, Senior Planner
350 Industrial Way
Woodland, CA 95776

USB drives must be received before the submission deadline.

Note: YCTD staff work hybrid schedules. Please send inquiries via e-mail.

1.5 Amendment and/or Postponement

YCTD reserves the right to postpone, for its own convenience, the deadline for submitting Qualifications. Further, YCTD reserves the right to unilaterally revise or amend the scope of work up to the time set for submitting Qualifications. Such revisions and amendments, if any, shall be announced by addenda to this solicitation. Copies of such addenda shall be furnished to all prospective consultants and a copy will be posted on YCTD's website. The deadline for submitting Qualifications shall be at least five (5) working days after the last addendum and the addendum shall include an announcement of the new date, if applicable, for submitting Qualifications. Consultants are requested to acknowledge receipt of all addendums as part of the Qualifications. Failure to acknowledge an addendum will not automatically disqualify a consultant, but failure to address any changes in the Qualifications may lead to a lower score than would otherwise be the case. Any consultant whose Qualifications has already been submitted to YCTD when the decision to postpone is made will be afforded the opportunity to revise or withdraw their Qualifications.

1.6 Evaluation and Selection Process

YCTD is conducting a one-step RFQ process for selecting a consulting team.

Responsiveness

For consultants to be considered for the Contract, the Qualifications must be responsive to the RFQ, and YCTD must be able to determine that the consultants can perform the Contract satisfactorily. Responsive Qualifications are those complying in all material aspects of the solicitation. Consultants may, at any time after the submission of the Qualifications, be requested to submit further written evidence verifying that the firm(s) meets the criteria necessary to be determined a responsible consultant. Refusal to provide requested information may result in the consultants being declared nonresponsive and disqualified.

Consultants are expected to agree with the terms contained or referenced herein. Consultants should therefore not make any changes to these terms, nor restate any provisions in their Qualifications or supporting material. However, if the consultant has any specific exceptions, such exceptions should be set forth in a separate letter included with its response to the RFQ. YCTD is under no obligation to entertain or accept any such specific exceptions.

YCTD will accept proposals that offer exceptions to YCTD's general terms and conditions. YCTD may negotiate such exceptions with consultants that fall within the overall competitive range. Should YCTD and a consultant fail to come to acceptable terms, that consultant shall be eliminated from

consideration for contract award.

YCTD will appoint an Evaluation Committee to evaluate all Qualifications submitted for this project. To be acceptable, Qualifications shall comply with Section 1.2 requirements.

1.7 Evaluation and Selection Criteria

All Qualifications will be initially evaluated and ranked by the Evaluation Committee based on the weighted evaluation criteria in Table 1.

Evaluation Form

Each member of the Evaluation Committee shall complete an evaluation form for each Qualifications submitted. The final rating for each Qualifications shall be based on the average of the total score compiled by members of the Evaluation Committee.

Table 1. Evaluation Criteria

Criteria	Weight
Letter of Interest	30 points
Team Qualifications	35 points
Example Projects	25 points
Supporting Documentation	10 points
Total	100 points

1.8 Interviews, Discussions, and Negotiations

Interviews

A short list of consulting teams will be selected based on the consultant teams' Qualifications against the Table 1 criteria. Following the interviews, the Committee will then select consultant, collaborate with consultant on a desired scope of work, and solicit a formal proposal.

Negotiations

YCTD staff will negotiate with selected consultant upon receipt of the draft proposal.

Best and Final Offer

The best and final offer will contain all information and documents necessary to state the consultant's entire proposal without reference to the original proposal or to any supplements that may have been submitted during negotiations.

Contract Award

Award will be made to the responsible firm upon successful negotiations. If terms cannot be reached, YCTD reserves the right to withdraw from negotiations and select the next most qualified consultant.

1.9 General Terms and Conditions

Contract

Any contract resulting from this RFQ may be subject to a financial assistance contract/agreement between YCTD and the California Department of Transportation (Caltrans), and between YCTD and the U.S. Department of Transportation, Federal Transit Administration (FTA). The contract shall be

governed by all applicable state and federal regulations.

Submission of a proposal constitutes an offer to perform the work specified and to be bound by the terms contained in this RFQ and subsequent contract negotiations. Upon acceptance of the offer, and upon award of the contract to the successful consultant (if any), this procurement solicitation document, together with the completed and executed forms required herein, and all attachments hereto, together with the contract shall collectively constitute the contract documents. The contract shall be a firm, fixed-price contract. Consultant warrants that employees who participate in this project will be compensated in accordance with the law.

Contract Term

Term is dependent upon project scope negotiations.

2. Introduction and Background

2.1 Purpose

The Yolo County Transportation District invites consultant teams to submit qualifications in response to the Request for Qualifications (“RFQ”) for, public outreach, long-range transportation planning, and construction engineering and other consulting services as necessary to conduct the Yolo Active Transportation Corridors Plan “YATC”. YATC will develop an active transportation plan for a network of multiuse trails that will help to address barriers to mobility for low-income and minority residents of Yolo County, California (population 220,500). This planning project will build upon YCTD’s recent efforts to explore how public interest design of transportation services can be used to address the needs of the region’s most isolated and disadvantaged areas, where the impacts of systemic racism, institutional disadvantages of rurality, and disproportionately high environmental burdens generate disparities in socioeconomic outcomes.

YATC is a \$1.7 million project with \$1.2 million in federal funds from the Rebuilding Americans Infrastructure with Sustainability and Equity (RAISE) discretionary grant program.

YATC will accomplish two objectives:

- Establish a long-term vision and planning document for active transportation corridors in Yolo County.
- Establish priorities and complete construction documents for at least one (1) and up to three (3) corridors.

Qualification submittals will be received until 4pm on Tuesday, July 19th.

YATC will emphasize robust public involvement and strategic, cost-effective solutions. The consultant teams are expected to provide professional skills in the following areas:

- Public engagement “meeting folks where they are at,” by 1) working/coordinating directly with community-based organizations for community outreach, 2) organizing and leading conveniently located and timed community events to provide bilingual information about the project, and 3) using multi-platform virtual public engagement and providing visual simulations and renderings.
- Travel behavior analysis to identify gaps in bike-to-work infrastructure and inform the prioritization of trails to encourage bike commuting.
- Contemporary active transportation master planning in rural environments including:
 - Corridor visioning

- Wayfinding
- Design best practices for at-grade crossings of higher speed county roads
- Landscape design and lighting at strategic locations
- Placemaking for community gateways
- Topographic & utility surveying
- Implementation strategy, cost estimating, and life-cycle costs
- Effective and clear project management and communication skills.
- Maintain defined schedule, efficient management of engagement process and stakeholders.
- Potential interagency permitting processes (e.g. flood control districts, local agency encroachment permits, etc.)
- NEPA/CEQA, federal permitting and funding obligation processes.

2.2 Project Description

This project will conduct community outreach, map areas of persistent poverty in the county, prioritize disadvantaged areas for access to the bike/pedestrian trail network, assess the feasibility of electric bike/scooter charging stations, provide conceptual design plans and cost estimates to build out the trail network, and develop 100% design and engineering and construction documents for top priority trails. This YCTD Bike & Pedestrian Trail Network Planning project will advance the broader Sacramento Area Council of Government’s Parks and Trails Strategic Development Plan, which envisions a dynamic, regional system of interconnected trails and parks across El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba counties in Northern California.

YCTD seeks a strategic and creative firm or team for the development of the YATC Plan. YCTD desires a firm or team that has a broad-based experience creating safe, connected, and buildable active transportation corridors that treats all people equitably.

2.3 Background

YCTD, which operates the Yobus local and intercity bus service, offers safe, economical, and sustainable alternatives to conventional transportation within its service area that includes Davis, West Sacramento, Winters, Woodland, downtown Sacramento, Sacramento International Airport, Cache Creek Casino Resort, Esparto, Madison, Dunnigan and Knights Landing. The population of Yolo County is primarily concentrated in smaller cities surrounded by working lands. While in the past these services were limited to transit, YCTD is in the process of expanding its services to better meet the mobility needs of its geographically, racially, ethnically, and economically diverse service area. According to the US DOT’s RAISE Persistent Poverty Project Status Tool, twenty-two (22) out of the 85 total Census Tracts included in the YCTD service area are Areas of Persistent Poverty. Residents of these areas contend with barriers to access to jobs, educational attainment, health, and opportunity. This planning project will build upon YCTD’s recent efforts to explore how public interest design of transportation services can be used to address the needs of the region’s most isolated and disadvantaged areas, where the impacts of systemic racism, institutional disadvantages of rurality, and disproportionately high environmental burdens generate disparities in socioeconomic outcomes.

2.4 Scope of Work

The below scope of work reflects a rough framework for expected level of effort and detail for YATC deliverables. After selection of the preferred consultant team YCTD will lead a project definition process to further establish the desired scope of work with the consultant team. The consultant team will be

asked to provide a schedule, budget, and detailed project proposal to accomplish the desired scope of work at that time.

Existing Conditions Assessment

Consultant will review recent planning documents, surveys, maps, and data collected at the YCTD and SACOG level to assess existing conditions and determine what additional data is needed to inform the Plan. This assessment will include building upon the recent mapping of disadvantaged and low-income areas by mapping areas of persistent poverty as defined by US DOT in relation to access to existing trails and transit hubs in the County to inform the prioritization of these areas for trail development.

Public Outreach and Community Engagement

Consultant will develop a community engagement strategy deploying a full range of input opportunities with an emphasis on “meeting people where they are”, both physically and rhetorically. Culturally context-sensitive engagement will be important from not only a demographic standpoint, but also recognizing each community’s unique cultural context.

Consultants will work with YCTD’s new Communications & Marketing Specialist to develop a marketing plan and schedule for conducting targeted outreach to engage community members in the planning process. The plan will outline strategies that the project team and its partners will deploy to encourage in and remove barriers to participation in the community engagement portion of this project.

Plan Development

Consultants and staff will work together to develop the plan, which will include the following considerations/components: siting, trail design, trail layout, trail construction, trail support facilities, permits and compliance with local and state ordinances, trail maintenance, and costs. The Plan will evaluate design alternatives for selection by YCTD and outline recommendations for implementation.

Existing active transportation planning documents vary within the County. Most of the larger incorporated cities have approved transportation infrastructure plans in place. Some of the smaller unincorporated communities have completed community plans within the past decade but have limited or no planned active transportation improvements. Others still have no current community plan and/or no basic infrastructure (e.g. wet utilities, sidewalks, storm drainage). YATC represents an opportunity to work with and within these communities to identify deficiencies and incorporate active transportation planning to support local mobility needs.

Final Design & Engineering for Priority Segments

The consulting team advance design and engineering to the 100% for the top priority trail segments identified in the Plan. This will include completing permitting and approvals and producing construction documents for a shovel-ready construction project that falls within a reasonable cost range for pursuing and leveraging federal and state construction funds to initiate construction by spring 2024.

YCTD will separate the project into two separate phases with the consulting team: 1) an initial agreement for the full planning and visioning process and 2) an amended agreement for design and engineering once more information is known about prioritized corridors and consultant level of effort can be better assessed.

Preliminary Design, Cost Estimates, & Prioritization

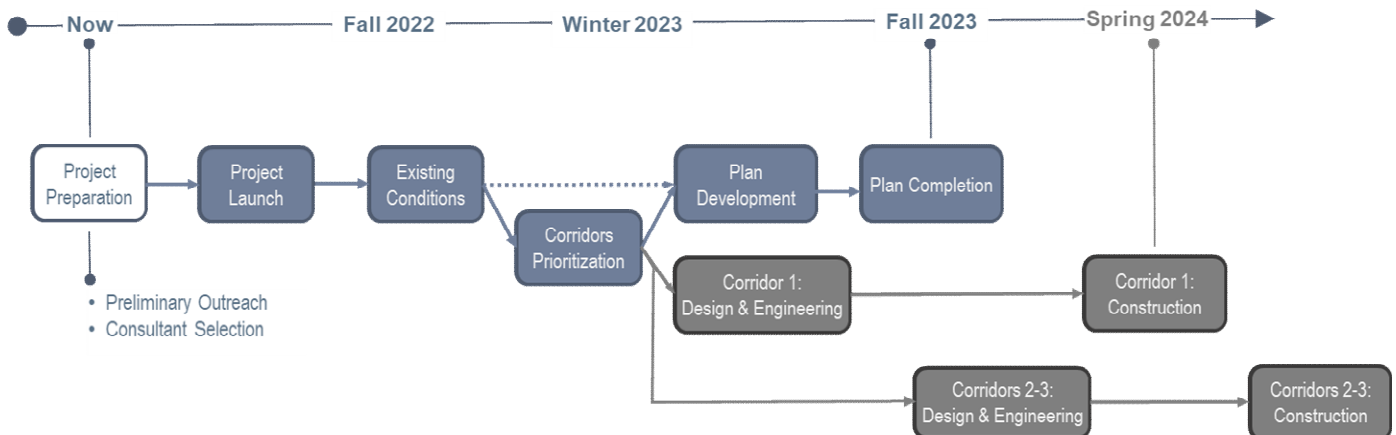
Guided by public engagement results, the transportation planning/design consultant will develop conceptual design plans and cost estimates for the Plan. The consulting team will conduct a topographic utility survey and all environmental investigations necessary to produce preliminary design concepts. The Plan will prioritize trail segments for construction based on capacity to establish access for low-income and non-driving communities to jobs, education, healthcare, and other key destinations; connections to transit hubs; benefits to areas of persistent poverty and majority-minority communities with environmental burdens; strength of local partnerships; and cost and availability of funds.

Implementation Strategy

Consultants will expand on cost estimates & prioritization by developing an implementation strategy, laying out a road map for project construction including phasing and identifying potential funding sources. Consultants will conduct a thorough review of existing and emerging funding programs at all levels of government (regional, state, federal) and across disciplines (e.g. transportation, recreation, public space access, public health, environmental remediation, etc.). Discretionary funding sources should be assigned to corridors/segments based on their programs' goals/objectives and how each corridor/segment has a competitive advantage therein.

2.5 Timeline and Process

YCTD assumes a rough, high-level process reflecting the below chart. The final schedule and milestones will be negotiated with the selected consulting team.



Technical Advisory Committee

The Project will be guided by a Technical Advisory Committee (TAC), comprised of key local agency / public sector stakeholders who have a vested interest in how YATC projects interface with planned improvements in their jurisdictions. Staff and consultants will determine the appropriate TAC meeting frequency, but monthly is a baseline assumption.

Steering Committee

The Project will be guided by a Steering Committee (SC), comprised of community stakeholders who have a vested interest in countywide active transportation. These can consist of advocacy and other non-governmental organizations. Meeting frequency is imagined to mirror the TAC.

3. Qualifications Submittals

Letter of Interest (2 full page maximum)

- Summarize the strengths of the team. Include a narrative of the team's approach and experience in working with a multi-agency client group, as well as a diverse and engaged public.
- Describe your understanding of active transportation's role for the Yolo County community, existing challenges and opportunities, and factors affecting countywide active transportation over the next 30 years. *Note: Failure to address this topic will adversely affect consulting team's score.*

Team Qualification (3 page maximum)

Describe experience with projects of similar scope and complexity. Demonstrate effective project management and quality control / assurance measures. Provide experience with comprehensive project management during all phases of the project, including ability to coordinate the work of internal staff and consultants, complete all phases according to schedule and budget, and produce technical reports, documents, and conceptual designs of superior quality. Include, if applicable, experience working together as a team of consultants.

Example Projects (6 page maximum)

Provide a portfolio of your most comparable projects with brief narrative and exhibits as well as project status if not fully constructed. Limit each project to a single page, including exhibits and images. Example projects should be limited to plans that have been adopted/approved and projects constructed/under construction within the past ten years.

Supporting Documentation

- Organizational chart (1 page maximum)
- Resumes for key staff
- Public Engagement Approach (1 page maximum) Include descriptions or list of non-traditional, interactive public outreach tools available for broad community input, with attention to underrepresented communities
- References. Provide contact information for four project owners (two planning, two capital) who can attest to the team's expertise in the project scope and process

Completed Caltrans LAPM Forms*

- LAPM Exhibit 10-H: Cost Proposal
- LAPM Exhibit 10-K: Consultant Certification of Contract Costs and Financial Management System
- LAPM Exhibit 10-O1: Consultant Proposal DBE Commitment
- LAPM Exhibit 10-Q: Disclosure of Lobbying Activities
- LAPM Exhibit 15-H: DBE Information – Good Faith Efforts
- California Safe Harbor Indirect Cost Rate Program Form

*Forms must be submitted but are not included in this RFQ package. Consulting teams are directed to Caltrans LAPM forms at: <https://dot.ca.gov/programs/local-assistance/forms/local-assistance-procedures-manual-forms>

Reference Attachments

- Attachment A: LAPM Exhibit 10-I Notice to Proposers DBE Information

- Attachment B: LAPM Exhibit 10-R Federal Fiscal Provisions
- Attachment C1: RAISE Grant Application Narrative
- Attachment C2: RAISE Grant Application Maps

4. Resources

Davis

- 2021 Transportation Implementation Plan
- 2016 Street Design Standards
- 2014 Beyond Platinum: Bicycle Action Plan

West Sacramento

- 2021 Mobility Action Plan
- 2018 Bicycle, Pedestrian, and Trails Master Plan
- 2002 Street Design Standards

Winters

- 2021 Transportation Improvements Standards
- 2013 Bikeway System Master Plan

Woodland

- 2021 Transportation System Design Standards
- 2002 Bicycle Transportation Plan

Yolo County

- 2020 Cache Creek Parkway Plan
- 2019 Esparto Community Plan
- 2015 Clarksburg Area Community Plan
- 2013 Yolo County Bicycle Transportation Plan
- 2009 Yolo County General Plan Circulation Element
- 2008 Yolo County Improvement Standards

UC Davis

- 2020-21 UC Davis Institute of Transportation Studies Campus Travel Survey
- 2018 UC Davis Long Range Development Plan
- 2009 Bike & Transit Network Plan

Other

- 2010 Great Delta California Delta Trail Blueprint Report for Contra Costa and Solano Counties (Delta Protection Commission)

ATTACHMENTS

Attachment A – Notice to Proposers DBE Information

Attachment B – Federal Fiscal Provisions

Attachment C1 – RAISE Grant Application Narrative
(Yolo Countywide Trail Network)

Attachment C2 – RAISE Grant Application Maps
(Yolo Countywide Trail Network)