

SAN BERNARDINO ASSOCIATED GOVERNMENTS (SANBAG)

REQUEST FOR PROPOSAL

FOR

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

ANNUAL GOAL PREPARATION

AND ADDITIONAL DBE SERVICES

Contract Number: C10193

Issued:

March 4, 2010

Key RFP Dates:

Issue Request for Qualifications	March 4, 2010
Statement of Proposal Due	April 2, 2010
Shortlist and Notify Contractor (Anticipated)	April 2010
Interview Shortlisted Contractor (Anticipated)	April 2010
Select Contractor (Anticipated)	April 23, 2010
SANBAG Board Approval (Anticipated)	May 5, 2010
Notice to Proceed (Anticipated)	May 2010

SAN BERNARDINO ASSOCIATED GOVERNMENTS (SANBAG)

REQUEST FOR PROPOSAL

FOR

COST BREAKDOWN PROPOSAL REQUEST

DISADVANTAGED BUSINESS ENTERPRISE (DBE) ANNUAL GOAL PREPARATION

AND ADDITIONAL DBE SERVICES

I. INTRODUCTION

San Bernardino Associated Governments (SANBAG) is the council of governments and transportation planning agency for San Bernardino County. SANBAG is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide.

II. SERVICES

SANBAG is requesting an informal cost breakdown proposal for Disadvantaged Business Enterprise (DBE) annual goal preparation and additional DBE services as outlined below.

The proposal should provide a specific cost breakdown for each of the numbered items below:

1. Develop SANBAG's Annual Anticipated DBE Percentage Level (AADPL) for FFY 2010/2011 in accordance with the U. S. Department of Transportation (DOT) DBE Program (Title 49 CFR Part 26) requirements, recently published Race-Conscious DBE Program issued by Caltrans, Local Assistance Procedures Manual requirements, and federally prescribed methodology as follows:

Step One: Determining the Base Figure. Determining the relative availability of Underutilized Disadvantaged Business Enterprises (UDBE) within SANBAG's market area for each affected North American Industry Classification System (NAICS) (work category) and perform the required weighing to establish the Base Figure 2.

Step Two: Adjusting SANBAG's Base Figure. Surveying and analyzing other relevant evidence for full consideration in the adjusting SANBAG's Base Figure; evidence may include but is not limited to the following: current capacity of UDBEs to perform work in SANBAG's DOT-assisted contracting program; past DBE Goal/AADPL Attainment (Participation); and Other Local Agencies' AADPL's and/or Overall Annual DBE Goals.

2. Upon completion of Step 2, assess and determine Race-Conscious and Race-Neutral participation projections, including corresponding rationale toward meeting the local Agency's AADPL.
3. Preparation of all required correspondence necessary for submission to Caltrans and/or other DOT Operating Administrations to facilitate their respective approvals, including Caltrans Exhibit 9-B.
4. Preparation of SANBAG's election regarding "Prompt Payment", as required.

5. Preparation of Staff Board Report and/or Board Resolution as needed.
6. Preparation of new “DBE Race-Conscious Implementation Agreement for Local Agencies (Exhibit 9-A)” to ensure compliance with Caltrans’ submittal requirement.
7. Develop SANBAG’s Contract Specific UDBE Goal(s) and Determination of Application in accordance with Caltrans’ published policy directives.
8. Participation in pre-bid opening workshops providing information on DBE goals and good faith efforts.
9. Review DBE submittal as submitted by low bidder for DBE/UDBE goal attainment or good faith effort finding. Reviews of next low-bidder submittals may be necessary should low-bidder not meet goal or make a sufficient good faith effort.
10. Hourly rate for consultation and training on DBE/UDBE requirements and strategies.

In addition, with each bid, the consultant must submit a one-page statement of experience in providing DBE services.

IV. PROPOSAL INSTRUCTIONS

All interested and qualified Proposers are invited to submit a proposal for consideration. Proposals will be accepted until **4:00 PM, Friday, April 2, 2010**. **Six (6)** copies are required. Facsimile and electronically transmitted proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened and may not be considered.

Proposals shall be delivered to: Mr. Duane Baker
Director of Management Services
San Bernardino Associated Governments
1170 W. 3rd Street, 2nd Floor
San Bernardino, California 92410-1715

Proposals shall be submitted in a sealed package, addressed as shown above, clearly marked as follows:

“DISADVANTAGED BUSINESS ENTERPRISE (DBE) ANNUAL GOAL PREPARATION AND ADDITIONAL DBE SERVICES”

Proposals must contain the information listed below and must be compiled in the following format:

A. Cover Letter

Provide the following information:

- A statement requesting SANBAG to evaluate the submitted proposal based upon the Scope of Services for the subject RFP.

- Summary and description of the work to be performed by firm and each subcontractor firm proposed for the project
- Indicate the location of the office from which the proposed project team will be managed.
- In accordance with SANBAG Policy No. 11000-R10, Sect. 7.A.2.f, provide a response to the following question: Has your firm ever been terminated from a contract? If the answer is yes, see item B below.
- A memorandum from a principal from each subcontractor firm describing their specific roles and the services they will be performing.

B. Contract Termination Circumstances:

If contractor has ever been terminated from a contract, either for convenience and/or cause, describe the facts and circumstances in detail, on a separate sheet. See policy for details.

C. Technical Proposal Content:

1. Qualifications, Related Experience, and References

This section of the proposal should establish the ability of the proposed team to satisfactorily perform the anticipated scope of work by reasons of: experience in performing recent work of the same or similar nature; demonstrated experience working with local agencies and cities directly involved in this project; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references. Specifically:

- Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; number of employees.
- Provide a general description of the firm's financial condition, identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede ability to complete the project.
- Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.
- Describe experience in working with the various government agencies that may have jurisdiction over the approval of the work specified in this RFP. Please include specialized experience and professional competence in areas directly related to this RFP.
- Provide a list of past joint work by the firm and each subcontractor, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party.
- A minimum of three (3) references should be given. Furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable

about the work performed. References may also be supplied from other work not cited in this section as related experience.

2. Proposed Staffing and Project Organization

This section of the proposal should establish the method that will be used to manage the project as well as identify key personnel assigned. Specifically:

- a. Provide education, experience and applicable professional credentials of project staff.
- b. Furnish brief resumes (not more than two [2] pages each) for the proposed Project Manager and other key personnel.
- c. Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the person's name, current location, proposed position for this project, current assignment, level of commitment to that assignment, availability for this assignment, and how long each person has been with the firm.
- d. Include a project organization chart that clearly delineates communication/reporting relationships among the project staff, including subcontractors.
- e. Include a statement that key personnel will be available to the extent proposed for the duration of the project assignments, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of SANBAG.

3. Work Plan

This section of the proposal shall provide a narrative that addresses the Scope of Services and shows understanding of the project needs and requirements. Specifically:

- a. Describe the approach and work plan for completing the anticipated tasks specified in the Scope of Services attached. The work plan shall be of such detail to demonstrate ability to efficiently accomplish the anticipated project objectives.
- b. Outline sequentially the typical activities that would be undertaken in completing the tasks and specify who in the firm would perform them.
- c. Identify methods that will be used to ensure quality control as well as budget and schedule control for the project.
- d. Identify any special issues or problems that are likely to be encountered during this project and how they will be addressed.
- e. Contractors are encouraged to propose enhancements or procedural or technical innovations to the Scope of Services that do not materially deviate from the objectives or required content of the project.

4. Appendices

Information considered as pertinent to this project and which has not been specifically solicited in any of the aforementioned sections may be placed in a separate appendix section. Contractors are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous materials; appendices should only be included if relevant and brief.

D. Contract Comments:

Provide a written discussion of any objections or concerns relative to the Terms and Conditions of SANBAG's standard contract attached. Please note that SANBAG reserves the right to disqualify any contractors that does not provide a complete written discussion of its contractual objections or to disqualify any contractor based on objections that SANBAG considers non-negotiable. SANBAG does not anticipate making substantive changes to its Terms and Conditions.

E. Entire Proposal:

The Contractor's proposal package is limited to 50 (8 ½" x 11") pages single-sided. Charts and schedules may be included in 11" x 17" format. Proposals shall not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged, and presentations should be brief and concise. The page limit does not include the outside cover, section dividers, cover letters and subcontractor commitment memorandum, charts, schedules or appendices. Proposals that do not contain the required information or do not contain the required number of copies (six) will not be accepted.

F. Changes:

During the selection process, any changes in key contractor or subcontractor personnel proposed in the PROPOSAL must be brought to the attention of SANBAG immediately.

V. ACCEPTANCE OF PROPOSALS

SANBAG reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals. SANBAG reserves the right to withdraw or cancel this RFP at any time without prior notice and SANBAG makes no representation that any contract will be awarded to any firm responding to this RFP. SANBAG reserves the right to re-issue a new RFP for the same or similar services. SANBAG reserves the right to postpone proposal openings for its own convenience. Proposals received by SANBAG are public information and must be made available to any person upon request. Submitted proposals are not to be copyrighted.

VI. CONTRACTOR SELECTION

The primary objective of SANBAG is to select highly qualified firms to perform necessary professional services for SANBAG at a fair and reasonable cost. Contractors may obtain a copy of the consultant selection policy by accessing the SANBAG website. In addition, SANBAG has established the following criteria for the selection process:

- A. The selection process shall be fair, open, and competitive.
- B. Selection of private contractors/firms shall be based upon demonstrated competence, professional qualifications, experience, and capabilities to perform the required services at a fair and reasonable price to SANBAG, rather than competitive bidding process.

- C. Upon review of the PROPOSALS, a shortlist of firms will be invited to prepare for an interview. The pending contract will be awarded to the responsible, responsive firm best conforming to the RFP, and is in the opinion of SANBAG, most advantageous to SANBAG. SANBAG reserves the right to reject any and all PROPOSALS and to negotiate with any responsible, responsive firm. SANBAG is under no obligation to issue contracts for the subject services.

VII. NEGOTIATIONS AND ENGAGEMENT

The final contract and Scope of Services will be negotiated. Contractors are encouraged to include in their PROPOSAL any comments relating to the Scope of Services and/or the terms and conditions of SANBAG's standard contract. In addition, Contractors are reminded that *any* comments regarding the Terms and Conditions of SANBAG's standard contract must be noted in the proposal. SANBAG reserves the right to disqualify any firm that does not provide written discussions of any disagreements it has relative to SANBAG's Terms and Conditions. SANBAG does not anticipate making any substantive changes to its Terms and Conditions.

VIII. CONFLICT OF INTEREST

The selected contractor will not be prevented from participating in future projects to the extent that no direct conflict of interest exists at the time. The determination of a conflict of interest, direct or incidental, shall be at the sole discretion of SANBAG.

IX. SCHEDULE FOR CONTRACTOR SELECTION

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SANBAG Board Approval (Anticipated)	May 5, 2010
Notice to Proceed (Anticipated)	May 5, 2010

Dates are subject to change. Additional information and schedule updates will be posted on SANBAG's internet website: www.sanbag.ca.gov under "Bids, RFPs and RFQs".

Contact List:

Appointment/Document Requests:	Ellen Pollema	(909) 884-8276
Questions/Comments:	Duane Baker	(909) 884-8276