



Request for Proposals 26/27-01

for Model Development Services for the CHAMP 8 Model Development Project

DATE ISSUED	PROPOSALS DUE	EXPECTED DURATION	BUDGET	DBE GOAL	CONTACT
October 23, 2026	December 4, 2026 at 2:00 p.m. (electronically)	One year, plus two options of up to 24 months each	\$255,000	N/A	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/respondents) to provide model development services for the CHAMP 8 Model Development Project (Project).

Pre-Proposal Conference. Although attendance at the pre-proposal conference is not mandatory, proposers and subconsultants 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 26/27-01 – CHAMP 8 Model Development" 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 23, 2026	Release of RFP
November 6 5:00 p.m.	Pre-proposal conference attendees requested to submit registration here .
November 9 10:00 a.m.	Pre-proposal conference held via Zoom
November 10 5:00 p.m.	Proposers to submit written questions to Transportation Authority



DATE	PHASE/ITEM DUE
November 13*	Transportation Authority issues written responses to questions
December 4, 2:00 p.m.	Responses to RFP and sealed/separate cost proposals due electronically. Late submissions will not be accepted.
December 9*	Invitation(s) to interview issued to short list of proposers* (if necessary)
Week of December 14*	Interviews* (scheduled if necessary)
January 27, 2027*	The selection committee's recommendation to Community Advisory Committee for award
February 9*	Recommendation to Transportation Authority Board for award
February 23*	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 (Proposition (Prop) B Expenditure Plan) for a period not to exceed twenty years. The California Department of Tax and Fee Administration became the successor to the State of California Board of Equalization for administering and collects 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 Prop 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 Prop D, the Traffic Congestion Mitigation Tax also known as the Transportation Network Company (TNC) tax, and the Transportation Authority was designated to receive 50% of the TNC Tax revenues. This tax enables the City and County of San Francisco to impose a 1.5% business tax on shared rides and 3.25% business tax on private rides for fares originating in San Francisco and charged by commercial ride-share and driverless-vehicles companies until November 2045. Revenues are used for bicycle and pedestrian safety improvements, traffic calming, traffic signal upgrades and retiming.

On November 8, 2022, San Francisco voters approved Prop 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 Project seeks to implement ActivitySim as the core demand model in SF-CHAMP's model framework through a multi-year development plan. The Scope of Services presented in Section IV of this RFP reflects the first phase of this plan, anticipated to entail one year of work effort. Subsequent phases would enhance and extend the capabilities of CHAMP's auxiliary demand models, extend its features to support Transportation Authority and TIMMA modeling needs, integrate new network assignment tools, make other functional improvements, and update the model's base year.

For several years, the Transportation Authority has contributed funding to multi-agency consortium advancing development of the ActivitySim activity-based model platform with the goal of replacing the core of the SF-CHAMP model with ActivitySim. During this time, the software has matured to the point where it is now being used in "production" mode by some Metropolitan Planning Organizations for Regional Transportation Plan development. In addition, the consortium has grown to include more than a dozen U.S. and international planning agencies.



The San Diego Association of Governments (SANDAG) currently has a fully implemented a production-ready version of ActivitySim. Additionally, the Puget Sound Regional Council (PSRC) is testing a model version of SoundCast that incorporates ActivitySim. We propose using the SANDAG, SoundCast, or potentially another sufficiently developed ActivitySim model as a donor model for CHAMP 8 development. Doing so would allow the Transportation Authority to leverage significant investments made by other agencies and implement CHAMP 8 at lower cost and more quickly than would otherwise be possible.

The following discussion summarizes the required consultant tasks for the first year of the Project.

SECTION IV – SCOPE OF SERVICES

The Transportation Authority seeks a qualified consultant team (Consultant) to provide model development services for the CHAMP 8 Model Development Project, which will implement ActivitySim as the core demand model within the SF-CHAMP model framework. The Transportation Authority has budgeted \$255,000 for this contract for the first one (1) year of services. Please note this is a ceiling and not a target. The contract is anticipated to be funded with local, regional, state, and federal funds.

The Transportation Authority plans to award a contract to the selected Consultant for the first one (1) year of services. If the Transportation Authority determines in its sole and absolute discretion that the selected Consultant has performed the first phase satisfactorily, and that there is a need to proceed to the second phase, the Transportation Authority will exercise a first contract option of up to 24 months, to support the continuation of the Project. Subsequently, if the Transportation Authority determines in its sole and absolute discretion that the selected Consultant has performed the second phase satisfactorily, and that there is a need to proceed to the third phase, the Transportation Authority will exercise a second contract option of up to 24 months to support the further continuation of the Project.

The Transportation Authority reserves the right to conclude the Project at the completion of either the first or second phase, or to re-procure and select a different consultant for later phase(s). Authorization for future task(s), if any, will be at the Transportation Authority's sole and absolute discretion. The duration(s) and budget amount(s) for potential future option(s) will be determined by future Transportation Authority budget(s) and work program needs.

The Transportation Authority does not have office space available for the Project and, with the exception of progress and coordination meetings, all work shall take place at the Consultant's offices or virtually. Proposers should be prepared to mobilize within 2 weeks following contract negotiations and notice of contract award.

Specific tasks include: 1) project management; 2) land use and synthetic population inputs and procedures; 3) transit skimming and assignment procedures; 4) roadway skimming and assignment procedures; 5) model run pipeline; 6) calibration and validation; 7) evaluation of SANDAG non-resident models; 8) dynamic model testing; 9) documentation; and 10) Future Model Development Prioritization. The tasks are detailed below:



TASK 1 -Project Management

The purpose of this task is to provide project management. Consultant will convene weekly meetings with Transportation Authority staff and provide notes. Consultant will maintain a Project schedule. This task is also meant to cover Consultant project management responsibilities for the Project.

Deliverable(s):

1. *Project reporting and invoices by task; and*
2. *Weekly meeting agendas and notes*
3. *Project schedule*

TASK 2 - Land Use and Synthetic Population Inputs and Procedures

The purpose of this task is to develop Traffic Analysis Zone (TAZ) and Micro Analysis Zone (MAZ) inputs for ActivitySim; and develop processes for creating new base year and forecast land use inputs. This task will identify and implement a new data schema based on attributes included in SF-CHAMP's historical land use inputs, the donor model land use inputs, Plan Bay Area (PBA) 2050+ land use, and the SF Land Use Allocation (LUA) from the San Francisco Planning Department. This data schema will define how population, employment, and other land use characteristics are represented in the model. Base year and forecast year land use will be developed using, at a minimum, Census and PBA 2050+ land use assumptions. This task will also update population synthesis procedures to align with new land use inputs and will produce a baseline synthetic population. This task involves coordination with both Metropolitan Transportation Commission and the San Francisco Planning Department, as the Transportation Authority uses inputs from both agencies in the development of SF-CHAMP land use assumptions. It assumes that PBA 2050+ land use will be adopted and that the San Francisco Planning Department produces the SF LUA. This task does not propose changes to TAZ and MAZ geographies. Such geographic changes will be considered in later phases.

This task will replace the Transportation Authority's current population synthesizer (SynthPop) with PopulationSim. PopulationSim is a more modern population synthesizer developed and maintained by the ActivitySim consortium and that supports multi-geographic-level controls (e.g. County, TAZ, and MAZ).

Deliverable(s):

1. *Land Use and Synthetic Population Inputs Memo*
2. *2023 Base inputs*
3. *2050 Baseline inputs*
4. *Processing scripts and procedures*

TASK 3 - Transit Skimming and Assignment Procedures

The purpose of this task is to align the transit network and skimming procedures with ActivitySim model input needs. By default, ActivitySim requires a different set of transit network skims



(accessibilities), and is built upon a different set of transit network pathbuilding and assignment assumptions. The SANDAG implementation of ActivitySim, for example, uses fewer transit submodes than SF-CHAMP, and correspondingly has a smaller set of transit skims.

This task will modify skimming and assignment procedures to align with the donor model structure. This task will also validate mode choice and transit assignment results and identify further changes needed to improve validation, if necessary.

Revised assignment and skimming procedures will be implemented in Cube with TRNBUILD. Use of Cube TRNBUILD supports consistency with existing network development tools and procedures (i.e. NetworkWrangler). However, it does not support sophisticated transit capacity limitations. If deemed necessary in model testing and evaluation, this task may evaluate the ability of PT (Public Transport), an alternative to TRNBUILD within the Cube environment, as a potential option for implementing more advanced transit assignment features.

Deliverable(s):

1. *Transit Assignment and Skimming Design Memo*
2. *Transit assignment and skimming scripts implemented in Cube*
3. *(Optional) Cube PT Feature Evaluation and Implementation Feasibility Memo*

TASK 4 - Roadway Skimming and Assignment Procedures

The purpose of this task is to align the roadway network and skimming procedures with ActivitySim model input needs. By default, ActivitySim requires a different set of roadway network skims, and is built upon a different set of roadway pathbuilding and assignment assumptions. The SANDAG implementation of ActivitySim, for example, uses user- and purpose-specific value-of-time (VOT) classes in assignment, and handles toll choice in assignment pathbuilding rather than in the mode choice models. Purpose-specific VOT classes are advantageous for modeling price sensitivity for roadway pricing studies. This task will consider altering roadway skimming and assignment procedures, mode choice structures, or both. This task will also consider the software package used for roadway assignment, which is currently implemented in Cube in SF-CHAMP. The task may also implement revised time-period definitions for assignment.

This task will use the donor model mode choice structure, and modify skimming and assignment procedures, including purpose-specific VOT classes. This task will also evaluate the validation of mode choice and assignment results, and it will identify and implement limited refinements to the mode choice structure as needed. A later task will consider broader changes to mode choice structure and assignment procedures.

Skimming and assignment will be implemented in Cube to support continued use of existing networks, and network building tools and procedures (i.e. NetworkWrangler). This would maintain existing roadway geometries with an all-road network in San Francisco and sparser networks in other counties. This task will consider making targeted improvements to roadway network resolution, for example by expanding all-streets or more detailed roadway geometry representation in part or all of San Mateo County.



Deliverable(s):

1. *Roadway Skimming and Assignment Design Memo*
2. *Roadway assignment and skimming scripts implemented in Cube*

TASK 5 - Model Run Pipeline

The purpose of this task is to modify the SF-CHAMP model run sequence to integrate ActivitySim, updated transit and roadway skimming and assignment procedures, and non-resident models (visitor, commercial, and truck) into a functional, complete model. This task may involve modifying or creating new data pipelines and procedures to realize the new run sequence.

Deliverable(s):

1. *Model Design Memo*
2. *Model run scripts integrating ActivitySim, legacy SF-CHAMP non-resident models, and updated skimming and assignment procedures*

TASK 6 - Calibration and Validation

Once all the model data inputs and configurations have been updated, and the interaction between ActivitySim and the network model components has been established, it will be necessary to calibrate and validate the model to a post-COVID condition, building off of the data assembled to develop the current SF-CHAMP 7CE ("COVID Era") post-COVID baseline. No immediate model re-estimation is proposed as part of the SF-CHAMP ActivitySim Phase 1 and Phase 2 updates. SF-CHAMP will be calibrated and validated to year 2023 conditions as household survey data and validation data are already available for year 2023.

Deliverable(s):

1. *Calibration and Validation Memo*
2. *2023 Validation data*

TASK 7 - Evaluate SANDAG non-resident models

The purpose of this task is to evaluate the fitness of SANDAG non-resident models to meet Transportation Authority modeling needs. This evaluation includes the airport, internal-external (IXXI), visitor, truck, and commercial travel models. It will consider the model structures and features, model runtime performance, integration and compatibility with overall workflow, and validation of results against available data.

Deliverable(s):

1. *SANDAG Non-Resident Model Evaluation Memo*

TASK 8 - Dynamic Model Testing

Dynamic model testing involves evaluating the responsiveness of model estimates to changes in assumptions. It is important for travel models to estimate realistic behavioral responses to policy



changes. Dynamic testing involves changing assumptions and determining if model estimates change in intuitive ways.

This task would involve multiple dynamic tests of policy interventions. The policy interventions will be disruptions for which there is existing literature on behavior responses to changing conditions (e.g. elasticities). Examples include opening of transit projects (e.g. Van Ness BRT), changing toll policies (e.g. express lanes), or testing general changes in travel costs or time (e.g. percentage increase or decrease in transit or driving cost or time).

If appropriate input and validation data is available at the time of dynamic testing, this task could include applying the model to a more recent base year (such as 2024 or 2025) and evaluating if the model estimates approximate observed changes in behavior from 2023 to the more recent year.

Deliverable(s):

1. *Dynamic Model Testing Approach Memo*
2. *Dynamic Model Testing Results Memo*

TASK 9 - Documentation

The purpose of this task is to deliver model documentation of all components, including overall model data flow, ActivitySim demand models, non-resident demand models, network assignment and skimming models. This documentation should build upon existing documentation of SF-CHAMP, the donor model, ActivitySim, and memos developed in prior tasks. Documentation should also include a user guide. Documentation should be implemented in the readthedocs (<https://sfchampdocs.readthedocs.io/>). All produced materials should conform to the Web Content Accessibility [Guidelines](#) (WCAG) Version 2.1, Level AA. Any costs for this production should be built into the cost estimate.

Deliverable(s):

1. *SF-CHAMP 8 Documentation in readthedocs*
2. *SF-CHAMP 8 User Guide*

TASK 10 - Future Model Development Prioritization

The purpose of this task is to survey stakeholders (e.g., other Transportation Authority divisions) about their project priorities and modeling needs, and to further prioritize future model development accordingly.

Deliverable(s):

1. *Future Model Development Prioritization Memo*



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 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, 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 26/27-01 – CHAMP 8 Model Development".
- **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 26/27-01", 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 fulfil the commitments contained in the proposal. Submission of the letter will constitute a representation that your firm is willing and able to fulfil 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 subconsultants, if any:

1. Company:
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 approach to the requested services; (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; and (3) demonstrate the proposer's knowledge of adjacent 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
 - Subconsultants 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 – Debarment and Suspension Certification	X	X
Exhibit B – Terminated Contracts	X	X
Exhibit C – Workforce Data Spreadsheets	X	X
Exhibit 10-K – Consultant Certification of Contract Costs and Financial Management System	X	X
Exhibit 10-Q – Disclosure of Lobbying Activities	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, 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 subconsultant. 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 VIII 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. Subconsultants 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 subconsultants), 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 subconsultant, 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 subconsultants 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 for the prime and all subconsultants 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. Subconsultant costs, travel and all other



direct costs will be reimbursed at cost with no markup allowed. The fee (profit) for prime consultant and subconsultants 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 – 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 VIII – 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 - Debarment and Suspension Certification
- Exhibit B - Terminated Contracts
- Exhibit C - Workforce Data Spreadsheets
- Exhibit 10-K - Consultant Certification of Contract Costs and Financial Management System
- Exhibit 10-Q - Disclosure of Lobbying Activities

Exhibit A

Debarment and Suspension Certification

Title 2, CODE OF FEDERAL REGULATIONS, PART 180

The Proposer's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that the Proposer has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any other person associated therewith in the capacity of owner, partner, director, officer or manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency,
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years,
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Any exceptions to this certification must be disclosed to the Transportation Authority in the following space:

Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining Proposer responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal Highway Administration.

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Proposer are true and correct.

Authorized Signature

Date Signed

Printed Name

Title

Firm Name

Exhibit B – 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 C – 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 C – 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.

**EXHIBIT 10-K CONSULTANT ANNUAL CERTIFICATION OF
INDIRECT COSTS AND FINANCIAL MANAGEMENT SYSTEM**

(Note: If a Safe Harbor Indirect Cost Rate is approved, this form is not required.)

Consultant's Full Legal Name: _____

Important: Consultant means the individual or consultant providing engineering and design related services as a party of a contract with a recipient or sub-recipient of Federal assistance. Therefore, the Indirect Cost Rate(s) shall not be combined with its parent company or subsidiaries.

Indirect Cost Rate:

Combined Rate _____ % **OR**

Home Office Rate _____ % and Field Office Rate (if applicable) _____ %

Facilities Capital Cost of Money _____ % (if applicable)

Fiscal period * _____

* Fiscal period is annual one year applicable accounting period that the Indirect Cost Rate was developed (not the contract period). The Indirect Cost Rate is based on the consultant's one-year applicable accounting period for which financial statements are regularly prepared by the consultant.

I have reviewed the proposal to establish an Indirect Cost Rate(s) for the **fiscal period** as specified above and have determined to the best of my knowledge and belief that:

- All costs included in the cost proposal to establish the indirect cost rate(s) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) 48, Code of Federal Regulations (CFR), Chapter 1, Part 31 (48 CFR Part 31);
- The cost proposal does not include any costs which are expressly unallowable under the cost principles of 48 CFR Part 31;
- The accounting treatment and billing of prevailing wage delta costs are consistent with our prevailing wage policy as either direct labor, indirect costs, or other direct costs on all federally-funded A&E Consultant Contracts.
- All known material transactions or events that have occurred subsequent to year-end affecting the consultant's ownership, organization, and indirect cost rates have been disclosed as of the date of this certification.

I am providing the required and applicable documents as instructed on Exhibit 10-A.

Financial Management System:

Our labor charging, job costing, and accounting systems meet the standards for financial reporting, accounting records, and internal control adequate to demonstrate that costs claimed have been incurred, appropriately accounted for, are allocable to the contract, and comply with the federal requirements as set forth in [Title 23 United States Code \(U.S.C.\) Section 112\(b\)\(2\); 48 CFR Part 31.201-2\(d\); 23 CFR, Chapter 1, Part 172.11\(a\)\(2\)](#); and all applicable state and federal rules and regulations.

Our financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts;
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into separate cost

accounts;

- Ability to accumulate and segregate allowable direct costs by project, contract and type of cost;
- Internal controls to maintain integrity of financial management system;
- Ability to account and record costs consistently and to ensure costs billed are in compliance with FAR;
- Ability to ensure and demonstrate costs billed reconcile to general ledgers and job costing system; and
- Ability to ensure costs are in compliance with contract terms and federal and state requirement

Cost Reimbursements on Contracts:

I also understand that failure to comply with 48 CFR Part 16.301-3 or knowingly charge unallowable costs to Federal-Aid Highway Program (FAHP) contracts may result in possible penalties and sanctions as provided by the following:

- Sanctions and Penalties - [23 CFR Part 172.11\(c\)\(4\)](#)
- False Claims Act - [Title 31 U.S.C. Sections 3729-3733](#)
- Statements or entries generally - [Title 18 U.S.C. Section 1001](#)
- Major Fraud Act - [Title 18 U.S.C. Section 1031](#)

All A&E Contract Information:

- Total participation amount \$_____ on all State and FAHP contracts for Architectural & Engineering services that the consultant received in the last three fiscal periods.
- The number of states in which the consultant does business is_____.
- Years of consultant's experience with 48 CFR Part 31 is_____.
- Audit history of the consultant's current and prior years (if applicable)

☐ Cognizant ICR Audit	☐ Local Gov't ICR Audit	☐ Caltrans ICR Audit
☐ CPA ICR Audit	☐ Federal Gov't ICR Audit	

I, the undersigned, certify all of the above to the best of my knowledge and belief and that I have reviewed the Indirect Cost Rate Schedule to determine that any costs which are expressly unallowable under the Federal cost principles have been removed and comply with [Title 23 U.S.C. Section 112\(b\)\(2\)](#), [48 CFR Part 31](#), [23 CFR Part 172](#), and all applicable state and federal rules and regulations. I also certify that I understand that all documentation of compliance must be retained by the consultant. I hereby acknowledge that costs that are noncompliant with the federal and state requirements are not eligible for reimbursement and must be returned to Caltrans.

Name**: _____ Title**: _____

Signature: _____ Date of Certification (mm/dd/yyyy): _____

Email**: _____ Phone Number**: _____

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President, a Chief Financial Officer, or equivalent, who has authority to represent the financial information used to establish the indirect cost rate.

Note: Both prime and subconsultants as parties of a contract must complete their own Exhibit 10-K forms. Caltrans will not process local agency's invoices until a complete Exhibit 10-K form is accepted and approved by Caltrans Audits and Investigations.

Distribution: 1) Original - Local Agency Project File
2) Copy - Consultant
3) Copy - Caltrans Audits and Investigations

EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity ☐ Prime ☐ Subawardee Tier _____, if known Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: CFDA Number, if applicable _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: _____	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI) _____ (attach Continuation Sheet(s) if necessary)	11. Individuals Performing Services (including address if different from No. 10) (last name, first name, MI) _____ (attach Continuation Sheet(s) if necessary)	
12. Amount of Payment (check all that apply) \$ _____ ☐ actual ☐ planned	14. Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other, specify _____	
13. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature _____ Value _____		
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12: (attach Continuation Sheet(s) if necessary)		
16. Continuation Sheet(s) attached: Yes ☐ No ☐		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Authorized for Local Reproduction Standard Form - LLL		

Standard Form LLL Rev. 04-28-06

Distribution: Orig- Local Agency Project Files

INSTRUCTIONS FOR COMPLETING EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient at the initiation or receipt of covered federal action or a material change to previous filing pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for such payment or agreement to make payment to lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with a covered federal action. Attach a continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is or has been secured to influence, the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last, previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to: subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee" then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organization level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identification in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the Federal agency, enter the federal amount of the award/loan commitments for the prime entity identified in item 4 or 5.
10. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.
11. Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name and Middle Initial (MI).
12. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
13. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
14. Check all boxes that apply. If other, specify nature.
15. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform and the date(s) of any services rendered. Include all preparatory and related activity not just time spent in actual contact with federal officials. Identify the federal officer(s) or employee(s) contacted or the officer(s) employee(s) or Member(s) of Congress that were contacted.
16. Check whether or not a continuation sheet(s) is attached.
17. The certifying official shall sign and date the form, and print his/her name title and telephone number.

Public reporting burden for this collection of information is estimated to average 30-minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503. SF-LLL-Instructions Rev. 06-04