



Informal Request for Proposals

for State Legislative and Advocacy Services

DATE ISSUED	PROPOSALS DUE	EXPECTED DURATION	BUDGET	LBE / SBE / TRANSPORTATION AUTHORITY DBE GOAL	CONTACT
October 21, 2026	November 12, 2026 at 2:00 p.m. (electronically)	One year plus four one-year options	\$85,000	10%	Ron Leong Management Analyst 415.522.4817 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 respondents (proposers) to provide state legislative and advocacy services. The Transportation Authority may execute agreements with one or more consultant firms that will collectively provide the best overall service package for the scope of work described in Section IV.

Pre-Proposal/Submittal 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 by e-mail to info@sfcta.org; please include "IRFP 26/27-02 - State Legislative and Advocacy Services" 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 IRFP 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 21	Release of IRFP
October 26, 5:00 p.m.	Pre-proposal conference attendees requested to submit registration here .
October 27, 11:00 a.m.	Pre-proposal conference held via ZOOM
October 30, 5:00 p.m.	Proposers to submit written questions to Transportation Authority
November 3*	Transportation Authority issues written responses to questions



DATE	PHASE/ITEM DUE
November 12, 2:00 p.m.	Responses to IRFP due electronically. Late submissions will not be accepted.
November 16*	Invitation(s) to interview issued to short list of proposers* (if necessary)
November 19-20*	Interviews* (scheduled if necessary)
December 15*	Notification of Contract Award (may be earlier if interviews are not held)

* *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. Beginning in April of 1990, the California Department of Tax and Fee Administration started collecting the sales tax revenues for the Transportation Authority. 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.

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.

On November 8, 2022, San Francisco voters approved Proposition L, the Sales Tax for Transportation Projects measure that will direct \$2.6 billion (2020 dollars) in half-cent sales tax funds over 30 years. Prop L came into effect on April 1, 2023, superseding the previous half-cent sales tax, Prop K.

Project Background and Purpose

The Transportation Authority monitors state legislative activity, frequently adopts positions on bills, and performs advocacy consistent with those positions. It regularly coordinates state advocacy with local and regional agencies, such as the City and County of San Francisco, the Transbay Joint Powers Authority, and the Metropolitan Transportation Commission. It participates in other discussions related to transportation at the state level and engages with state agencies, the Legislative Branch, and the Executive Branch. It also occasionally seeks to sponsor its own legislation.

SECTION IV - SCOPE OF SERVICES

The Transportation Authority seeks consultant services for state legislative and advocacy work at an hourly reimbursable rate or monthly fixed rate, plus expenses. **The Transportation Authority has budgeted \$85,000 for this contract for the first year of services.** Please note this is a ceiling and not a target. The Contract is anticipated to be funded with local funds. It is anticipated that a contract will be awarded for a one-year term, with options to renew for four additional one-year terms, which may be exercised at the discretion of the Transportation Authority.

Desired Skills and Experiences. Through this IRFP process, the Transportation Authority will select a legislative advocate(s) experienced in transportation legislation and in the state legislative process, to monitor and analyze proposed state legislation affecting the Transportation Authority, assist in the development of new legislation, and develop strategies for advancing legislative initiatives beneficial to the Transportation Authority and its programs. The selected consultant is



expected to provide the Transportation Authority with effective representation and advocacy before the Legislature, state agencies, and related interest groups on a range of topics, including but not limited to: state surface transportation, congestion management, transportation funding, infrastructure finance and delivery, transportation-related housing and land use, climate change and resilience, clean air initiatives, roadway tolling and pricing, autonomous vehicles, and other emerging transportation topics and technologies.

Specifically, skills and experience sought include:

- A deep understanding of San Francisco's needs and the Transportation Authority's priorities in state transportation policy
- At least five years' experience as an advocate for public entities before the State Legislature and Executive Branch
- Daily physical presence in Sacramento unless the California State Legislature is under a state of emergency
- Solid political network and established, bi-partisan relationships with key state decision-makers in both the Legislative and Executive Branches of state government
- Direct experience with the California Transportation Commission (CTC), the California State Transportation Agency (CalSTA), the Strategic Growth Council (SGC), the California Air Resources Board (ARB), the California Public Utilities Commission (CPUC), the California Department of Motor Vehicles (DMV), the California High-Speed Rail Authority (CHSRA), and the California Department of Transportation (Caltrans)
- In depth knowledge and experience with the state budget process, state funding programs for transportation and climate initiatives, legislative process and mechanics, political appointment process, transportation revenue and innovative financing, autonomous vehicle and other emerging technology regulation, project delivery, and Caltrans and CTC policies and initiatives (e.g. Road User Charge, SB375 and CEQA reform)
- Record of success on behalf of public agency transportation clients
- Strong relationships with transportation stakeholders and advocates, including civic groups, business and labor interests, transportation industry associations and modal/equity advocacy groups

Tasks. In addition to monthly reports to the Transportation Authority Board and a monthly meeting with the Senior Public Policy Manager, it is anticipated that requests for other legislative advocacy assistance will be initiated by telephone or email correspondences and that meetings will be held, as necessary, to address the issues at hand. The Senior Public Policy Manager will serve as the primary point of contact for the Transportation Authority, although the legislative advocate will work directly with staff, the Executive Director, and Transportation Authority



Commissioners, as requested. The legislative advocate will designate a Project Manager who will serve as key contact person, assign tasks to members of the legislative advocacy team, control costs, and report monthly on costs and services to date.

Specific tasks include: 1) state legislative assistance and policy advice, 2) legislative and key issues review and monitoring, 3) legislative advocacy, 4) legislative coordination, 5) annual state advocacy program and implementation strategy, and 6) other legislative services (e.g. Select Committee engagement, research support). The tasks are detailed below:

TASK 1 - State Legislative Assistance and Policy Advice

Provide advice, counsel and assistance to the Transportation Authority on state legislative issues involving transportation policy, transportation funding, infrastructure finance and project delivery, congestion management, transportation-related housing and land use, climate change, clear air issues, roadway tolling and pricing, and emerging transportation technologies. Provide strategic advice, and help develop and implement legislative or policy initiatives supporting the Transportation Authority's goals and objectives. Schedule meetings with key offices and individuals for Transportation Authority Commissioners and staff, lead the preparation for those meetings, and actively facilitate them. Advise staff on effective lobbying strategies.

Deliverable(s):

1. *Email and phone conversations; and*
2. *Memoranda on specific issues as requested by the Executive Director or staff*

TASK 2 - Legislative Review, Monitoring, and Reporting

Monitor pending legislation, legislative hearings, budget proposals, and select committees, and advise on the status and impact of legislation affecting the Transportation Authority and/or its programs. Monitor key agencies such as CTC, CalSTA, ARB, SGC, CPUC, DMV, CHSRA, and Caltrans. Propose positions for the Transportation Authority Board to act upon.

Deliverable(s):

1. *Monthly report on pending legislation for consideration by the Transportation Authority Board; and*
2. *Monthly virtual or in-person presentations to the Transportation Authority Board; presentation to the Community Advisory Committee, upon request*
3. *Annual report with a summary of the prior year and a look-ahead to the next year, including leadership roles and assignments*

TASK 3 - Legislative Advocacy

Ensure that the Transportation Authority maintains a visible presence in Sacramento, including maintaining regular contact with the Office of the Governor, members of the Legislature and committee staff, state agencies and departments, and liaising with CA Self Help Counties Coalition and other advocacy organizations. Act as liaison, as needed and requested by the



Senior Public Policy Manager or staff, to Senate and Assembly Committees, the Office of the Governor, as well as CTC, ARB, CalSTA, SGC, CPUC, DMV, CHSRA, and Caltrans. Provide timely responses to requests for information on Transportation Authority initiatives or bills affecting the Transportation Authority. Represent the Transportation Authority's interests with testimony before the Legislature or in individual meetings with legislators and staff, as directed. Remain up to date with the Transportation Authority's legislative platform, Board actions, and positions on legislation and other proposals by state agencies. Build alliances and coalitions with like-minded agencies and advocates across the Bay Area and the state to advance the Transportation Authority's interests.

Deliverable(s):

1. *Monthly progress reports on specific legislative activities performed*

TASK 4 - Legislative Coordination

Work with the Executive Director and staff to coordinate legislative initiatives with the Metropolitan Transportation Commission, the San Francisco Municipal Transportation Agency, the City and County of San Francisco, the Transbay Joint Powers Authority, other self-help counties, the region, and the state.

Deliverable(s):

1. *Email and phone conversations regarding issues of importance*

TASK 5 - Annual State Advocacy Program

Assist the Transportation Authority in developing an annual overall state transportation advocacy program and implementation strategy, in coordination with other city and regional transportation agencies.

Deliverable(s):

1. *Draft Legislative Look-Ahead memo advising the development of the Annual State Advocacy Program and the year's strategy to implement it*
2. *Participation in a strategy session to discuss priorities for the upcoming year*
3. *Review of staff draft of the Annual State Advocacy Program*

TASK 6 - Other Legislative Services

Provide other legislative services within the individual's or firm's ability as needed.

Deliverable(s):

1. *Email, phone conversations, written reports*



SECTION V - IRFP 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 **10 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, San Francisco County Transportation Authority Disadvantaged Business Enterprise (TA DBE), Local Business Enterprise (LBE), 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, all accepted proposals submitted in response to this IRFP 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 e-mail transmittal: "Response to IRFP 26/27-02 for State Legislative and Advocacy Services".

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 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:

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)

Name:

Title:

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)

Name:

Title:

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)

Name:

Title:

Address:

City, State, ZIP:

Phone Number:

Email:

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

1. Company:

TA DBE/LBE/SBE 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, its approach to legislation development and legislative advocacy in general, and its management philosophy. This section must (1) demonstrate meeting the desired skills and experience, and (2) reflect the proposer's knowledge of and demonstrate a sound approach to the scope of services and understanding of the Transportation Authority's needs.

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. 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 IRFP;
- Brief description of similar projects for which the proposer has provided services during the past three (3) 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 provide the names, telephone numbers, and e-mail addresses of at least three references, in addition to staff the Transportation Authority, if any. The references should cover work performed by the Project Manager and other key project staff members, should be for work recently performed and similar in nature to the services sought in this IRFP. The references must include a brief description of the projects involved, and the roles of the respective team members in successfully completing the project.
- b. 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.
- c. 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.

- d. 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.

Cost. The cost proposal will not count toward the page limit. 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 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 must also 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.

If new sub-consultants are to be added, the following documentation must be provided prior to the execution of the Task Order: (1) letter from prime consultant requesting to add sub-consultants, (2) appropriate insurance certifications for sub-consultants, and (3) sub-consultants billing rate schedule.

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. (10 points)

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

2. Understanding and Approach. (30 points)

- a. Understanding of the Transportation Authority's specific state legislative needs;
- b. Effectiveness of the proposed work plan, program and method of execution;
- c. Technical solutions to meet the scope of services; understanding of special issues, problems and constraints, approach towards mitigating and resolving them;



- d. Effectiveness of the team's organizational structure in executing and managing the tasks;
- e. Management approach in providing technically sound and cost-effective services; and
- f. Ability to provide timely, qualified and adequate staffing and services to support project demands.

3. Capabilities and Experience. (40 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.

4. Cost (10 points)

- a. Both the lowest overall cost and the average unit price (cost per person hour) may be considered in this category. Proposals in which the cost component does not reflect a reasonable relationship to the scope of services proposed may be rejected as non-responsive to project requirements.

5. TA DBE/LBE/SBE Goals (10 points)

- a. All points will be awarded for teams meeting the TA DBE/LBE/SBE goal outlined in Section VII.

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 be in attendance at the virtual 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 IRFP 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 IRFP 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 - TA DBE, LBE AND SBE REQUIREMENTS

TA DBE/LBE/SBE Policy. It is the policy of the Transportation Authority to make good faith efforts to solicit and obtain quotes, bids or proposals from TA DBEs, LBEs 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 TA DBE/LBE/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 TA DBE/LBE/SBE goal of **10%** for this contract. Firms that propose as 10% TA DBE certified by the Transportation Authority, 10% LBE certified by City, 10% SBE certified by the California Department of General Services, or a combination of TA DBEs, LBEs, and SBEs totaling 10% will satisfy the TA DBE/LBE/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 TA DBE/LBE/SBE requirements. Businesses must be certified by the proposal due date.

Transportation Authority DBE Certification. Under Transportation Authority policy, a business qualifies for TA 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 TA 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 do 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. 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 Transportation Authority, the City, the California Department of General Services or the California Public Utilities Commission Supplier Clearinghouse. Applications for the Transportation Authority's DBE Program are available on the Transportation Authority's website (www.sfcta.org/dbe).

Good Faith Effort Documentation. If proposers have not met the TA DBE/SBE/LBE goal, proposers must document adequate good faith efforts to involve TA DBE/SBE/LBE participation. TA DBE/LBE/SBE certificates or documentation for the good faith efforts will not count toward the page limitation. Good faith effort documentation must be submitted to the Transportation Authority by the proposal due date.

The Transportation Authority will determine the sufficiency of a proposer's good faith efforts. Proposers must provide evidence of the actions taken to solicit TA DBEs, LBEs, or SBEs. Examples of good faith efforts include, but are not limited to the following:

- Soliciting the interest of certified firms who have the capacity to perform the work of the contract through all reasonable and available means.
- Where appropriate, breaking out contract work items into economically feasible units to facilitate TA DBE/LBE/SBE participation.
- Negotiating in good faith with interested firms, including factors such as price and capabilities. Provide evidence as to why agreements could not be reached for TA DBE/LBE/SBE firms to perform the work.
- Not rejecting TA DBE/LBE/SBE firms as being unqualified without sound reasons based on a thorough investigation of their capabilities.

The documentation to be submitted to the Transportation Authority should clearly demonstrate all efforts made by the proposer to meet the TA DBE/LBE/SBE goal. To assist in providing clear documentation, proposers should consider the following:

- Attachments may include copies of advertisements, solicitations and logs of telephone follow-ups, e-mail or fax receipts.
- Identify any contacts with agencies, organizations or groups used or contacted to provide assistance in contacting, recruiting and using TA DBE/LBE/SBE firms, and any responses or assistance received from them.
- Describe any additional information that would demonstrate that adequate good faith efforts were made to meet the goal.



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 IRFP 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, the Transportation Authority will not be liable for the public disclosure of any material submitted to it.