

REQUEST FOR PROPOSALS
PROFESSIONAL ENVIRONMENTAL AND ENGINEERING SERVICES FOR CITY
OF ISLETON



SACRAMENTO AREA COUNCIL OF GOVERNMENTS
1415 L STREET, SUITE 300
SACRAMENTO, CALIFORNIA 95814
(916) 321-9000

www.SACOG.org

RELEASE DATE: May 29, 2024
DEADLINE FOR QUESTIONS: June 7, 2024
RESPONSE DEADLINE: June 28, 2024, 4:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:
<https://secure.procurenow.com/portal/sacog>

Sacramento Area Council of Governments

REQUEST FOR PROPOSALS

Professional Environmental and Engineering Services for City of Isleton

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- II. Scope of Work
- III. Vendor Questionnaire
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Attachments:

- A - Sample Standard Agreement (non-federal)
- B - Debarment Certification Form
- C - Levine Act Disclosure Statement
- D - Standard Agmt Budget Form - Tasked Based

I. Introduction

I.A Summary

The Sacramento Area Council of Governments (SACOG), on behalf of the City of Isleton, is requesting proposals for environmental and engineering services. The selected contractor will contract with SACOG but the work will be performed for and at the direction of the city of Isleton. SACOG will pay the selected contractor directly upon approval by the city of Isleton.

The objective of this work is to prepare construction-ready street improvement projects and meet upcoming funding expenditure deadlines.

The Project: Main Street ADA Intersection Improvements

Environmental documentation and design for sidewalk intersection improvements to meet Americans with Disabilities Act compliance. This project has identified three intersections on Main Street in the City of Isleton for improvements, including:

- (1) Main St / E St
- (2) Main St / F St
- (3) Main St / H St

Project #1 is funded with SACOG Managed Funds (non-federal, non-state funding sources). Environmental and Design services for this project shall be delivered by August 30, 2024 and shall not exceed \$30,000 for this project.

I.B Background

The City of Isleton is a small historic town and legacy community in the Sacramento-San Joaquin Delta, located along Highway 160 (River Road), the state-designated scenic highway that follows the Sacramento River. Main Street was listed on the National Registry for Historic Places back in 1991 for its Chinese and Japanese historical significance and Asian-style architecture.

The Sacramento Area Council of Governments (SACOG) is where local government leaders in the Sacramento region come together to advance the goals of economic prosperity, connected communities, and vibrant places. SACOG works with its 28 member cities and counties to solve challenges that are too big for any one jurisdiction to solve on its own. A staff of 60 is guided by a board of elected officials from each city and county. SACOG plays a central role in transportation



infrastructure planning and funding assistance for cities, counties, transit operators, and other entities responsible for providing for the travel needs of the region's residents. For more information, please visit our website: <https://www.sacog.org>.

The City of Isleton received a transportation-related grant from SACOG for safety improvements to Main Street. SACOG and the city of Isleton entered into an agreement whereby SACOG would serve as the procurement and contract administrator for the city's grant. The city is responsible for overseeing all the work performed by the contractor and must approve all invoices. SACOG is responsible for the agreement with the city's selected contractor and paying the contractor. SACOG bears no responsibility in the direction or outcome of the project.

I.C Contact Information

Greg Chew

Senior Planner

1415 L Street Suite 300

Sacramento, CA 95814

Email: gchew@sacog.org

Phone: [\(916\) 340-6227](tel:(916)340-6227)

Department:

Procurement

I.D Timeline

Release Project Date	May 29, 2024
Question Submission Deadline	June 7, 2024, 4:00pm
Question Response Deadline	June 14, 2024, 4:00pm
Proposal Submission Deadline	June 28, 2024, 4:00pm
Contractor Selection Date	July 3, 2024

II. Scope of Work

II.A Project #1 – Main Street ADA Intersection Improvements

The Project: Main Street ADA Intersection Improvements



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III. Vendor Questionnaire

III.A Maintenance of Electronic Document References & Table of Contents

Proposals should include an itemized list of all electronic documents being provided to SACOG and maintain links to any documents provided on-line through the time of contract award.

Required upload for this section:

- Table of Contents

III.B Transmittal Letter*

The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant or consulting firm, and who may be contacted during the period of proposal evaluation. **The letter must also include a statement acknowledging that the consultant or consulting firm has reviewed and accepted SACOG's Standard Agreement**(see attached) with or without qualifications. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals.

Required upload for this section:

- Transmittal Letter
- including statement of acceptance of SACOG standard terms and conditions, or listed exceptions.

*Response required

III.C Project Proposal*

- Project Understanding



- In this section, the proposer should demonstrate an adequate understanding of the role and relationships of SACOG.
- **Technical Approach**
 - A summary of the proposed approach
 - An explanation of the consultant’s intended role as related to the role of SACOG.
 - A thorough explanation of the consultant’s proposed course of action. References should be made to RFP requirements and the consultant’s plans for meeting those requirements. If the consultant proposes major changes to the RFP approach, those changes should be specified clearly. The consultant should specify its technical approach, especially data elements to be sampled, staff to be interviewed, and documents to be reviewed, etc.
 - An itemized description of the proposed project schedule (including visits, draft and final deliverables) and the deliverables to be produced.
- **Project Management**
 - The proposer must prepare an explanation of the project management system and practices to be used to assure that the project is completed within the scheduled time frame and that the quality of the required products will meet SACOG’s requirements.

Required upload for this section:

- Description of Project Understanding, Approach, and Project Management
- Project Schedule

*Response required

III.D Consultant Qualifications, References, and Staffing*

The SOQ must describe the nature and outcome of projects previously conducted by the consultant’s key personnel which are related to the work described within the RFQ. Descriptions should include client contact names, address, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a subcontractor is proposed, two to three similar qualifications and references should be provided for the subcontractor. Up to two samples of the consultant’s work on closely related projects can also be included with the SOQ , if available.

Staffing Resources Matrix

The SOQ must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A Project Manager must be designated, and an organizational chart showing the manager and all project staff must be included. A matrix must be presented indicating the effort, either in percentage of the total project or in person-hours, which will be contributed by each professional, during each phase or task making up the project.



Required upload for this section:

- Statement of Qualifications
- References (for prime consultant and any subcontractors)
- Organizational Chart
- Resumes for project staff
- Staffing Resources Matrix with Level of Effort (including subcontractors)
- Work samples, if desired

*Response required

III.E Cost Proposal*

The cost proposal shall describe both the total and the detailed price for which the consultant will commit to complete the total scope of work and end products. The cost proposal detail shall describe estimated costs (only the total amount is a binding offer) for each professional's time, for the completion of each proposed task, for travel and per-diem (if applicable), and for materials and supplies.

Failure to provide adequate cost data will result in the proposal rejection as unresponsive.

Required upload for this section:

- SACOG Standard Budget Form (see attachments)

*Response required

III.F Consultant and Subcontractor Information*

The SOQ must include the following information for the consultant and each subcontractor, as required by 49 CFR Section 26.11(c)(2).

- Firm name;
- Firm address;
- Firm's status as a DBE or non-DBE;
- Age of the firm; and
- The annual gross receipts of the firm expressed in one of the following ranges: Less than \$500,000; \$500,000-\$1 million; \$1 million-\$2 million; \$2 million-\$5 million; or Over \$5 million.

Proposed Subcontractor Letters



If a subcontractor will be used, the proposer must include a letter from the subcontractor committing to perform at least the work shown for subcontractor professional in the Staffing Resource Matrix mentioned above.

Required upload for this section:

- Contractor information
- Subcontractor information if applicable
- Subcontractor letters of commitment if applicable

*Response required

III.G Affirmative Action Program

Consultant's affirmative action program, if required pursuant to the equal employment opportunity requirements of the U.S. Department of Labor Regulations (41 CFR Part 60, et seq.). These regulations require certain contractors to develop and maintain affirmative action programs, including service contractors (non-construction) with 50 or more employees and a federally assisted contract of \$50,000 or more.

III.H Conflict of Interest Statement*

Consultants and consultant firms submitting proposals in response to this RFP must disclose to SACOG any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFP.

If the consultant or firm has no conflict of interest, a statement to that effect shall be included in the proposal.

Required upload for this section:

- Conflict of Interest statement, for prime consultant and subcontractors

*Response required

III.I Levine Act and Government Code 1090 Disclosure Forms *

Attach Government Code 1090 Disclosure form (reference attachments)

Required Upload for this section:

- Signed Levine Act Form
- Signed Government Code 1090 Form



*Response required

III.J Addenda

If SACOG issues any Addenda for this solicitation, please submit your forms and responses here.

IV. Evaluation Process

IV.A Review Panel

A proposal review panel made up of members of SACOG and City of Isleton staff will evaluate the proposals.

IV.B Technical Evaluation

Upon receipt of the proposals, a technical evaluation will be performed. The review panel will evaluate each proposal in accordance with the criteria listed in the "Evaluation Criteria" section. Proposers may be telephoned and asked for further information, if necessary. Previous clients may also be called.

IV.C Oral Interviews

The review panel may request oral interviews from the top candidates to provide additional input in the evaluation process.

IV.D Recommendation of Award

The panel will make recommendations to the SACOG Executive Director on the basis of the proposal, oral interview when held, and reference check. SACOG reserves the right to select a consultant based solely on written proposals and not convene oral interviews. In determining which proposal is most advantageous, SACOG will award the contract to the proposer whose proposal offers the best value.

V. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Project Understanding Understanding of the background and requirements of the project.	0-100 Points	20 (20% of Total)



2.	Project Approach The overall and technical approaches to be followed and the tasks to be performed, including detailed steps and resources required and proposed project schedule.	0-100 Points	35 <i>(35% of Total)</i>
3.	Resource Allocation The relative allocation of resources, in terms of quality and quantity, to key tasks including the time and skills of personnel assigned to the tasks and consultant's approach to managing resources and project output.	0-100 Points	10 <i>(10% of Total)</i>
4.	Relevant Experience Experience of project team members on similar projects and grants for smaller, rural communities. Explain project and grant, relevant team members' role and outcome	0-100 Points	20 <i>(20% of Total)</i>
5.	Cost Cost analysis and justification.	0-100 Points	15 <i>(15% of Total)</i>

VI. Submission Instructions

VI.A Submission Instructions and Deadlines

Proposals must be received by SACOG's Procurement Officer via the SACOG Bidding Portal found at <https://secure.procurenow.com/portal/sacog>, as described further. Portal submission should be received no later than 4:00 pm (PST) on June 28, 2024.

VII. Terms & Conditions

VII.A General Terms of Project

The contract will be an agreement between SACOG and the consultant. SACOG will provide contract administration services. The consultant will invoice SACOG for services rendered and SACOG will compensate the consultant for these services as set forth in the agreement. Funding for the consultant services will be provided by SACOG. The SACOG Board of Directors will award the contract and project deliverables will be reviewed by the SACOG Project Manager.

VII.B Limitations

This request for proposal (RFP) does not commit SACOG to award a contract, to pay any costs incurred in the preparation of proposals in response to this request, or to procure or contract for



services or supplies. SACOG expressly reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. SACOG reserves the right to withdraw this RFP at any time without prior notice. Further SACOG reserves the right to modify the RFP schedule described above.

Until award of a contract, the proposals shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for the opening thereof. All proposals become the property of SACOG. Upon award of a contract to the successful proposer, all proposals shall be public records.

VII.C Bid Protesting

Any bid protests are subject to SACOG's adopted bid protest procedure. To obtain a copy of SACOG's bid protest procedure please contact the Contracts Coordinator.

VII.D Award

All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. However, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

VII.E RFP Addendum

Any changes to the RFP requirements will be made by addenda issued by SACOG via the SACOG Bidding Portal (<https://secure.procurenow.com/portal/sacog>) and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

VII.F Verbal Agreement of Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of SACOG shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

VII.G Precontractual Expense

Precontractual expenses include any expenses incurred by proposers and selected contractor in:

- Preparing proposals in response to this RFP
- Submitting proposals to SACOG
- Negotiations with SACOG on any matter related to proposals.
- Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.



In any event, SACOG shall not be liable for any precontractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. SACOG shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

VII.H Signature

The proposal will also provide the following information: name, title, address and telephone number of individual with authority to bind the consultant or consultant firm and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the consultant or consulting firm and shall contain a statement to the effect that the proposal is a firm offer for at least a sixty (60) day period.

VII.I Contract Arrangements

The successful consultant is expected to execute a contract similar to SACOG's Standard Agreement, which meets all State and/or Federal requirements. A copy of SACOG's Standard Agreement is attached as an Exhibit.

VII.J Disadvantaged Business Enterprise (DBE) Policy

It is the policy of SACOG, the California Department of Transportation ("Caltrans"), and the U.S. Department of Transportation that Disadvantaged Business Enterprises ("DBE's") shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. DBE's are for-profit small business concerns as defined in Title 49, Part 26.5, Code of Federal Regulations ("CFR"). It is also the policy of SACOG to practice non-discrimination based on race, color, national origin, or sex in the award or performance of this contract. All consulting firms qualifying under this solicitation are encouraged to submit proposals, including those who qualify as a DBE. The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this request for proposals and contract.

VII.K DBE Obligation

There is no DBE Goal for this RFP.

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those who qualify as a DBE. The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this request for proposals and contract.

VII.L Title VI of the Civil Rights Act of 1964

The consultant must agree to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.

VII.M Equal Employment Opportunity

In connection with the performance of the contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

VII.N Payment Schedule

The consultant will be paid in arrears, based upon the payment schedule agreed to in the contract. The consultant should forward a copy of all invoices for payment for work performed and associated expenses by the 15th day of the following month. At SACOG's discretion, SACOG may withhold ten percent (10%) of the payments until the successful completion of the project and the delivery and acceptance of all final products.

