



Request for Proposals 25/26-02

for Consulting Services for the Pennsylvania Avenue Extension Bridging Study

DATE ISSUED	PROPOSALS DUE	EXPECTED DURATION	BUDGET	LBE/SBE/SFCTA DBE GOAL	CONTACT
October 31, 2025	December 19, 2025 at 2:00 p.m. (electronically)	Up to 2 years	Up to \$1,050,000	13%	Ron Leong Management Analyst ronald.leong@sfcta.org

SECTION I – NOTICE

Notice is hereby given that the San Francisco County Transportation Authority (Transportation Authority) is requesting proposals from qualified proposers to provide consulting services for the Pennsylvania Avenue Extension (PAX) Bridging Study (Study).

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 Zoom. See the schedule in Section II for the conference date and time. Attendees are requested to confirm attendance by completing the online registration form [here](#) by 5:00 p.m. the day before the conference.

Questions. Questions may be submitted in writing by the stated deadline in Section II by e-mail to info@sfcta.org; please include "RFP 25/26-02 - PAX Bridging Study" 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
October 31, 2025	Release of RFP
November 7 5:00 p.m.	Pre-proposal conference attendees requested to submit registration here .
November 10 11:00 a.m.	Pre-Proposal Conference via Zoom



DATE	PHASE/ITEM DUE
November 12 5:00 p.m.	Proposers to submit written questions to Transportation Authority
November 20*	Transportation Authority issues written responses to questions
December 19, 2025 2:00 p.m.	Responses to RFP and sealed/separate cost proposals due electronically. Late submissions will not be accepted.
January 8, 2026*	Invitation(s) to interview issued to short list of proposers* (if necessary)
January 14-16*	Interviews* (scheduled if necessary)
TBD*	The selection committee's recommendation to Community Advisory Committee for award
TBD*	Recommendation to Transportation Authority Board for award
TBD*	Transportation Authority Board awards contract

* Subject to change

SECTION III – BACKGROUND

Project Background and Purpose

In 2018, the San Francisco Planning Department completed the Railyards Alignment and Benefits Study (RAB) which, among other components, considered options for future configuration of the Caltrain rail alignment to the Salesforce Transit Center. The RAB recommended an underground alignment beneath Seventh Street and Pennsylvania Avenue, connecting to the planned alignment for The Portal project.

The Portal project (also known as the Downtown Rail Extension) is led by the Transbay Joint Powers Authority (TJPA) and will construct a tunneled alignment to connect the rail corridor from the Railyards site to the Salesforce Transit Center, with a planned revenue service date in the mid-2030s. The Portal is environmentally cleared and is currently in the procurement phase. The Portal has advanced to an approximately 30 percent design level.

The Pennsylvania Avenue Extension (PAX or the Project) is a planned future project, which would expand the rail corridor's tunneled alignment, extending southward from the future underground 4th and Townsend Station (to be constructed as part of The Portal). PAX will grade separate existing at-grade rail crossings at Mission Bay Drive and 16th Street. The Project will improve connectivity between Mission Bay and adjacent neighborhoods, improving emergency access, pedestrian safety, bus transit reliability, and traffic management.



In 2022, the Transportation Authority completed the PAX Project Initiation Study (Concept Study). The Concept Study developed and evaluated a range of conceptual alignment options for the Project, reflecting different tunnel lengths, configurations, and construction approaches. The Concept Study identified three broad potential design options for the Project, based on a preliminary evaluation of constructability, cost, risk, environmental considerations, and benefits. The Concept Study also considered the future connection with The Portal. The Concept Study did not identify a recommended Project option.

Planning for PAX requires close coordination and consultation with multiple partners. The Project will have interfaces with The Portal (led by TJPA) at the 4th and King Railyards site (Railyards Site), which is also Caltrain's northern terminus. The Portal will be constructed and completed prior to potential future implementation of PAX. The Project will serve Caltrain rail operations and, in the future, service by the California High-Speed Rail Authority (CHSRA). In 2024, Caltrain completed the Caltrain Corridor Crossings Delivery Guide, which defines Caltrain's processes and procedures related to the implementation of grade separation projects.

Prologis, a private entity, owns the Railyards Site. Caltrain holds a perpetual easement to use the Railyards Site for rail purposes. In 2024, Caltrain and Prologis concluded the Railyards Preliminary Business Case (PBC) process. The PBC investigated multiple long-term options for the future configuration of the Railyards Site, consisting of: 1) potential land use development; and 2) and associated modifications/improvements to rail infrastructure (together, constituting the Railyards Project). Through the PBC, Prologis identified a potential first phase for the Railyards Project (Prologis Phase One Concept) that focuses on two portions of the site, specifically: 1) the site of the current station headhouse (adjacent to 4th Street); and 2) the northwest corner of the site (near 7th and Townsend streets). TJPA plans to use a portion of the Railyards Site for construction of The Portal; TJPA, Caltrain, and Prologis are coordinating with respect to The Portal's needs at the Railyards Site. Caltrain, Prologis, and the City and County of San Francisco (CCSF) are working together to advance consideration of the Railyards Project; this work is anticipated to include: a development Project Application; environmental review; and preparation of formal agreements, among other activities.

Major stakeholders for projects related to the Railyards have entered into a Memorandum of Understanding (Railyards MOU) to coordinate planning and project development activities, including for The Portal, the Railyards Project, and PAX. Parties to the Railyards MOU are the Transportation Authority, Caltrain, CCSF, TJPA, CHSRA, and Prologis.

Study Objectives

The Transportation Authority is undertaking the PAX Bridging Study to address the following primary objectives:

- Develop stated requirements for PAX design and construction, with consideration of related projects.
- Investigate opportunities to reduce PAX cost and risk.
- Coordinate with related projects.



- Engage with partner agencies, stakeholders, and the community.
- Identify potential next steps for the Project.

These objectives will be addressed through a technical and engagement work program, consistent with the below Scope of Services.

SECTION IV – SCOPE OF SERVICES

The Transportation Authority seeks a qualified consultant team (Consultant) to provide planning, engineering, engagement, and project development services for the PAX Bridging Study.

Approach to Consultant Scope of Services

The Transportation Authority plans to progress the Study in two phases, as follows:

- Phase A: Project Requirements and Optioneering (Tasks 1-5)
- Optional Phase B: Project Advancement (Tasks 6-9)

The Transportation Authority plans to award a contract to the selected Consultant for Phase A. If the Transportation Authority determines in its sole and absolute discretion that the selected Consultant has performed Phase A satisfactorily and that there is a need to proceed to Phase B, the Transportation Authority will amend the Consultant contract to include some or all of Phase B. The Transportation Authority reserves the right to conclude the Bridging Study at the completion of Phase A, or to re-procure and to select a different consultant for Phase B. Authorization for future task(s), if any, will be at the Transportation Authority's sole and absolute discretion and will be by amendment to the Consultant contract.

The Transportation Authority has budgeted up to \$700,000 in Consultant costs for Phase A, and up to \$350,000 in Consultant costs for Phase B. Please note that these are ceilings, not targets.

Phase A: Project Requirements and Optioneering

Phase A will consider Project design, constructability, and integration with adjacent/interfacing projects focusing on the north end of the Project alignment (e.g., with The Portal project and Railyards Project). Phase A will also: explore potential opportunities to reduce Project cost and risk; and coordinate and engage with Project partners. A key outcome for Phase A is to increase confidence in the ability to construct the Project in the future, including protection for the Project in the context of related projects. Approximately 12 months are anticipated for the completion of core Phase A tasks.

Task 1 - Project Management and Partner Engagement

1.1 Phase A Project Management

Prepare an updated Work Plan for organizing the technical and engagement activities of Phase A, including considerations for options development, coordination/integration with related studies/projects, and other issues as appropriate. Review and revise this Work Plan in collaboration with Transportation Authority staff.



Conduct ongoing project management activities. Convene and facilitate regular project management meetings with the Transportation Authority. Maintain Study work plan, schedule, and other project management tools. Support management of Study issues and Study-phase risks.

As directed, prepare periodic presentations to executive staff.

Deliverables:

- *Work Plan and Schedule*
- *Project management tools and regular meetings with Transportation Authority Staff*
- *Project update presentations*

1.2 Phase A Partner Engagement

Conduct engagement during Phase A with Project partners, including through a Study Technical Advisory Committee (TAC), with representation including CCSF departments, Caltrain, CHSRA, TJPA, Caltrans, Metropolitan Transportation Commission (MTC), and other partners as appropriate. Engage directly with partners as required for agency-specific needs. Periodically engage with the Railyards MOU Staff Working Group.

Deliverables:

- *Partner engagement materials*

Task 2 - Requirements and Constructability

2.1 Owner's Project Requirements

Develop a clear set of Owner's Requirements for the Project, with a focus on the northernmost segment of the Project and associated interfaces. These Requirements are intended to serve as Project inputs to related projects (as such projects may advance on timelines independent of PAX), in order to provide for and protect for the future ability to construction, commission, and operate the Project. Engage with Caltrain, TJPA, and other partners as required for this task.

Development of Task 2.1 will be supported by Tasks 2.2, 2.3, and 2.4. The Consultant team will serve as technical and strategic advisor to the Transportation Authority in order to identify the appropriate focus and level of detail for these requirements, so as to effectively serve the Project's needs and engage with partners.

Deliverables:

- *Owner's Project Requirements (Draft)*
- *Owner's Project Requirements (Revised)*

2.2 Adjacent and Interfacing Projects

Refine and/or develop sketch-level design concepts for the Project's relationship with adjacent projects and interfacing projects. This work is planned to focus on adjacencies at or near the Railyards site, where the PAX alignment is most fixed and where other significant infrastructure and development work is advancing (including The Portal and Railyards Site Development). Task 2.2 will be supported by Tasks 2.3 and 2.4.



Advise on the approach to considering and planning for Project interfaces in the context of multiple projects and relevant uncertainties. Develop conceptual approaches to enabling and facilitating the future construction of PAX under multiple scenarios for the sequencing of PAX and related projects. Engage with Caltrain, TJPA, and other partners as required for this task; conduct technical review sessions/meetings with relevant partners and respective technical advisors.

Deliverables:

- *Initial concept design development for interfaces with related projects*
- *Materials to support engagement with partners*
- *Supporting technical deliverables, as required*

2.3 Constructability

Refine the construction approach for the Project, with a focus on adjacent/interfacing projects. Engage with Caltrain, TJPA, and other partners as required for this task. Provide input to Task 2.1.

Deliverables:

- *Technical memorandum: Constructability assessment*

2.4 Phasing and Sequencing

Study the phasing of the Project relative to related/adjacent/interfacing projects, including consideration of multiple scenarios for the progression of independent projects over time. Engage with Caltrain, TJPA, and other partners as required for this task. Provide input to Task 2.1.

Deliverables:

- *Technical memorandum: Phasing/sequencing assessment*

Task 3 - Option Development and Refinement

3.1 Review of Options, Constraints and Opportunities

Review Project options, constraints, and opportunities, with the goal of identifying potential approaches to reduce costs, mitigate risks, and manage constraints. The review will consider Project options developed through the PAX Concept Study and, as appropriate, will also include refined and/or new sketch-level conceptual options. These additional options may include options proposed by the Study TAC and/or Project partners; options proposed by the Consultant team; options previously considered and screened; options enabled by relaxation of previously assumed constraints; etc. To prepare for the review, consider previous designs, studies, and other existing base information.

Design, prepare for, and facilitate an intensive technical review workshop with the Transportation Authority and other agencies, as appropriate. Develop executive-level briefing materials summarizing the workshop and its initial outcomes. Prepare a memorandum to synthesize the review of options and constraints, including description of refined/new options, and recommendations for additional work.

Deliverables:

- *Meeting Materials: Options/Constraints/Opportunities Technical Workshop*



- *Executive Briefing Deck*
- *Technical Memorandum: Options Review*

3.2 Project Options Design Development

Guided by the outcomes of Task 3.1 (and coordinated with Tasks 2.1 through 2.4), undertake design investigation and early concept-level design development, to advance understanding of options for the Project. Conduct initial analysis of new and/or refined options. It is anticipated that Task 3.1 will advance new/refined options to enable initial comparison to previously developed options, within the parameters of Phase A schedule and budget.

Deliverables:

- *Project Options Design Development*
- *Options Analysis*

3.3 Utility Analysis

To support Tasks 3.1 and 3.2, conduct utility analysis as appropriate. This Task may consist of concept design development and associated analysis and could also consist of review/input of work undertaken by utility owners (e.g., CCSF). The specific scope of Task 3.3 will be determined by the Transportation Authority with the input of Project partners and the Consultant; the approach may also be informed by work under Tasks 3.1 and 3.2.

Deliverables:

- *Utility Analysis documentation, as directed*

3.4 Planning-Level Cost and Schedule

Develop coarse capital cost estimates and characterization of Project schedule and risk. For 3 previously developed options, update capital costs and schedule with current assumptions; for up to 3 new/refined options, develop initial/high-level capital cost estimates and implementation schedules.

Deliverables:

- *Technical Memorandum: Updated/New Capital Costs and Schedules*

3.5 Supporting Technical Analyses

Undertake supporting technical analyses, to advance understanding of Project options, consistent with the Study Work Plan, and within Phase A's constraints of schedule and budget. Potential sub-tasks could include other existing infrastructure analysis; operations analysis; climate and/or resilience analysis; and/or other sub-tasks to be identified.

Deliverables:

- *Technical Memoranda: Supporting Technical Analyses*

Task 4 - Support for Community Engagement

Provide support to engagement with stakeholders and the broader community. Provide technical staff support for stakeholder and/or community meetings. The Transportation Authority anticipates



separately engaging other consultant(s) to provide public engagement services, to the extent such services are required for Phase A of the Study.

Deliverables:

- *Technical support for stakeholder/community engagement activities*

Task 5 - Phase A Study Report

Upon sufficient completion of Phase A tasks, prepare a Phase A Study report to document the activities of Phase A and document findings and recommendations. As directed, prepare a draft work plan for Phase B of the Bridging Study, reflecting the recommended approach to further work. As necessary, support Transportation Authority staff in engagement processes with agency leadership and with Project partners, in order to successfully conclude Phase A.

Deliverables:

- *Phase A Study Report*
- *Phase B Work Plan (draft)*

Phase B: Project Advancement (Optional)

Phase B, if pursued, would continue to advance the Project, guided by the outcomes of Phase A.

Approximately 12 months are anticipated for the completion of core Phase B tasks. Given that Phase B will be guided by the outcomes of Phase A, this RFP provides less detail with respect to the specific scope of certain Phase B tasks.

Task 6 - Phase B Project Management and Partner Engagement

6.1 Phase B Project Management

Prepare an updated draft of the Phase B work plan. Conduct ongoing project management activities. Convene and facilitate regular project management meetings with the Transportation Authority. Maintain Study work plan, schedule, and other project management tools. Support management of Study issues and Study-phase risks.

Deliverables:

- *Phase B work plan (revised)*
- *Phase B schedule*
- *Project management tools and regular meetings with Transportation Authority staff*

6.2 Phase B Partner Engagement

Conduct engagement during Phase B with Project partners, including with CCSF departments, Caltrain, CHSRA, TJPA, Caltrans, MTC, and other partners as appropriate. Engage directly with partners as required for agency-specific needs. Periodically engage with the Railyards MOU Staff Working Group.

Deliverables:

- *Partner engagement materials*



Task 7 - Project Technical Advancement

7.1 Phase B Design and Other Technical Studies

Undertake design work and technical studies associated with PAX Project Options, consistent with the Phase B work plan. Potential sub-tasks are as follows:

- Design Development/Refinement
- Existing Infrastructure Assessment
- Utility Analysis
- Surface Transportation/Traffic Analysis
- Operational Analysis
- Constructability Analysis and Staging Approach
- Cost, Risk, and Schedule
- Resilience and Climate
- Other Technical Analyses, as required

Deliverables:

- *Technical memoranda and other work products, per Phase B work plan*

7.2 Phase B Related Projects Coordination and Interfaces

Conduct technical coordination, review, and engagement with related and adjacent/interfacing projects on behalf of the Project and the Transportation Authority, during the period of execution of other Phase B tasks. Task 7.2 is expected to include: participation in technical review sessions or workshops convened by other agencies; review of deliverables/design produced by other agencies and their consultants; and provision of strategic and technical advice to the Transportation Authority. This Task may also include work to prepare or update technical requirements, as input to development/design of interfacing projects.

Deliverables:

- *Interface coordination meetings/charrettes*
- *Review/comment of deliverables produced by other agencies*
- *PAX technical requirements input to other projects (as needed)*

Task 8 - Phase B Support to Stakeholder and Community Engagement

Provide support to engagement with stakeholders and the broader community. Provide technical staff for stakeholder and/or community meetings. The Transportation Authority anticipates separately engaging other consultant(s) to provide public engagement services, to the extent such services are required for Phase B of the Study.

Deliverables:

- *Technical support for stakeholder/community engagement activities*

Task 9 - Bridging Study Final Report

9.1 Project Roadmap



Develop a high-level roadmap for future advancement of the Project, with the input of the Transportation Authority and Project partners. This roadmap will consider, as appropriate, the Caltrain Crossings Delivery Guide.

Deliverables:

- *Memorandum: Project Advancement Framework*

9.2 Final Report

At the sufficient completion of Phase B tasks, prepare draft final report for the Study, including documentation and synthesis of Study technical and engagement activities, as well as Study findings. Support review of draft report with partners and other key stakeholders. Respond to comments. Prepare revised final report.

Deliverables:

- *Draft Final Report*
- *Revised Final Report*

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 **20 pages** (no smaller than 12-point font shall be used and all page sizes greater than the letter size of 8.5" x 11" will be counted as two pages), excluding cover letter, table of contents, the cost proposal, and the following items, which should be included as attachments: résumés, SFCTA Disadvantaged Business Enterprise (SFCTA DBE), Local Business Enterprise (LBE), and/or Small Business Enterprise (SBE) certifications, and required exhibits. 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, without cost proposal): one (1) electronic copy (PDF) including all information requested herein. Please clearly specify in the subject line of the e-mail transmittal: "Response to RFP 25/26-02 for PAX Bridging Study".
- **Cost proposal** (in a separate electronic file): one electronic copy (XLS/XLSX format) including all information requested herein. Please name the file: "Cost Proposal for RFP 25/26-02", 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 above date and time 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 fulfill the commitments contained in the proposal. Submission of the letter will constitute a representation that your firm is willing and able to fulfill the commitments contained in the proposal. The cover letter must also include the following content in the format as shown:

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)

Prefix: (Mr./Ms./Mx., etc.)

Name:

Title:

Firm Name:

Address:

City, State, ZIP:

Phone Number:

Email:

2. Selection Process Lead (The individual to whom correspondence and other contacts should be directed during the consultant selection process)

Prefix: (Mr./Ms./Mx., etc.)

Name:

Title:

Firm Name:

Address:

City, State, ZIP:

Phone Number:

Email:

3. Negotiating Officer (The individual who will negotiate with the Transportation Authority and who can contractually bind the proposer's firm)

Prefix: (Mr./Ms./Mx., etc.)

Title:

Firm Name:

Address:

City, State, ZIP:

Phone Number:

Email:



4. List proposed co-venture arrangements or sub-consultants, if any:

1. Company:
LBE/SBE /SFCTA DBE status:
Percentage of involvement:
Name:
Title:
Address:
City, State, ZIP:
Phone Number:
Email:

2. ...

5. ☒ This letter is signed by an officer that is authorized to bind the proposer contractually.

6. ☒ This proposal is firm for a 120-day period from the proposal submission deadline.

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 and cost-effective approach to the requested services;
 - 2) Include a discussion of the proposer's planned approach to accomplishing Study objectives during Phase A, including any proposed refinements to the tasks identified in the RFP's scope of services and to the relationship/sequencing of these tasks.
 - 3) Demonstrate the proposer's knowledge of adjacent and related projects and their potential impacts to the delivery of the services of this RFP.

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 subconsultants, if any. Proposer must also identify any specialty subconsultants 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. Proposers should provide a staffing plan with level of effort (e.g., person hours per staff) by task. Do not include budget or rate information in the written proposal; this information should be included in the cost proposal. If the work is to be shared among firms and offices at different locations, indicate where each office is located and what work is to be performed in each office.

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 standard 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
 - 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 e-mail addresses of at least three references, in addition to staff of the Transportation Authority, if any. The references should cover work performed by the Project Manager and other key project staff members, be for work recently performed, and be 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. For purposes of the PAX Bridging Study, the Transportation Authority requires consultant services that are able to independently advise the Transportation Authority with respect to PAX and to directly related projects, including The Portal and the Railyards Project.

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. Proposers should identify the proposed approach to addressing any apparent, existing, or foreseeable conflicts of interest, if any.

In addition, list all relevant assignments completed for the City and County of San Francisco, the Transbay Joint Powers Authority, Caltrain, and Prologis within the last five (5) years, 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 their 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 candidate 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:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident;
- (b) 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;
- (c) 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
- (d) 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

- (a) **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").

- (b) **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.

- (c) **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 costs incurred, to the extent prescribed in the contract, plus a fixed fee. The cost proposal must include a budget comprised of a matrix with columns for hourly rate, classification, and name for all personnel and/or sub-consultants involved for the work described in Section IV above. It also must provide a breakdown of hours and costs for each task listed in the scope of work. The cost proposal must include a method for establishing rates for personnel or classifications not listed. 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, escalation (not to exceed 3% annually) and net fee. 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. (50 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 to provide timely, qualified, and adequate staffing and services to support project demands.

3. Capabilities and Experience. (35 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 candidate based solely on the written proposal. If oral interviews are held, individuals who are identified as key personnel in the proposal are required to be in attendance at 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. Each proposer's cost and pricing data will remain sealed/unopened until negotiations begin with that particular proposer. 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 given 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 – LBE SBE AND SFCTA DBE REQUIREMENTS

LBE/SBE/SFCTA DBE Policy. It is the policy of the Transportation Authority to make good faith efforts to solicit and obtain quotes, bids, or proposals from LBEs, SBEs and SFCTA DBEs, 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 LBE/SBE/SFCTA DBE 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 LBE/SBE/SFCTA DBE goal of **13%** for this contract. Firms are requested to provide all applicable certificates or proof of certification along with their submission, which will not count against the page limit. Firms that propose as 13% LBE certified by City, 13% SBE certified by the California Department of General Services, or 13% SFCTA DBE certified by the Transportation Authority, or a combination of LBEs, SBEs, and/or SFCTA DBEs, totaling 13% will satisfy the LBE/SBE/SFCTA DBE 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 LBE/SBE/SFCTA DBE requirements. Businesses must be certified by the proposal due date.



Transportation Authority DBE Certification. Under Transportation Authority policy, a business qualifies for SFCTA DBE certification if its annual gross receipts do not exceed \$2.5 million, when calculated as the average of the three (3) years immediately preceding the certification request. In order to obtain SFCTA DBE certification, a business must submit a request to the Transportation Authority, including evidence of income for the past three years. Acceptable evidence of business income include: copies of tax returns, independently audited financial statements and, in the case of sole proprietorships, personal income tax returns. The Transportation Authority and its employees will not discriminate on the basis of race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, or disability or AIDS/HIV status in the award and performance of Transportation Authority contracts. Applications for Transportation Authority certification may take up to 14 days to be processed.

Certifications. The Transportation Authority accepts certifications issued by the Transportation Authority, the City, the California Department of General Services. Applications for the Transportation Authority's DBE Program are available on the Transportation Authority's website (<https://www.sfcta.org/work-with-us/online-application-dbelbe-program>).

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 his/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 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 the 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.