



Request for Proposals

for Hillcrest Road Widening and Yerba Buena Island Multi-Use Pathway Project

Date Issued	Proposals Due	Expected Duration	Budget	DBE/SBE Goal	Contact
December 23, 2020	January 28, 2021 at 2:00 p.m. (electronically)	Two years	\$3,000,000	15%	Lily Yu Principal Management Analyst 415.522.4811 lily.yu@sfcta.org

SECTION I - NOTICE

Notice is hereby given that the San Francisco County Transportation Authority (Transportation Authority) is requesting proposals from qualified respondents (proposers) to assist in engineering and Caltrans environmental and right-of-way approval for the Hillcrest Road Widening and Yerba Buena Island (YBI) Multi-Use Pathway Project (Project).

Pre-Proposal Conference. Although attendance at the pre-proposal conference is not mandatory, proposers and sub-consultants are encouraged to attend a pre-proposal conference to be held via video conferencing. See the schedule in Section II for the conference date and time. Attendees are requested to confirm attendance by completing the online registration form at www.sfcta.org/contracting by 5:00 p.m. the day before the conference.

Questions. Questions may be submitted in writing by the stated deadline by e-mail to info@sfcta.org; please include "RFP 20/21-06 - Hillcrest Road Widening and YBI Multi-Use Pathway Project" in the subject line. The Transportation Authority's responses will be posted to www.sfcta.org/contracting by the date indicated in the schedule, and any addenda to the RFP will also be made available on that webpage prior to the proposal due date. Please see Section II for all important dates and deadlines.

SECTION II - SELECTION PROCESS SCHEDULE

Date	Phase/Item Due
December 23, 2020	Release of RFP
January 5, 2021 at 10:00 AM*	Pre-Proposal Conference. Register at www.sfcta.org/contracting .
January 6, 2021, 5:00 p.m.	Proposers to submit written questions to Transportation Authority
January 11, 2021*	Transportation Authority issues written responses to questions



January 28, 2021, 2:00 p.m.	Responses to RFP due electronically. Late submissions will not be accepted.
February 3, 2021*	Invitation(s) to interview issued to short list of proposers*(if necessary)
Week of February 8, 2021*	Interviews * (scheduled if necessary)
February 24, 2021*	The selection committee’s recommendation to Citizens Advisory Committee for award
March 9, 2021*	Recommendation to Transportation Authority Board for award
March 23, 2021*	Transportation Authority Board awards contract

* Subject to change

SECTION III - BACKGROUND

The Transportation Authority was created in 1989 by the voters of the City and County of San Francisco (City) to impose a voter-approved transaction and use tax (i.e., sales tax) of one-half of one percent to fund essential traffic and transportation projects as set forth in the San Francisco County Transportation Expenditure Plan (Prop B Expenditure Plan) for a period not to exceed twenty years. In November 2003, San Francisco voters approved a new 30-year Expenditure Plan (Prop K Expenditure Plan) that superseded Prop B and continued the one-half of one percent sales tax. Beginning July 1, 2017, the California Department of Tax and Fee Administration became the successor to the State of California Board of Equalization for administering and collecting sales tax revenues for the Transportation Authority.

The Transportation Authority Board consists of the eleven members of the Board of Supervisors (BOS) of the City, who act as Transportation Authority Commissioners; nonetheless, pursuant to California Public Utilities Code Section 131000 et seq., the Transportation Authority operates as a special purpose governmental entity, independent of the City.

The Transportation Authority is designated under State law as the Congestion Management Agency for San Francisco County. In this capacity, the Transportation Authority has a wide range of responsibilities which include preparing the long-range County-wide Transportation Plan, prioritizing state and federal transportation funds designated for San Francisco, developing and operating a computerized travel demand forecasting model, and implementing the state-mandated Congestion Management Program. The Transportation Authority is also the designated San Francisco Program Manager for the Transportation Fund for Clean Air Program, a state-mandated program that collects an annual vehicle registration surcharge and allocates the funds to transportation projects that improve air quality.

On November 2, 2010, San Francisco voters approved Proposition AA, establishing a new \$10 vehicle registration fee on motor vehicles registered in the City and designated the Transportation Authority as administrator of the fee. Revenues are used for local road repairs, pedestrian safety improvements, and transit reliability improvements throughout the City in accordance with the voter-approved Expenditure Plan.



On April 1, 2014, the BOS adopted a resolution designating the Transportation Authority as the Treasure Island Mobility Management Agency (TIMMA) to implement elements of the Treasure Island Transportation Implementation Plan (TITIP) in support of the Treasure Island/Yerba Buena Island Development Project. The TITIP calls for, and TIMMA will be responsible for implementing, the Treasure Island Mobility Management Program: a comprehensive and integrated program to manage travel demand on Treasure Island as the development project occurs, including an integrated congestion pricing program with vehicle tolling, parking pricing, and transit pass components. Assembly Bill 141 (Ammiano), signed in 2014, established TIMMA as a separate entity, providing a firewall between TIMMA and the Transportation Authority's other functions.

On November 5, 2019, San Francisco voters approved Proposition D - Traffic Congestion Mitigation Tax, establishing a surcharge on commercial ride-hailing trips within the City. Shared rides or rides taken in a zero-emission vehicle are charged 1.50%, and rides with a single occupant are charged 3.25%. After a 2% set aside for administration by the City and County of San Francisco, 50% of revenues are directed to the San Francisco Municipal Transportation Agency (SFMTA) for transit operations and improvements, and 50% transferred to the Transportation Authority for bicycle and pedestrian safety improvements, traffic calming, traffic signals, and maintenance. The tax is in effect until November 2045.

Project Background and Purpose

In planning for the Project, the Transportation Authority is working jointly with the Treasure Island Development Authority (TIDA). TIDA is established as a California nonprofit, public benefit corporation. TIDA has been designated certain powers under state and local legislation for the purpose of promoting the planning, redevelopment, reconstruction, rehabilitation, reuse, and conversion of the former Naval Station Treasure Island. Specifically, the Treasure Island Conversion Act of 1997, passed by the California legislature in 1997, granted to TIDA the State's authority to administer the Tidelands Trust on Treasure Island/YBI and enabled TIDA to be designated as a redevelopment agency under the California Community Redevelopment Law. The BOS established TIDA to manage the conversion of the former base - which includes portions of YBI - from military use to civilian reuse. The specific mission of TIDA is to redevelop the islands and ensure proper circulation for vehicles, transit, pedestrians, and cyclists. Additional information can be found at <https://www.sfcta.org/rfp-2021-06-hillcrest-road-widening-and-ybi-multi-use-pathway-project>.

The Project consists of widening the existing Hillcrest Road cross section between the planned Westside Bridges Improvement Project on the west side and the Southgate Road Interchange Improvement Project (currently under construction) on the east side. The Project connects these two projects together and will allow for: improved vehicular access to the San Francisco-Oakland Bay Bridge (SFOBB), a dedicated transit-only lane to the westbound lanes of the SFOBB serving expanded San Francisco Municipal Railway (Muni) bus service to/from San Francisco (part of the Westside Bridges project), and a dedicated lane to eastbound SFOBB that will serve future bus service provided by Alameda-Contra Costa Transit District (AC Transit) providing connection to/from Oakland. Additionally, the Project includes providing a Class I bike and pedestrian path to



complete the bicycle and pedestrian circulation network on YBI and facilitate bicycle and pedestrian access from Treasure Island and YBI to/from Oakland as well as a connection to the new planned Treasure Island ferry terminal. The Project will be designed in coordination with the Bay Area Toll Authority (BATA) efforts to accommodate a new Class I bicycle/pedestrian (bike/ped) path adjacent to the Project that will ultimately enable connection to the completed bike/ped path on the SFOBB eastern span, the bike/ped landing next to Quarters 9 on YBI, and the future bike/ped path planned by BATA on the western span of the SFOBB connecting commuters, cyclists, and pedestrians to/from downtown San Francisco.

The Project will install a single direction 2-lane roadway with a dedicated bike path from the Westside Bridges Project to the future I-80 interchange at Southgate Road. The total section will be 36-feet to 40-feet wide for the segment between the Westside Bridges project and over the I-80 Tunnel Portal (Portal), and 40-feet wide from south of the Portal to the Forest Road Intersection, where the Hillcrest/Southgate Road Interchange Project begins. The conceptual design includes removal of existing retaining walls and construction of new retaining walls set further into the steep hillside above Hillcrest Road, with design features to limit distractions to SFOBB drivers. The finished Project will include an asphaltic surface underlain by a concrete base, curb and gutter, retaining walls, retaining wall drainage, street and pedestrian level lighting, safety guardrails, bike/ped path handrails, drainage facilities, striping, signage and concrete barriers throughout its length.

The Project is anticipated to include the following scope:

- Project Engineering, Roadway Design, Retaining Wall Design, Bridge Engineering, Structural Engineering, Geotechnical Engineering, Traffic Engineering, and Technical Reports
- Bike and Pedestrian Multi-use Paths
- Right-of-Way Engineering
- National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) Environmental Document for the YBI Multi-use Pathway Project from the Macalla Road/Treasure Island Road intersection to the SFOBB East Span YBI bike landing
- Coordinate with other construction projects on YBI and Treasure Island
- Coordinate with the City, including San Francisco Public Works (SFPW), SFMTA, San Francisco Public Utilities Commission (SFPUC), San Francisco Planning (SF Planning), and San Francisco Arts Commission (SFAC)
- Coordinate with TIDA and Treasure Island Community Development
- Coordinate with the United States Coast Guard (USCG)
- Coordinate with California Department of Transportation (Caltrans)



- Coordinate with West Side Bridges and Southgate Road engineering and construction management teams
- Coordinate with YBI Multi-use Pathway Project team
- Coordinate with utility companies
- Obtain necessary environmental permits and authorizations, including Bay Conservation and Development Commission permit, National Pollutant Discharge Elimination System permit, etc.
- Obtain necessary approval from SFAC and incorporate necessary artistic features into the project design

SECTION IV - SCOPE OF SERVICES

The Transportation Authority seeks professional consultant services to provide the necessary design and engineering services to produce all necessary documents, services, permits, and approvals to successfully complete project design for the Project. The Transportation Authority has budgeted \$3,000,000 for this contract. Please note this is a ceiling and not a target. It is anticipated that a contract will be awarded for a two-year term. Award of the contract is contingent upon execution of a Memorandum of Agreement between the Transportation Authority and TIDA for this Project.

The Transportation Authority does not have office space available for this contract and, with the exception of progress and coordination meetings, all work shall take place virtually or at the consultant offices. Proposers should be prepared to mobilize within 48 hours following contract negotiations and contract award by the Transportation Authority Board.

The project development process for the Project will consist of preliminary engineering, City permitting, and Caltrans encroachment permit and Right-of-Way easement, final project design, preparation of Plans, Specifications/Special Provisions and Estimate (PS&E). This RFP covers all work tasks. The Transportation Authority maintains the right to provide written authorization for the selected consultant to proceed or continue with each task. The Transportation Authority also maintains the right to cancel any task, if the performance of the selected consultant team is unsatisfactory. The proposing teams will also be asked for their design qualifications with this RFP.

The successful firm shall demonstrate competency in all fields of expertise required by this RFP. The Transportation Authority is undertaking this effort in its capacity as Congestion Management Agency for San Francisco and in cooperation with TIDA, SFPW, SFMTA, SFPUC, SF Planning, and Caltrans District 04.

Specific tasks include: 1) Project Management; 2) Right of Way Engineering and Environmental Document; and 3) Project Engineering and Design. The tasks are detailed below.

TASK 1 - PROJECT MANAGEMENT



1.1 General Project Management – The selected consultant will perform the following project management tasks and activities:

- a) Supervise, coordinate, and monitor products development, for conformance with the Transportation Authority, TIDA, SFPW, SFMTA, SFPUC, SF Planning, and Caltrans standards and policies.
- b) Coordinate all design staff and any subconsultants to assure the free and timely flow of information for each task activity.
- c) Assure compliance with codes and standards, as acceptable to TIDA, SFPW, SFMTA, SFPUC, SF Planning and Caltrans, and as approved by the Transportation Authority. An example would be the use of City standards for arterials, local roads, utilities, retaining walls, and signage on TIDA right-of-way and Caltrans' standards in Caltrans' right-of-way.
- d) Assure that all documents requiring City (TIDA, SFPW, SFMTA, SFPUC, and SF Planning) oversight review are prepared in accordance with City standards, guidelines, and procedures.
- e) Assure that all documents requiring Caltrans' approval are prepared in accordance with Caltrans' standards, guidelines, and procedures.
- f) Prepare a detailed Critical Path Method (CPM) schedule within two weeks after the Notice to Proceed and submit an updated electronic file schedule on a monthly basis to Transportation Authority staff.
- g) Prepare agendas and minutes for project team meetings.
- h) Prepare and submit correspondences and memorandums.

1.2 Project Administration – The Consultant will perform the following project administrative duties:

- a) Prepare and submit monthly progress reports in the format directed by the Transportation Authority that will identify work performed on each task the preceding month. Percent complete compared to percentages billed for each task will be shown. Narratives will also compare progress in meeting the CPM schedule and will contain proposals for addressing any schedule issues.
- b) Prepare a monthly summary of total charges made to each task. This summary shall present the contract budget for each task, any re-allocated budget amounts, the prior billing amount, the current billing, total billed to date, and a total percent billed to date. Narratives will contain a brief analysis of budget-to-actual expenditure variances, highlighting any items of potential concern for Transportation Authority consideration before an item becomes a funding issue.



- c) Provide monthly reporting indicating the amount of Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) firm participation based upon current billing and total billed to date.
 - d) Provide a monthly invoice in the standard format determined by the Transportation Authority that will present charges by task, by staff members at agreed-upon hourly rates, with summary expense charges and subconsultant charges. Detailed support documentation for all consultant direct expenses and subconsultant charges will be attached.
- 1.3 Quality Assurance/Quality Control (QA/QC) - The selected consultant will establish and implement a QA/QC procedure for activities undertaken by staff and by subconsultants. The QA/QC procedure set forth for the project shall be consistent with Caltrans' most recent version of the "Guidelines for Quality Control/Quality Assurance for Project Delivery". The QA/QC process for this project will consist of the following minimum reviews:
- a) Discipline Review - Each responsible discipline leader will perform technical checking.
 - b) Peer Review/Coordination Checking - Coordination and independent checking activities will be performed by a separate group of engineers who have the capability to identify and evaluate coordination problems and to initiate, recommend, or provide solutions.
 - c) Constructability Review - A constructability review will be performed at major milestones.
- 1.4 Agency Coordination - The Transportation Authority and TIDA will jointly manage the work of the selected consultant. The selected consultant will coordinate with agencies as required for project development. Coordination effort will include the following organizations:
- a) TIDA
 - b) SFPUC
 - c) SFPW
 - d) SFMTA
 - e) SF Planning
 - f) Caltrans
 - g) Affected utility companies
 - h) Regulatory agencies
 - i) USCG
 - j) BATA/ Metropolitan Transportation Commission (MTC)



- k) Treasure Island Community Development
- l) California Department and of Housing and Community Development and Infill Infrastructure Grant
- m) SFAC
- n) Other stakeholders as necessary

1.5 Progress Meetings and Reporting - The selected consultant will attend, and conduct as necessary, the following meetings:

- a) Project Kick-Off meeting with Transportation Authority, TIDA, SFPW, SFMTA, SFPUC, SF Planning, Caltrans, and USCG to identify the issues to be resolved, and to review the project scope of work.
- b) Technical workshop meetings with Transportation Authority, TIDA, SFPW, SFMTA, SFPUC, BATA/MTC, USCG, Caltrans and other agencies to resolve identified issues.
- c) Design coordination meetings with in-house design team, subconsultants, West Side Bridges project team, Southgate Road Realignment project team, BATA/MTC, and USCG.
- d) Regular monthly Project Development Team (PDT) Meetings. The selected consultant will conduct each of these meetings. The Transportation Authority and TIDA will determine the location for the meetings. Required activities include the following:
 - i. Preparation and distribution of the agenda for the PDT meetings.
 - ii. Preparation and submittal of Status of Submittals Register.
 - iii. Preparation and distribution of meeting minutes, with action items clearly indicated, within five (5) days after each PDT Meeting.
- e) Public meeting(s) and hearing(s) to present preliminary alternatives and obtain public input in coordination with the Transportation Authority, TIDA, SFPW, SFMTA, SFPUC and SF Planning.
- f) Public hearing(s) as part of the environmental process consistent with City environmental process, Caltrans local assistance procedures manual and federal NEPA Guidelines.

Deliverables:

- Meeting Agendas, Minutes, Monthly Invoices and Reporting

TASK 2 - RIGHT OF WAY ENGINEERING, ENVIRONMENTAL DOCUMENT

Task 2 consist of all right-of-way engineering for the Project including obtaining Caltrans Encroachment Permit and USCG easements if necessary. Task 2 also includes preparing



supporting environmental documentation for YBI Multi-use Pathway Project from the Macalla Road/Treasure Island Road intersection to the SFOBB East Span YBI Viewing (bike) Landing. The YBI Multi-use Pathway Project is a separate project encompassing a transportation network for pedestrians and cyclists throughout Yerba Buena Island/Treasure Island. For the purpose of this RFP, the YBI Multi-use Pathway includes elements within the Hillcrest Road Widening segment. The Transportation Authority completed Yerba Buena Island/Treasure Island Multi-Use Pathway Feasibility Study which can be used as a guide for the design of the project. Please reference the Yerba Buena Island/Treasure Island Multi-Use Pathway Study at <https://www.sfcta.org/rfp-2021-06-hillcrest-road-widening-and-ybi-multi-use-pathway-project>. Task 2 will involve coordinating with BATA/MTC on a connection from the YBI Multi-use Pathway Project to the future Bay Bridge West Span Skyway Project which will continue the bicyclist/pedestrian path to downtown San Francisco.

It is assumed that the relevant document types will be a Categorical Exemption per CEQA and Categorical Exclusion per NEPA. The Transportation Authority will be the CEQA lead agency. Caltrans will be the NEPA lead agency.

Deliverables:

- All right-of-way engineering deliverables (Hard Copy, Appraisal Maps, Plat Maps, Legal Descriptions, etc.) prepared in accordance with City, USCG, and Caltrans standards
- Caltrans Encroachment Permit
- Right-of-Way Easement
- Coordination with USCG and TIDA
- Supporting environmental technical documents for YBI Multi-use Pathway Project from the Macalla Road/Treasure Island Road intersection to the SFOBB East Span YBI Viewing (bike) Landing.
- Environmental Task Kickoff to develop scope of work and project description for Environmental Document. Establish roles and responsibility, clarify project purpose, need and objectives, confirm project schedules, and identify compliance strategies and communication protocols. Clarify the requirements to fulfill NEPA and CEQA compliance.
- Public Scoping and Notice of Preparation
- Initial Studies including background studies or topics such as Visual Simulations, Transportation and Circulation, Utilities and Service Systems, Hydrology and Water Quality, Geology and Soils, Biological Resources, etc.
- Construction Discussion and Construction Impacts
- Environmental Documents



TASK 3 - PROJECT ENGINEERING AND DESIGN

Final design shall consist generally of the preparation of PS&E in accordance with current City and Caltrans standards. The final contract plans shall include all necessary plan sheets required for the complete construction of the Project. In addition, the selected consultant shall be responsible for the preparation, submittal, and approval of all accompanying documents (i.e., various design reports, utility relocations, permits, agreements, reports, survey notes, slope stake notes, SFPW permits and requirements, SFMTA permits and requirements, SFPUC permits and requirements, and Caltrans District Office Engineer/Headquarters Office Engineer permits and requirements). Below are the tasks that are anticipated to be performed, but the Transportation Authority reserves the right to add or eliminate any individual tasks and subtasks.

Task 3 will also include preliminary engineering, final design, and preparation of PS&E for the YBI Multi-use Pathway Project within the limits of the Hillcrest Road Widening project and connection to BATA's SFOBB West Span Skyway Project. The limits also extend to the existing SFOBB Eastern Span Viewing (bike) Landing on YBI next to Quarters 9 and Southgate Road. Please reference Yerba Buena Island/Treasure Island Multi-Use Pathway Feasibility Study at <https://www.sfcta.org/rfp-2021-06-hillcrest-road-widening-and-ybi-multi-use-pathway-project>. The YBI Multi-use Pathway segment may also include the incorporation of art plaques or street furniture.

3.1 PS&E (35% Submittal)

Deliverables:

- Geometric Approval Drawings including design exceptions if necessary
- 35% Plans including typical cross sections
- Structures Type Selection Report
- Survey
- QA/QC documentation
- 35% YBI Multi-use Pathway plans, drawings, and cross sections within limits of Hillcrest Road Widening project and connection to BATA's SFOBB West Span Skyway Project. The limits also extend to the existing SFOBB Eastern Span Viewing (bike) Landing on YBI next to Quarters 9 and Southgate Road. Please reference feasibility study.

3.2 PS&E (65% Submittal)

Deliverables:

- 65% Plans
- Geotechnical Materials Report



- Foundation Report
- Hydraulics Report
- All necessary City permits
- Draft Agreements and Permits (Caltrans and utility providers, etc.)
- Draft Storm Water Pollution Prevention Plan (SWPPP)
- Draft Construction Cost Estimate
- Electronic copy of plans, design, reports, draft permits, and draft agreements
- Traffic Management Plan
- Constructability Review
- Public Information Meeting Documents
- QA/QC documentation
- 65% YBI Multi-use Pathway plans, drawings, and cross sections within limits of Hillcrest Road Widening project and connection to BATA's SFOBB West Span Skyway Project. The limits also extend to the existing SFOBB Eastern Span Viewing (bike) Landing on YBI next to Quarters 9 and Southgate Road. Please reference feasibility study.

3.3 PS&E (95% Submittal)

Deliverables

- 95% Plans
- Draft Final SWPPP
- Construction Cost Estimate
- Constructability Review
- Draft Agreements and Permits (City, Caltrans, and utility providers, etc.)
- Electronic copy of plans, design, reports, draft permits, and draft agreements
- QA/QC documentation
- 95% YBI Multi-use Pathway plans, drawings, and cross sections within limits of Hillcrest Road Widening and connection to BATA's SFOBB West Span Skyway Project. The limits also extend to the existing SFOBB Eastern Span Viewing (bike) Landing on YBI next to Quarters 9 and Southgate Road. Please reference feasibility study.



3.4 PS&E (100% Submittal)

Deliverables:

- 100% Plans including all final Construction Details and Erosion Control Plans
- Final SWPPP
- Fully Edited Draft Final Special Provisions in Caltrans format if necessary
- Draft Final Construction Cost Estimate
- Bid-ability Review
- Final Agreements and Permits
- Electronic copy of plans, design, reports, draft permits, and draft agreements
- QA/QC documentation
- 100% YBI Multi-use Pathway plans, drawings, and cross sections within limits of Hillcrest Road Widening and connection to BATA's SFOBB West Span Skyway Project. The limits also extend to the existing SFOBB Eastern Span Viewing (bike) Landing on YBI next to Quarters 9 and Southgate Road. Please reference feasibility study.

3.5 Final PS&E (Final Submittal to include both Hillcrest Road Widening project and Yerba Buena Island Multi-use Pathway project within the limits of Hillcrest Road Widening project and connection to SFOBB West Span Skyway Project)

Deliverables:

- Final Contract Plans
- Final Reports, modified as necessary
- Final Agreements and Permits
- Final Special Provisions if necessary
- Final Construction Cost Estimate
- Resident Engineer's Files and Survey Files
- Permits (including all SFPW, SFMTA, and SFPUC permits), Agreements, Mitigation Reports
- Project Files



- Electronic copy of plans, design, reports, permits, agreements, estimates and Special Provisions
- QA/QC documentation

Project schedule: The Transportation Authority desires to adhere to the milestone schedule shown below for the selected consultant contract. The schedule is intended to include adequate time for review and comments by the appropriate participating agencies.

- Notice to Proceed (NTP) - March 2021
- 35% PS&E and all Task 3.1 deliverables - August 2021
- 65% PS&E and all Task 3.2 deliverables - December 2021
- 95% PS&E and all Task 3.3 deliverables - May 2022
- City Permits and Agreements, Caltrans Encroachment Permit and ROW Easement - June 2022
- 100% PS&E and all Task 3.4 deliverables - September 2022
- Final PS&E and all Task 3.5 deliverables - November 2022

Preparation of the preliminary engineering, environmental document for YBI Multi-use Pathway Project, City permits and approvals, and Caltrans encroachment permit shall commence immediately following receipt of a NTP from the Transportation Authority. The selected consultant/team shall be responsible for all work necessary to obtain all City (SFPW, SFMTA, SFPUC, SF Planning, SFAC, TIDA) permits and approvals, Caltrans encroachment permit and right-of-way, and complete Final PS&E, and shall comply with applicable local, State, and Federal standards.

SECTION V - RFP RESPONSE REQUIREMENTS: CONTENT AND FORMAT

All proposals should be clear, concise, and provide sufficient information to minimize questions and assumptions. Proposals should be limited to **15 pages** (no smaller than 12-point font shall be used), excluding cover letter, table of contents, the cost proposal, and the following items, which should be included as attachments: résumés and Disadvantaged Business Enterprise (DBE), and/or Small Business Enterprise (SBE) certifications. The Transportation Authority accepts no financial responsibility for any costs incurred in the preparation of proposals. Upon receipt by the Transportation Authority, all accepted proposals submitted in response to this RFP will become the property of the Transportation Authority.

Time and Place for Submission of Proposals. By the proposal submission deadline, the following must be transmitted:

- **Proposal** (written proposal): one (1) electronic copy (PDF) including all information herein requested. The cost proposal must include an electronic copy (XLS/XLSX format). Please



clearly specify in the subject line of the email transmittal: "Response to RFP 20/21-06 for Hillcrest Road Widening and YBI Multi-Use Pathway Project".

- **Cost proposal** (in a separate electronic file): one electronic copy (XLS/XLSX format) including all information herein requested. Please name the file: "Cost Proposal for RFP 20/21-06" and submit along with the proposal.

The proposals must be transmitted electronically to the Transportation Authority at the following address: info@sfcta.org.

All responses must be in writing and identified as to content and be received by the Transportation Authority by the due date. Proposals received later than the date and time specified in Section II above will be rejected.

Cover Letter. Proposers must submit a letter of introduction for the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal. The cover letter must also include the following content in the format as shown:

<p>1. Project Manager (The individual in charge of the scope of services, and who will be the Transportation Authority's contact throughout the contract duration)</p> <p>Name: Title: Address: City, State, ZIP: Phone Number: Email:</p>
<p>2. Selection Process Lead (The individual to whom correspondence and other contacts should be directed during the consultant selection process)</p> <p>Name: Title: Address: City, State, ZIP: Phone Number: Email:</p>



<p>3. Negotiating Officer (The individual who will negotiate with the Transportation Authority and who can contractually bind the proposer’s firm)</p> <p>Name: Title: Address: City, State, ZIP: Phone Number: Email:</p>
<p>4. Company Headquarter Office</p> <p>Address: City, State, ZIP: Phone Number:</p>
<p>5. List proposed co-venture arrangements or sub-consultants, if any:</p> <p>1. Company: DBE/SBE status: Percentage of involvement: Name: Title: Address: City, State, ZIP: Phone Number: Email:</p> <p>2. ...</p>
<p>6. <input checked="" type="checkbox"/> This letter is signed by an officer that is authorized to bind the proposer contractually.</p>
<p>7. <input checked="" type="checkbox"/> This proposal is firm for a 120-day period from the proposal submission deadline.</p>

Content. Proposals must contain the following five sections:

- 1. Proposer Information and Understanding of Project Objectives.** In this section, the proposer must provide a discussion demonstrating an understanding of the services to be provided, the challenges for each task, and their significance to the Transportation Authority.
- 2. Technical and Management Approach.** In this section, the proposer must describe its approach to the delivery of the services included in Section IV. This section must (1) reflect the proposer’s knowledge of, and ability to demonstrate, a sound approach to the requested services, and (2) include a discussion on potential impacts to cost, scope, and schedule based



on lessons learned, including any recommendations the consultant proposes to lower and/or control costs given the proposed scope of the project.

Proposer must provide the names and positions of all staff for the proposed team. An organization chart should be included that clearly establishes principal team member firms and sub-consultants, if any. Proposer must also identify any specialty sub-consultants that would not necessarily be part of the core team but would be available on an as-needed basis for specialty support. The proposal should also designate the Project Manager in charge of the scope of services and the Transportation Authority's contact throughout the contract duration. In addition, the proposal should briefly address how the efforts of each of the team members will be coordinated.

Proposals must discuss workload for all key team members, indicating their expected availability, the percentage of their time that will be devoted to the Transportation Authority's contract, and any other assurances as to their ability to provide the requested services in a responsive and timely manner. The description of the management approach should address proposed response time standards and how the management and team structure will help to meet those standards.

3. **Capabilities and Experience.** Proposers must state the qualifications and experience of the proposed team, emphasizing the specific qualifications and experience acquired while providing services similar to those being sought by the Transportation Authority, particularly for the Project Manager and other key project staff members assigned to the Project. Except under certain circumstances beyond the proposer's control, the Transportation Authority will not accept substitutions of key members of the team put forth as part of the winning proposal.

This section must include the following information:

- Names of Project Manager and team members;
- Résumés of all technical personnel to be assigned to work within the scope of services as outlined in Section IV (provide as attachments; résumés will not count toward the page limit);
- Statement of proposer's background and experience related to activities and services being sought through this RFP;
- Brief description of similar projects for which the proposer has provided services during the past five (5) years, including the following information:
 - Client, including reference contact information
 - Project description and location
 - Description of services
 - Total value of services provided
 - Actual budget performance vs. projected
 - Actual schedule performance vs. projected
 - Key personnel involved



- o Sub-consultants employed

4. **Assurances and Miscellaneous Items.** In this section, proposals must provide the following information:

- a. Proposers must complete and include the exhibits listed below within the submittal. These exhibits do not count toward the page limit; please provide as attachments to proposal. Exhibit samples are attached to this RFP.

Exhibit	Prime Consultant	Subconsultant(s)
Exhibit A - Terminated Contracts	X	X
Exhibit B - Workforce Data Spreadsheets	X	X

- b. Proposers must provide the names, telephone numbers, and email addresses of at least three references, in addition to Transportation Authority staff, if any. The references should cover work performed by the Project Manager and other key project staff members, and should be for work recently performed and similar in nature to the services sought in this RFP. The references must include a brief description of the projects involved and the roles of the respective team members in successfully completing the project.
- c. Proposers must specify any potential or perceived conflicts of interest which would disqualify its firm from doing business with the Transportation Authority. If proposers are unaware of existing or foreseeable conflicts of interest, a simple statement will suffice. However, proposers should provide a brief description of each apparent, existing, or foreseeable conflict of interest, if any. In addition, list all relevant assignments completed for the City and County of San Francisco within the last five (5) years, and any involvement with Transportation Authority-funded projects, to enable the Transportation Authority to identify any possible conflicts of interest.
- d. Proposers must list any political contributions of money, in-kind services, or loans made to any current member of the Transportation Authority Board of Commissioners within the last three (3) years by management positions of the proposed consultant or sub-consultant. If proposers are unaware of any political contributions, a simple statement will suffice. However, if proposers are aware of any political contribution, proposals should include details, such as to whom, what type of contribution, the date, and the amount.
- e. Proposers must clearly designate financial submittals or other materials in its submittal, if any, which it in good faith believes to be a trade secret or confidential proprietary information protected from disclosure. See Section IX below, for further details on public disclosure of responses and other materials.
- f. Proposers shall acknowledge receipt and understanding of the following Transportation Authority contracting requirements and state its ability and willingness to comply with each of them in its proposal. The Transportation Authority does not intend to deviate from its standard contract language.



i. Insurance

Prior to commencement of work, the Transportation Authority will require the successful proposer to provide evidence of appropriate insurance coverage. The Transportation Authority's standard contract requires firms to maintain, during the full term of the contract term, insurance in the following amounts and coverages:

1. Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident;
2. Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations;
3. Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable; and
4. Professional Liability Insurance with limits not less than \$2,000,000 per claim. Sub-consultants providing professional services under this Agreement shall be added to Contractor's policy as additional insured, or shall provide evidence of their own professional liability insurance which is acceptable to the Transportation Authority's Executive Director.

Such coverage must be provided by an insurance company authorized to do business in the State of California. Commercial General Liability and Business Automobile Liability insurance policies must name the San Francisco County Transportation Authority as an Additional Insured and that the policies will not be cancelled or materially changed without thirty (30) days prior notice in writing to the Transportation Authority. Describe if your firm's insurance coverage and amounts meet the above-stated contract limitations.

ii. Indemnification

5. **Generally.** To the fullest extent permitted by law, Contractor shall assume the defense of (with legal counsel subject to approval of the Transportation Authority), indemnify and save harmless the Transportation Authority, its boards, commissions, officers, and employees (collectively "Indemnitees"), from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of the Contractor or its sub-consultants), expense and liability of every kind, nature, and description (including, without limitation, incidental and consequential damages, court costs, attorneys' fees, litigation expenses, fees of expert consultants or witnesses in litigation, and costs of investigation), that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence,



recklessness, or willful misconduct of the Contractor, any sub-consultant, anyone directly or indirectly employed by them, or anyone that they control (collectively, "Liabilities").

6. **Limitations.** No insurance policy covering the Contractor's performance under this Agreement shall operate to limit the Contractor's Liabilities under this provision. Nor shall the amount of insurance coverage operate to limit the extent of such Liabilities.

The Contractor assumes no liability whatsoever for the sole negligence, active negligence, or willful misconduct of any Indemnitee or the contractors of any Indemnitee.

7. **Copyright Infringement.** Contractor shall also indemnify, defend and hold harmless all Indemnitees from all suits or claims for infringement of the patent rights, copyright, trade secret, trade name, trademark, service mark, or any other proprietary right of any person or persons in consequence of the use by the Transportation Authority, or any of its boards, commissions, officers, or employees of articles or services to be supplied in the performance of Contractor's services under this Agreement. Infringement of patent rights, copyrights, or other proprietary rights in the performance of this Agreement, if not the basis for indemnification under the law, shall nevertheless be considered a material breach of contract.

iii. Incidental and Consequential Damages

Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that Transportation Authority may have under applicable law.

5. **Cost.** The cost proposal will not count toward the page limit and must be submitted as a separate electronic file. This contract will be on a cost-reimbursement basis, which provides for payment of the successful proposer's allowable incurred costs, to the extent prescribed in the contract, plus a fixed fee. The cost proposal must include a matrix with columns for hourly rate, classification, and names for all personnel and/or sub-consultants involved in the work described in Section IV above. It also must include a breakdown of hours and costs for each task listed in the scope of work. In addition, the cost proposal must include a billing rate schedule by classification for the prime and all sub-consultants and must contain a breakdown of all cost components to include: unloaded labor base rate, other direct costs, indirect cost rate, and net fee. The cost proposal may include a percentage of any expected salary increases or cost of living adjustments, not to exceed 3% annually. The cost proposal must include a method for establishing rates for personnel or classifications not listed. Sub-consultant costs, travel, and all other direct costs will be reimbursed at cost with no markup allowed. The fee (profit) for prime consultant and sub-consultants shall be negotiated and in any event shall not exceed 10% of respective labor costs comprised of the total of wages, overhead, general and administrative expenses within the cost proposal.



SECTION VI - EVALUATION CRITERIA AND METHOD OF AWARD

The proposals will be evaluated by a selection committee appointed by the Executive Director and scored (maximum of 100 points) using the following criteria:

1. Proposer Information and Understanding of Project Objectives. (15 points)

- a. Responsiveness to all items requested in the RFP, such as completeness of submission, adherence to required page limits, overall organization, and clarity of proposal; and
- b. Understanding of the services to be provided, particularly in relation to the Transportation Authority, and challenges for each task.

2. Technical and Management Approach. (40 points)

- a. Effectiveness of the proposed work plan, program, and method of execution;
- b. Technical solutions to meet the scope of services; insight and understanding of special issues, problems and constraints, approach towards mitigating and resolving them;
- c. Effectiveness of the team's organizational structure in executing and managing the tasks;
- d. Management approach in providing technically sound and cost-effective services; and
- e. Ability/capacity to provide timely, qualified, and adequate staffing and services to support project demands.

3. Capabilities and Experience. (45 points)

- a. Capability of project team, specific relevant experience, qualifications, and expertise of each firm and subconsultant firm, especially the proposed key personnel; and
- b. Client references as to past project performance.

Evaluation Process. The selection committee retains the right to independently verify and evaluate relevant experience and client references, including any sources not mentioned in the proposal.

Submittals receiving an initial score of less than 70 points will not be considered further in the selection process. Proposers that have received a score of 70 points or higher may, at the Transportation Authority's sole discretion, be invited to an interview with the selection committee. The Transportation Authority reserves the right to not conduct oral interviews and determine the winning proposer based solely on the written proposal. If oral interviews are held, individuals who are identified as key personnel in the proposal are required to participate in the interview. Based on the results of the interview, the selection committee may adjust initial scores on the evaluation criteria identified above to arrive at the final evaluation score. The proposer with the highest final evaluation score shall be determined as the top proposer. Proposers who do not arrive for a scheduled interview, if one is held, will no longer be considered further in the selection process.

Once the top proposer has been identified and the proposer's cost and pricing data has been reviewed, Transportation Authority staff will start contract negotiations with that proposer. If



contract negotiations are not successful, the second-ranked proposer may be asked to negotiate with the Transportation Authority. The goal of such negotiations will be to agree on a final contract that delivers the services and work described in this RFP at a fair and reasonable cost to the Transportation Authority. The award, if any, will be made to the proposer whose submittal is most responsive to the RFP and deemed most advantageous to the Transportation Authority. The Transportation Authority reserves the right to modify and/or suspend any and all aspects of this procurement, to obtain further information from any firm or person responding to this procurement, to waive any informality or irregularity as to form or content of this procurement or any response thereto, to be the sole judge of the merits of the proposals received, and to reject any or all proposals.

SECTION VII - DBE AND SBE REQUIREMENTS

DBE/SBE Policy. It is the policy of the Transportation Authority to make good faith efforts to solicit and obtain quotes, bids, or proposals from DBEs and SBEs, and to give small businesses the maximum feasible opportunity to participate in the performance of contracts funded in whole or in part with Transportation Authority resources. The Transportation Authority strongly encourages joint ventures among professional firms as a way to meet the Transportation Authority's DBE/SBE participation goals. Assistance in the formation of such joint ventures and/or associations may be obtained through the Human Rights Commission.

The Transportation Authority has established a DBE/SBE goal of **13%** for this contract. Firms that propose as **13%** DBE certified by the California Unified Certification Program or **13%** SBE certified by the California Department of General Services, or a combination of DBEs and SBEs totaling **13%** will satisfy the DBE/SBE goal. Lesbian, Gay, Bisexual and/or Transgender Business Enterprises (LGBTBE), certified by the California Public Utilities Commission Supplier Clearinghouse, will also be counted toward the contract goal. Disabled Veteran Business Enterprise (DVBE) firms certified by the California Department of General Services will be considered as SBEs and will be counted toward the contract goal. Firms do not need to be certified by all agencies to meet the DBE/SBE requirements. Businesses must be certified by the proposal due date.

Certifications. Firms are requested to provide all applicable certificates or proof of certification along with their proposal, which will not count against the page limit. The Transportation Authority accepts certifications issued by the California Unified Certification Program, the California Department of General Services, or the California Public Utilities Commission Supplier Clearinghouse.

SECTION VIII - PROCUREMENT PROTEST AND APPEAL POLICIES AND PROCEDURES

The Transportation Authority has established protest procedures, which apply to all procurements of supplies, equipment, and services. Proposers must file protests with the Transportation Authority no later than five (5) business days after notice, actual or constructive, by the



Transportation Authority's Executive Director or her designee, that either their bid (or proposal) is not being considered further, or a recommendation has been made to the Board to award to another bidder. Copies of these policies and procedures are kept at the Transportation Authority's offices and are available upon written request.

SECTION IX - NOTE REGARDING PUBLIC DISCLOSURE OF RESPONSES AND OTHER MATERIALS

Under the California Public Records Act (PRA; Government Code sections 6250 *et seq.*), records, information, and materials submitted to the Transportation Authority, not otherwise exempt, are subject to public disclosure. Immediately after the contract has been awarded, the materials submitted by all proposers will be open to inspection. Each party submitting a response to the RFP should clearly designate financial submittals or other materials, if any, which it in good faith believes to be corporate proprietary information, including trade secrets, protected from disclosure; if no materials are designated, the submitted proposal in its entirety may be subject to PRA. To the extent permitted by law, the Transportation Authority will attempt to maintain the confidentiality of such information by providing the proposer with notice that it has received a request. If the proposer desires that such materials not be disclosed, it may, at its own expense, take appropriate legal action to prevent such disclosure. However, such confidentiality cannot be assured, and the Transportation Authority will not be liable for the public disclosure of any material submitted to it.

APPENDICES AND EXHIBITS

The following documents are attached:

- Exhibit A - Terminated Contracts
- Exhibit B - Workforce Data Spreadsheets

Exhibit A – Terminated Contracts

Proposers must provide a list of contracts terminated (partially or completely) by clients for convenience or default within the past three (3) years. For each contract, the list must include the following information:

- Contract number;
- Contract value;
- Description of work;
- Sponsoring organization name; and
- Sponsoring organization key contact information, including name, title and current telephone number.

Proposer does not have any terminated contracts by clients for convenience or default within the past three (3) years.

Authorized Signature

Date Signed

Printed Name

Title

Firm Name

**Exhibit B – Workforce Data Spreadsheet
#1 Breakdown of existing employees**

Name of firm: _____

Address: _____

EMPLOYEE * CATEGORIES	TOTAL EMPLOYEE		AFRICAN AMERICAN		HISPANIC		ASIAN/ PAC. ISL.		AMER. IND./ ALAK. NTV.		TOTAL MINORITY		PERCENTAGE WHITE		PERCENTAGE MINORITY	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials																
Managers																
Professionals																
Technicians																
Admin. Support																
Trainees																
Others																
Full-time																
Part-time																
TOTAL																

COMPLETED BY Name: _____ Title: _____ Date: _____

* If the list of occupations on the left side of the workforce data form does not match your occupation titles, please modify the data form to indicate occupations particular to your organization.

Exhibit B – Workforce Data Spreadsheet #2
Breakdown of employees hired in last 12 months

Name of firm: _____

Address: _____

EMPLOYEE CATEGORIES	TOTAL EMPLOYEE		AFRICAN AMERICAN		HISPANIC		ASIAN/ PAC. ISL.		AMER. IND./ ALAK. NTV.		TOTAL MINORITY		PERCENTAGE WHITE		PERCENTAGE MINORITY	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials																
Managers																
Professionals																
Technicians																
Admin. Support																
Trainees																
Others																
Full-time																
Part-time																
TOTAL																

COMPLETED BY Name: _____ Title: _____ Date: _____

* If the list of occupations on the left side of the workforce data form does not match your occupation titles, please modify the data form to indicate occupations particular to your organization.