I. SUMMARY

The Southern California Association of Governments (SCAG) is soliciting proposals in response to Request for Proposal (RFP) No. 20-014, Westside Mobility Study Update.

The RFP is comprised of the following parts presented herein as Attachments:

- Attachment 1 – Proposal Information, Organization, and Content
- Attachment 2 – Scope of Work
- Attachment 3 – Proposal Evaluation Form
- Attachment 4 – Interview Evaluation Form
- Attachment 5 – Line Item Budget (Cost Proposal)
- Attachment 6 – Debarment and Suspension Certification
- Attachment 7 – Conflict of Interest Form
- Attachment 8 – Disadvantaged Business Enterprise (DBE)
- Attachment 9 – Vendor Information
- Attachment 10 – Notice Regarding California Public Records Act

II. PROPOSAL TIME LINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>RFP Released</td>
<td>August 30, 2019</td>
<td></td>
</tr>
<tr>
<td>Deadline to Submit Questions on PlanetBids</td>
<td>September 11, 2019</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>Posting of Answers to Questions (if any)</td>
<td>September 16, 2019</td>
<td>5:00 p.m.</td>
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<tr>
<td>Proposal Due Date</td>
<td>September 30, 2019</td>
<td>10:00 a.m.</td>
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<tr>
<td>Evaluation of Proposals</td>
<td>Week of October 7</td>
<td></td>
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<tr>
<td>Consultant Interviews</td>
<td>Week of October 14</td>
<td></td>
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<tr>
<td>Final Selection</td>
<td>October 2019</td>
<td></td>
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<tr>
<td>Contract Execution/NTP</td>
<td>December 2019</td>
<td></td>
</tr>
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</table>

III. PROPOSAL SUBMISSION

Upload one (1) PDF copy of your Technical Proposal (file cannot exceed 10MB) into SCAG’s solicitation management system (PlanetBids) at http://www.planetbids.com/portal/portal.cfm?CompanyID=14434#. Upload your Cost Proposal as a separate Excel file in PlanetBids (from the rest of your Technical Proposal) using the SCAG Line Item Budget PRIME and SUB Templates available at SCAG’s Website http://scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx. Complete and upload a separate Excel file for each sub.

You MUST upload your submittal via PlanetBids. No other means of submission shall be accepted by SCAG. If you need assistance, contact the SCAG staff identified in Section IV below before the Due Date/Time (allow sufficient time before the due Date/Time).
SCAG must receive proposals by the Proposal Due Date/Time (time to be determined by SCAG’s/PlanetBids time clock). Any proposal received after the Proposal Due Date/Time will be rejected.

All submissions are considered a matter of public record.

Note: “proposer,” “consultant,” and “firm” may be used interchangeably throughout this document.

IV. **SCAG CONTACT**
Lori J. Tapp, C.P.M., Contracts Administrator
Southern California Association of Governments
900 Wilshire Blvd., Suite 1700
Los Angeles, CA 90017
(213) 236-1957
Email: tapp@scag.ca.gov

The Contracts Administrator is the only person to contact during the selection process, and may be contacted at any time during the process.

V. **QUESTIONS AND ANSWERS**
Questions must be submitted in writing via PlanetBids under this solicitation number. Answers to the questions will be posted on SCAG’s solicitation management system under the corresponding RFP typically no later than three (3) working days after the deadline to submit questions.

VI. **PRE-PROPOSAL CONFERENCE**
N/A

VII. **CONTRACT TYPE**
Contract Type: Firm Fixed Price

Note: If a Firm Fixed Price Contract, SCAG intends to pay upon task completion. However, firms may propose a payment schedule for SCAG’s consideration. Consultants must propose in United States currency and shall be paid with the same.

Funding for this project is contingent upon availability of funds at the time of contract award. As directed by the Regional Council, it is SCAG’s policy not to disclose a project’s budget.

VIII. **PERIOD OF PERFORMANCE**
For Tasks 1-5: The work must be completed by **June 30, 2020**.
For Task 6: The work must be completed by **December 31, 2020**, with an annual update conducted in 2021, 2022, and 2023.

IX. **DBE PROGRAM**
This procurement does not require DBE participation and there is no specific numerical DBE goal assigned to this project. However, proposers are encouraged to make every reasonable effort to solicit DBE firms to participate as subcontractors, service providers, and suppliers on this project. See Attachment 8 for additional information.
X. **SELECTION PROCESS**

1. Proposals will be ranked in accordance with the criteria described in Attachments 3 and 4.

2. Proposers may or may not be invited for an interview.

3. SCAG does not reimburse proposers for any cost of proposal preparation (including but not limited to parking, printing, postage, travel, etc.), even in the event of RFP cancellation.

4. Communication between the proposer and any member of the Proposal Review Committee during the selection process is prohibited, except when and in the manner expressly authorized in this RFP. Violation of this restriction is grounds for disqualification.

5. SCAG shall award the contract for this RFP to the firm that it deems to have provided the best value to SCAG or the firm SCAG deems to be the best qualified for contract award (or both).

6. Every proposal submitted is considered a firm offer that must be valid for a minimum of ninety (90) calendar days.

7. All proposers should be aware of the Insurance Requirements for contract award. The Certificate of Insurance must be provided by the successful proposer prior to contract award. A contract may not be awarded if insurance requirements are not met. The insurance requirements may be viewed on SCAG’s website at: [http://scag.ca.gov/business/](http://scag.ca.gov/business/) under Section 43 of SCAG’s Contract Template.

   Endorsements for the following are necessary as a part of meeting the insurance requirements:

   - Commercial General Liability
   - Business Auto Liability
   - Workers’ Compensation/Employer’s Liability

   Endorsements shall include:

   - Additional Insured
   - Primary, Non-Contributory
   - Waiver of Subrogation
   - Notice of Cancellation

   **THE ENDORSEMENTS TO ALL OF THE POLICIES MUST BE ATTACHED TO THE CERTIFICATE OF INSURANCE.**

8. The successful proposer will be required to sign SCAG’s standard Contract Template (available at [http://scag.ca.gov/business/](http://scag.ca.gov/business/)) in order to receive the contract award. **Proposer must identify in their proposal the specific requested modification(s), if any, to the terms and conditions in SCAG’s Contract Template.** Any request to modify the terms and conditions must also include an explanation or reason for the proposed change. **If the proposer does not include the specific requested modification(s) along with the explanation or reason for the proposed change at the time they submit their proposal, SCAG shall not consider, review, allow or accept any deviation from the terms and conditions of SCAG’s Contract Template.** If SCAG is unable to negotiate final contract
terms and conditions that are acceptable to SCAG, SCAG reserves the right to award the contract to another proposer.

Please be advised that, SCAG may only consider minor modifications that clarify clauses in its existing contract template, and shall not entertain making major/substantive changes to or removing any clause, specifically:

10. Invoicing for Payment
11. Invoicing Format and Content
15. Penalty
18. Work Products and Related Work Materials
19. Ownership, Confidentiality, and Use of Work Products
27. Indemnity
43. Insurance

CONTRACT LANGUAGE IS SUBJECT TO CHANGE BY SCAG PRIOR TO CONTRACT EXECUTION.

9. SCAG shall only award a contract to a offeror who SCAG determines has an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 2 CFR Part 200, and 48 CFR Part 31 or successors there to.

XI. SCAG RIGHTS

1. SCAG reserves the right to:
   A. Disqualify any and all proposals that are not submitted in accordance with the required format described in this RFP;
   B. Disqualify any and all proposals that don’t comply with SCAG’s Conflict of Interest Policy;
   C. Reject any and all proposals submitted;
   D. Waive what SCAG deems to be a minor irregularity in a firm’s submission;
   E. Request additional information;
   F. Award all or part of the work contemplated in this RFP;
   G. Remedy errors in the RFP;
   H. Cancel the entire RFP;
   I. Issue subsequent RFP;
   J. Approve or reject the use of a particular subconsultant/supplier;
   K. Negotiate with any, all or none of the proposers. If SCAG is unable to negotiate final contract terms and conditions that are acceptable to SCAG, SCAG reserves the right to award the contract to another proposer;
   L. Award a contract to other than the lowest priced proposal;
   M. Award a contract without interviews, discussions or negotiations;
   N. Award a contract to one or more proposers;
   O. Only award a contract or any portion thereof to a firm that possesses a valid business license. Firms **must** possess the license from any city or state by the RFP due date. SCAG must be provided with a copy of this license, if requested; and
   P. Only award a contract or any portion thereof to a firm that passes any references checks.

2. If applicable, SCAG reserves the right to have software developed under SCAG’s contract, not incorporate proprietary and/or third party software components. This does not preclude the development of deliverables which interface with commonly-available off-the-shelf software.
However, consultants must determine in advance whether SCAG already has, or is willing to procure, appropriate licenses for any proprietary and/or third party software that would be required. Consultants must also provide the impacts of any enhancements and upgrades. SCAG will require delivery of documentation and source code for all electronic intellectual property developed under a SCAG contract prior to releasing final payment to the consultant.

XII. **NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD**

Proposers have the right to protest the contract award in compliance with SCAG’s Policy on Contract Award Protests, which can be viewed online at SCAG internet home page [www.scag.ca.gov](http://www.scag.ca.gov) under “Doing Business with SCAG.” A written protest must be filed with SCAG’s Executive Director, or designee (Chief Operating Officer or Deputy Executive Director) within five (5) working days after posting of the Notice of Intent to Award. SCAG will not accept any verbal protests. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. The protest must be submitted to SCAG’s Executive Director or designee via certified mail using the following address:

   Executive Director  
   Southern California Association of Governments  
   900 Wilshire Blvd, Suite 1700  
   Los Angeles, CA 90017-3435

The contract award is held up when SCAG’s Executive Director or designee receives the protest on time. The contract may not be awarded until the protest is either withdrawn or SCAG’s Executive Director or designee has rendered a decision.
PROPOSAL INFORMATION, ORGANIZATION, AND CONTENT

All proposals shall contain the following information, at a minimum:

1. **TITLE PAGE**
   Provide the following on the Title Page:
   - RFP Number
   - Title of the Project
   - Name and Address of Firm
   - Phone Number of Firm - **Do not include non-business (personal) phone numbers or address in as this information may become public under the California Public Records Act** (see Attachment 10)
   - Prime Contact Person
   - Email Address of the Prime Contact Person
   - Signature of the Individual Authorized/Obligated to Commit the Firm to this Project

   Cover letter should be addressed to the attention of the Contract Administrator

2. **TABLE OF CONTENTS**
   - A clear identification of the materials by section and page numbers.

3. **TECHNICAL APPROACH**
   - A statement and discussion of the project objectives, concerns, and key issues.
   - The technical approach for performing the tasks must include a detailed Scope of Work along with the process for executing the requirements and objectives of the project.
   - A discussion of the difficulties expected or anticipated in performing the tasks, along with a discussion of how the consultant proposes to overcome or mitigate against those difficulties.
   - A detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and significant events.
   - A statement of the extent to which the consultant’s proposed approach and Scope of Work will meet or exceed the stated objectives discussed in this RFP. Furthermore, a discussion of how the consultant would modify the project, and/or schedule to better meet these objectives.

4. **LINE ITEM BUDGET (COST PROPOSAL)**
   - Proposals **must** include a Line Item Budget in the format and detail shown in Attachment 5 (in United States currency). The same detailed budget is required of each subconsultant.
   - **Upload your Cost Proposal as a separate Excel file in PlanetBids (from the rest of your proposal) using the SCAG Line Item Budget PRIME and SUB Templates available at SCAG’s Website [http://scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx](http://scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx). Complete and upload a separate Excel file for each sub.**

5. **PROFILE OF FIRM**
   - A statement indicating if the firm is local or national and a summary of representative experience relevant to the work described in the Scope of Work for this RFP.
   - The location and telephone number of the office from which the work is to be done.
   - Identification of the individuals who will perform the work, including officers, project manager and key staff. State the time commitment and include resumes for key individuals. **Do not include social security numbers, non-business (personal) phone numbers or address in a resume as**
this information may become public under the California Public Records Act (see Attachment 10).

6. REFERENCES
   • Provide a list of at least three references, including the names of contact persons within the firms. References should not include any SCAG staff or SCAG Regional Council Members.

7. REQUIRED FORMS
   • The Debarment and Suspension Certification (Attachment 6) must be fully completed by all parties to the proposal (prime and all subconsultants).
   
   • The SCAG Conflict of Interest Form (Attachment 7) must be fully completed by all parties to the proposal (prime and all subconsultants).
   
   • All proposers must ensure that they have fully completed a Vendor Information Form (Attachment 9).
   
   • All proposers must fully complete the Notice Regarding California Public Records Act (Attachment 10) – regardless of whether or not proposer is requesting to exempt proposal from disclosure under the California Public Records Act.

The selected consultant may be required to complete a Federal Form W-9 (for payment purposes) which may also be obtained on-line at www.scag.ca.gov under “Doing Business with SCAG.”

IMPORTANT NOTE:
The selected consultant (awardee) must be prepared to provide SCAG any of the following documents if requested:
   • Time Sheet (that must account for the total activity for which each employee is compensated not just SCAG time)
   • Payroll register
   • Indirect cost audit
   • U.S. federal tax return
SCOPE OF WORK:
WESTSIDE MOBILITY STUDY UPDATE

BACKGROUND

The Westside Cities Council of Governments (WSCCOG) is a joint powers authority created by the cities of Beverly Hills, Culver City, Santa Monica, West Hollywood, the City of Los Angeles and the County of Los Angeles (see Attachment A). The mission of the WSCCOG is to engage in regional and cooperative planning and coordination of government services and responsibilities to assist the member cities in the conduct of their affairs.

In 2003, the WSCCOG Board of Directors commissioned a Westside Mobility Study (Study) that supported an interjurisdictional approach to transportation planning and addresses issues of regional importance. The Study focused on practical short-term and longer-term transportation solutions, ranging from improved transit stops and improved arterial efficiency to construction of two regional rail lines, as well as funding considerations. Since the release of the 2003 Study, the WSCCOG had engaged in the following planning efforts:

<table>
<thead>
<tr>
<th>Year</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2012</strong></td>
<td>WSCCOG approved recommendations for the Westside Bicycle Infrastructure Priority Corridor Gap Closures, which identified five priority interjurisdictional corridors for closing the gaps in current bicycle infrastructure (see Attachment B).</td>
</tr>
<tr>
<td><strong>2015</strong></td>
<td>Metro approved the Westside Cities Mobility Matrix report prepared by Fehr &amp; Peers, which served as the initial step to identifying transportation programs and projects that require funding as part of the Metro’s Long Range Transportation Plan (LRTP) process.</td>
</tr>
<tr>
<td><strong>2016</strong></td>
<td>WSCCOG Board approved a preliminary list of transportation priorities for its inclusion of the Los Angeles County Traffic Improvement Plan (Measure M) expenditure plan.</td>
</tr>
<tr>
<td><strong>2017</strong></td>
<td>WSCCOG identified the Active Transportation/1st and Last Mile Connections Program as the program for its Multi-Year Subregional Program (MSP) 5-Year Plan under the Measure M expenditure plan.</td>
</tr>
</tbody>
</table>
SCAG and the WSCCOG is seeking a consultant to update the 2003 Westside Mobility Study to reflect current infrastructure improvements and future mobility trends, such as first/last mile connectivity, active transportation, and emerging mobility technologies. The update to the 2003 study, defined hereinafter as the WSCCOG Mobility Report, will also identify new interjurisdictional projects and investments that address issues for all transportation modes, as well as improve access to the Westside for disadvantaged communities to reduce greenhouse gas (GHG) emissions and promote social equity.

The consultant shall also assist the WSCCOG in developing its Multi-Year Subregional Program (MSP) 5-Year Plan for its Active Transportation/1st and Last Mile Connections Program under the Measure M expenditure plan. The development of the MSP 5-Year Plan will run concurrently with the tasks outlined for the updated Study. The consultant is encouraged to identify opportunities to leverage the work completed as part of the WSCCOG Mobility Report to facilitate the MSP planning process. This may include identifying eligible transportation projects that meet readiness requirements, developing project descriptions, identifying project timelines and phasing, outlining funding sources, and describing completed or planning public outreach processes.

The anticipated project timeline for the consultant to complete the WSCCOG Mobility Report is June 2020, whereas the MSP 5-Year Plan shall be completed by December 2020, with an annual update conducted in 2021 and 2022.

**SCOPE OF WORK**

**Task 1. Kick of Meeting and Project Management**

**Task 1.1: Kick-Off Meeting with Consultant**
Once a consultant has been selected, a kick-off meeting will be held to establish expectations and ensure that project goals and objectives are clear.

**Task 1.2: Establish Project Work Plan**
The consultant will be required to develop a project work plan, which includes a project schedule. On-going project management tasks will include meetings, agenda preparation, minute summaries of meetings, and action item matrices for all project related meetings. Minutes will be prepared at least five (5) working days after a project meeting and shall include an action matrix as required. Team meetings will include the consultant’s project manager and other key members, WSCCOG staff, SCAG staff, and WSCCOG Transportation Committee members as necessary to review project status/progress, as well as to resolve key issues and potential problems.

**Task 1.3: Invoicing**
Consultant shall prepare monthly progress reports with invoices that document the project status information to the project team and stakeholders as per SCAG terms and conditions. Consultant shall submit complete invoice packages to SCAG based on percent of work completed basis.

**Task 1.4: Quarterly Reporting/Fiscal Management**
Consultant shall establish clear and continuous lines of communication between consultant, City PM and SCAG PM, ensuring that expectations are mutually defined and achieved.
Consultant shall communicate information to the client and stakeholders on a biweekly basis, which will be accomplished via the following methods:

- Utilization of available cloud-based document sharing services, such as Google Drive, DropBox or similar service approved by the SCAG PM, for draft report distribution, review, and comment by stakeholders; and
- Bi-weekly online meetings conducted via GoToMeeting, or similar as approved by the SCAG Project Manager, ensuring broad stakeholder attendance and comment

- Responsible Party: SCAG

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<tbody>
<tr>
<td>1.1</td>
<td>Kick-off meeting, agenda, and summary notes</td>
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<tr>
<td>1.2</td>
<td>Revised project scope and schedule, as needed;</td>
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<tr>
<td>1.3</td>
<td>Monthly status reports to SCAG and City PMs; Monthly invoicing with timecards/receipts, description of daily work and percent complete reporting to SCAG, as per SCAG terms and conditions;</td>
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<tr>
<td>1.4</td>
<td>Biweekly communication with City’s PM.</td>
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**Task 2. Review of Current Conditions**

**Task 2.1: Review Relevant Documents**

Numerous planning documents and studies have been prepared by various agencies since 2003. These documents include:

- Existing documents, such as Metro Exposition Corridor Transit Neighborhood Plan, LADOT Westside Mobility Plan (an update to the Coastal Transportation Corridor Specific Plan and West LA Transportation Specific Plan), Westside Subregional Mobility Matrix, SCAG’s Regional Transportation Plan/Sustainable Communities Strategy, Big Blue Bus Expo Integration Study, Culver City Bus Short Range Transit Plan, Culver City Bike and Pedestrian Master Plan/Action Plan, Metro Sepulveda Transit Corridor Study, City of Los Angeles Safe Routes to School Strategic Plan, City of Los Angeles Mobility Hubs – A Reader’s Guide, Metro’s Long Range Transportation Plan, Metro Active Transportation Strategic Plan, I-105 Corridor Sustainability Study, West Hollywood Bicycle and Pedestrian Mobility Plan, local Transportation Demand Management (TDM) programs, and other local planning documents within the subregion
- Drafts of current planning studies underway, if available, such as the Crenshaw/LAX Northern Extension Feasibility Study, SCAG I-405 Corridor Master Plan, and Metro’s Countywide Baseline Conditions Analysis
- Datasets used to produce the documents listed above in the first bullet point and other major city planning studies

SCAG, and WSCCOG will provide the relevant documents. The consultant will review these documents to obtain a better understanding and in-depth knowledge of the subregion’s planning efforts as a whole. The consultant will provide a high-level evaluation summary of the documents of the following:
- Identify how the studies align with each other, as well as potential gaps from the planning documents to be addressed in future studies
- Identify potential projects and partnerships for interjurisdictional collaborations for all modes of transportation that enhance regional mobility, accessibility, and promote safety and social equity.

It is important to note that Metro is currently working with the COGs to prioritize projects and conduct community outreach throughout the Measure M and LRTP process. The consultant should focus on coordination efforts to avoid duplicating outreach efforts and utilize resources in the most efficient manner to assure the updated plan generates timely projects and benefits to the COG member cities.

**Task 2.2: Existing Conditions Analysis**

Concurrent with Task 2.1, the consultant will utilize existing documents and other resources to compile and integrate the data of existing conditions in the Westside subregion. This includes data on safety, automobile trip patterns, transit, pedestrian, bicycle and other active transportation modes. Caltrans, SCAG, and WSCCOG will also provide the additional data to the consultant, if necessary. Activities will include the following:

- Indicate gaps in existing and ongoing studies identified in Task 2.1
- Analyze data that support the activities in Task 3 (Bicycle Infrastructure Priority Corridor) and Task 5 (Mobility Centers and Needs Analysis). Analysis include the following:
  - Analyze vehicle flow data, such as annual daily traffic, congestion, collision and delay patterns
  - Analyze bicycle and pedestrian counts
  - Analyze bus and rail trip counts throughout the subregion
  - Analyze data on shared-use mobility (e.g., carsharing, ridesourcing, bikesharing, micro-mobility and micro-transit) and examine how it overlays with the existing transit network
- Analyze origin-destination data, including information generated through cell phones where available
- Analyze safety conditions through records of severe injury and fatal collisions

Create clear visualizations of the existing conditions sufficient to build an understanding of inter-jurisdictional transportation conditions. Materials from this task will be used to inform subsequent analysis, be used in the outreach tasks, and be incorporated in the final report as determined by the SCAG Project Manager. Any GIS produced maps must include FGDC compliant metadata.

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<tbody>
<tr>
<td>2.1</td>
<td>Memorandum on the summary of planning documents</td>
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<tr>
<td>2.2</td>
<td>Memorandum on the summary of findings on existing conditions</td>
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</tbody>
</table>
3. Bicycle Infrastructure Priority Corridors Update

In 2011, the WSCCOG initiated a Bicycle Safety Awareness Coordination Plan to identify key corridors to close the gaps in the current bicycle infrastructure in the subregion. The goal of the recommended gap closures is to create a basic regional bicycle system that provides both north/south and east/west connections, and also connects all WSCCOG jurisdictions with each other. In 2012, WSCCOG identified five (5) priority corridors for bicycle infrastructure improvements, which were not covered in the 2003 Study. The objective of this task is to update the priority corridors and develop action steps for potential collaborative projects and network gap closures.

Task 3.1: Bicycle Infrastructure Priority Corridors Analysis
The consultant will update the priority corridors with information from the current planning documents, as well as identify completed or planned projects along the corridors. The consultant will use bicycle counts from Task 2.2 to identify any high-level gaps in interjurisdictional bike network planning. The consultant will also overlay the existing bikeshare/scooter share stations that are located along these corridors to identify potential challenges and need for bicycle infrastructure improvements to increase ridership and promote safety.

Task 3.2: Stakeholder Outreach
The consultant shall solicit feedback from and share findings with relevant stakeholders on how to better improve the subregional bicycle priority corridors as part of outreach associated with Tasks 4 and 5.

Task 3.3: Recommended Strategy
Based on the findings from Task 3.1 and Task 3.2, the consultant will prepare a summary memorandum that highlights portions of the corridors that still need to be addressed in terms of infrastructure improvements. If needed the memo may recommend potential projects along the corridors that serve new demands and/or fill network gaps.

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<tbody>
<tr>
<td>3.1</td>
<td>Draft memorandum on the bicycle infrastructure priority corridors analysis and recommendations</td>
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<tr>
<td>3.2</td>
<td>Draft materials for stakeholder outreach; Advertisement and promotion of each meeting/engagement, agendas, meeting minutes, and a technical memorandum summarizing stakeholder input</td>
</tr>
<tr>
<td>3.3</td>
<td>Draft strategy memorandum; Any GIS produced maps must include FGDC compliant metadata.</td>
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Task 4. Mobility Centers and Needs Analysis

The consultant will identify mobility centers and destinations in the subregion that generate transportation demand and activity based on current and planned land uses. These centers combine transportation modes, local job density, housing density, and the presence of major trip generators such as institutions and visitor-serving destinations. The analysis may look at existing and future centers, and should investigate accessibility and ease of use, by walking, bicycling, existing bus and rail transit, bikeshare, carshare, shared scooters, and microtransit.
services. The consultant will work with WSCCOG to develop a framework for prioritizing multimodal investments that facilitate access to and from these centers of activity.

**Task 4.1: Identify and Prioritize Major Activity Centers**
The consultant will utilize demographic, employment and land use data sets to identify major activity centers. The consultant should identify available data that they will use for current conditions, and identify any data to be provided by SCAG or WSCCOG cities. Future land use changes would be incorporated from adopted plans. The consultant will create maps, charts and other visualizations of existing and future activity centers to be used in outreach, evaluation and the final report. All digital material will meet accessibility standards for public sector agencies.

**Task 4.2: Identify Multi-modal Transportation Scenarios**
The consultant will identify high-level scenarios for increasing access to major activity centers identified in Task 4.1. Scenarios will look at a variety of transit, bike, pedestrian and multi-modal connectivity options/improvements that reduce demand for automobile trips to and from the centers. Improvements can include new services or facilities, and improvements that reduce travel times or eliminate blockages and network gaps.

Improvements may include transit facilities, system extensions, bike networks, first/last mile connections, pedestrian facilities and micro-mobility and micro-transit services. Particular attention should be paid to high-capacity facilities and improvements that improve non-SOV travel times. Improvements may also include bus stop and layover zones, transit shelters with real-time arrival information, bikeshare stations, carshare facilities, taxi waiting and call areas, pedestrian signal timing and phasing, WI-FI service, signage to direct people to the various assets, bicycle storage and repair facilities, retail, and open space.

**Task 4.3: Develop Framework for Prioritizing Improvements that Facilitate Multimodal Access to Major Activity Centers**
The consultant will develop a framework for prioritizing improvements that enhance multimodal access to the subregion’s major activity centers. The framework will consider the findings of current conditions from Task 2, as well as review bicycle and pedestrian counts, bus and rail trip counts throughout the subregion, and the presence of locations that generate significant numbers of pedestrians.

**Task 4.4: Stakeholder Outreach**
The objective of this outreach is to share findings and solicit feedback from key stakeholders on transportation scenarios as well as seek input on the infrastructure and improvement needs for the major activity center. Consultant will convene up to five (5) stakeholder interviews and/or two (2) focus groups with input from Caltrans, SCAG, and WSCCOG. The stakeholders shall include, public agencies (Metro, LADOT), and public and private stakeholders (local businesses, schools, members of neighborhood associations, community based organizations, and members of the elderly and disabled communities, and colleges and universities) and various community groups (including, but not limited to, Investing in Place, Leadership for Urban Renewal Network ([LURN]), People for Mobility Justice [(PMJ)], Los Angeles Aging Advocacy Coalition ([LAAAC]), and American Association of Retired Persons ([AARP])).
Task 4.5: Recommended Strategy
Based on the findings from Task 4.1 through Task 4.4, the consultant will draft a recommended strategy, in the form of decision-making framework, on how to better facilitate multimodal transportation access to priority activity centers. The strategy will also outline action steps for the Westside cities to implement in pursuing the recommended multimodal projects that facilitate access to major sub-regional activity centers.

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<th>Task</th>
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<tbody>
<tr>
<td>4.1</td>
<td>Draft list of major activity centers and selection criteria</td>
</tr>
<tr>
<td>4.2</td>
<td>Draft memorandum on Multi-Modal Transportation Scenarios</td>
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<tr>
<td>4.3</td>
<td>Draft memorandum on multimodal accessibility to major activity centers</td>
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<td>4.4</td>
<td>Draft materials for stakeholder outreach; Attendance as specified in the task, agendas, meeting notes, and a technical memorandum summarizing stakeholder input</td>
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<tr>
<td>4.5</td>
<td>Draft decision-making framework</td>
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Task 5. Final Report – Westside Mobility Study Update

Task 5.1: Memorandum to Guide Subregional Decision-Making Framework
The consultant will summarize and prioritize the decision-making framework identified in Tasks 2 through 5 and develop recommendations of next steps for theWSCCOG and its member jurisdictions to pursue funding opportunities for implementation. This project will provide the critical funding necessary to craft a decision-making framework for a coordinated approach throughout the subregion.

Task 5.2: Draft Final Report
The consultant will summarize all findings, stakeholder outreach, and proposed strategies into the final report. The draft report will be reviewed by WSCCOG, SCAG, and Caltrans for up to 10 business days. The consultant will incorporate comments and concerns in the Final Study.

Task 5.3: Final Report
Comments and recommendations by WSCCOG, SCAG, and Caltrans staff will be incorporated into the Final Plan. All collected data, information, deliverables, and tools developed for this project will be provided to SCAG, Caltrans, and WSCCOG staff upon the delivery of the Final Report. If they occur during the term of the consultant contract, a presentation unveiling the report and proposed action steps for further implementation will be scheduled at a WSCCOG Board meeting for approval and adoption. If the presentation occurs outside of the term of the contract the consultant will prepare presentation materials.

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<td>5.1</td>
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<td>Develop draft final report for review and comment</td>
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<td>5.3</td>
<td>Develop final report and presentation</td>
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Task 6. Develop WSCCOG’s Multi-Year Subregional Program (MSP) 5-year Plan

The objective of this task is to assist the WSCCOG in developing a preliminary list of projects and a 5-Year Plan for its Multi-Year Subregional Program (MSP) under Measure M. Metro provides a five-year Measure M programming funding forecast for each MSP, based on the amounts provide in the Measure M expenditure plan. The WSCCOG is estimated to receive $19 million for its Active Transportation/1st and Last Mile Connection Program for the first five-years of the expenditure plan.

As part of Metro’s MSP process, WSCCOG must provide a detailed list of projects that meet readiness thresholds, outline project timelines and phasing, identify allocated and anticipated funding sources, and define the process for public participation. The public participation process should focus on soliciting feedback from targeted stakeholders to ensure that the MSP reflects the priorities of local and subregional communities. To facilitate the development of the MSP 5-Year Plan, WSCCOG prepared a preliminary list of projects for the Westside Mobility Matrix in 2015, and an initial plan for the Public Participation Element as part of the MSP process (see Attachment D).

The consultant shall deliver draft materials for each sub-task under Task 6. The consultant will ask WSCCOG Transportation Working Group to review and approve of recommendations and findings before transmitting materials to the WSCCOG Board for review and consideration.

Task 6.1. Public Participation Element
1. Review the WSCCOG’s initial plan for the Public Participation Element (see Attachment D) and provide additional recommendations for ongoing outreach activities as part of the planning and implementation process for the MSP 5-Year Plan, which may include the following:
   a. Updating stakeholder lists
   b. Defining outreach strategies across a variety of platforms for specific communities and stakeholders
   c. Outlining a proposed mix of stakeholder meetings, focus groups, interviews, charrettes, and/or online and social media engagement.
   d. Identifying opportunities for stakeholders to submit comments and feedback
2. In accordance with Metro’s Measure M Administrative Procedures document, draft the Public Participation Element for the MSP 5-Year Plan that outlines the outreach processes and documented outcomes
3. Submit draft Public Participation Element to the WSCCOG Transportation Working Group for review

Task 6.2. Develop a Preliminary List of Projects
1. Coordinate with WSCCOG Transportation Working Group to conduct the following:
   a. Review the Westside Cities Mobility Matrix and coordinate with the WSCCOG to understand project scope and priorities
   b. Conduct an initial analysis to identify eligible projects that were not included in the Mobility Matrix, including detailing project eligibility, documenting the program nexus, and outlining preliminary budgets and timelines
2. Coordinate with the WSCCOG Transportation Working Group and key stakeholders to develop a draft framework to evaluate and prioritize projects, as well as apply performance metrics
a. The prioritization framework may consider local and subregional benefits, project eligibility, project readiness, as well as qualitative benefits related to mobility, economic vitality, accessibility, safety, sustainability, and quality of life.

3. Refine the draft framework based on feedback from the WSCCOG Transportation Working Group and key stakeholders, and ensure that they conform with Metro’s MSP guidelines.

4. Develop a preliminary list of prioritized projects to the WSCCOG Transportation Working Group for review and consideration.

Task 6.3. Project Implementation Schedule
1. Coordinate with sponsoring entities to develop a project implementation schedule
   a. Compile and review implementation schedules for each project
   b. Coordinate with WSCCOG staff and member jurisdictions to ensure that timelines identify project milestones, outline project phasing, and describe final project delivery commitments
   c. Develop a 5-year funding program organized by fiscal year (July – June). The timeline included in the 5-year plan will be based on project schedules and availability of funding. The schedule should be structured to allow for ongoing project tracking and to facilitate annual updates.

2. Submit draft project implementation schedule to the WSCCOG Transportation Working Group to review.

Task 6.4. Stakeholder Outreach
1. Present initial findings and recommendations
   a. Present the preliminary project list, prioritization framework, and initial timelines to WSCCOG representatives and key stakeholders in accordance with the Public Participation Element in Task 6.1
   b. Incorporate stakeholder input in the final MSP 5-year plan and list of projects

Task 6.5. Finalize MSP 5-Year Plan and List of Projects
1. Compile a finalized project list that includes the following information for each project:
   a. Requested funding amounts, including annual expenditures and funding by fiscal year
   b. Project timing/schedules and phasing
   c. Allocated and anticipated funding sources, including all non-MSP funding
   d. Project descriptions with sufficient detail to establish a nexus with the MSP category and apply qualitative performance measures related to mobility, economic vitality, accessibility, safety, as well as sustainability and quality of life
   e. Final project delivery commitment

2. Coordinate with Metro staff to review project eligibility and appropriate program nexus.

Task 6.6. Finalize MSP 5-Year Plan and Supporting Materials
The consultant shall prepare the MSP 5-Year Plan that includes the following information:

1. Final Public Participation Element that outlines outreach processes and documented outcomes
2. Final list of projects within the subregion that will can be implemented within the 5-year MSP planning timeline
3. Descriptions for each project, including sufficient detail to establish a nexus with the MSP category.
4. Qualitative performance measures for each project related to mobility, economic vitality, accessibility, safety, and/or sustainability and quality of life
5. Potential funding sources, including all non-MSP funding, for each project
6. Project timing/phasing and final project delivery commitments
7. Proposal on annual updates

The review and approval process for the MSP 5-Year Plan is outlined below:

1. Initial Draft
   a. WSCCOG Transportation Working Group will review the initial draft and provide comments within ten (10) business days
   b. The consultant shall incorporate comments and edits to the initial draft
   c. Consultant shall present the initial draft to the WSCCOG Board
2. Final Draft
   a. The consultant shall incorporate comments and edits from the WSCCOG Board
   b. WSCCOG Transportation Working Group will review the final draft and provide comments within ten (10) business days
   c. The consultant shall incorporate the comments and edits from the WSCCOG Transportation Working Group and submit the final draft to the WSCCOG Board for final approval before submission to the Metro Board
3. Annual Update
   a. The consultant will draft a memo that details a process or methodology for completing annual updates to the project list after the MSP is adopted.
   b. The consultant shall provide updates to the MSP 5-year plan and list of projects in FY 2021-2022 and FY 2022-23.

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<td>6.2</td>
<td>Draft prioritization framework for projects; Preliminary list of prioritized WSCCOG projects</td>
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<td>6.3</td>
<td>Draft project implementation schedule</td>
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<td>Stakeholder meetings, focus groups, interviews, charrettes, and/or online and social media engagement</td>
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<td>6.5</td>
<td>Final list of prioritized WSCCOG projects</td>
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<tr>
<td>6.6</td>
<td>Final WSCCOG MSP plan and supporting materials</td>
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Attachment A – WSCCOG Boundaries Map
Attachment B – Inter-COG Bike Facilities Corridors 2015

Recommended Priority Inter-COG Bike Facilities Corridors
PRELIMINARY DRAFT – FOR DISCUSSION ONLY

Proposed Corridors for Initial Focus
1. Expo Light Rail Bike Path/Bikeway
   (from La Brea Blvd. to the western terminus of Phase 2)
2. Santa Monica Blvd./Broadway
   (from La Brea Blvd. to Ocean Ave.)
3. San Vicente Blvd.
   (from Sunset Blvd. to La Brea Blvd.)
4. Barrington Ave./McAlpin Ave./Sherman Ave.
   (from Sunset Blvd. to Santa Monica Bike Path)
5. Beverly Dr./Beverly Dr./Dodge Ave./Jefferson Blvd./Orthland Ave.
   (from San Vicente to Westfield/Culver City Transit Center)
WSCCOG will provide a list of planning documents and data to the consultant to conduct the following:

**Existing Planning Documents, may include, but not limited to:**
- Westside Subregional Mobility Matrix
- Metro Exposition Corridor Transit Neighborhood Plan
- LADOT Westside Mobility Plan (an update to the Coastal Transportation Corridor Specific Plan and West LA Transportation Specific Plan)
- SCAG’s Regional Transportation Plan/Sustainable Communities Strategy
- Big Blue Bus Expo Integration Study
- Culver City Bus Short Range Transit Plan
- Culver City Bike and Pedestrian Master Plan
- Metro Sepulveda Transit Corridor Study
- City of Los Angeles Safe Routes to School Strategic Plan
- City of Los Angeles Mobility Hubs – A Reader’s Guide
- Metro’s Long Range Transportation Plan
- Metro Active Transportation Strategic Plan
- I-105 Corridor Sustainability Study
- Local Transportation Demand Management (TDM) programs
- Local bicycle and pedestrian plans
- Other local planning documents within the subregion

**Planning Documents Underway, may include, but not limited to:**
- Crenshaw/LAX Northern Extension Feasibility Study
- SCAG I-405 Corridor Master Plan
- Metro’s Countywide Baseline Conditions Analysis
- NextGen Study
- Metro Equity Framework
1.) Who has interest in MSP development (by program)?

The preliminary list of stakeholders includes the following:

- **Subregional Entity**
  - Westside Cities Council of Governments (WSCCOG)
- **City/County (Sponsoring Agencies)**
  - Beverly Hills
  - Culver City
  - Santa Monica
  - West Hollywood
  - Los Angeles (5th and 11th Districts)
  - County of Los Angeles (3rd District)
- **Stakeholders**
  - WSCCOG Transportation Working Group
  - Local Transit Agencies (e.g., Culver CityBus, Santa Monica Big Blue Bus, LADOT DASH)
  - Los Angeles World Airports
  - Local Neighborhood Councils
  - Local Chambers of Commerce and Convention and Visitors Bureaus
  - Local School Districts (e.g., Los Angeles Unified School District, Beverly Hills Unified School Districts, Culver City Unified School District, Santa Monica-
2.) What process/procedures will be followed to meaningfully involve these groups?

a. Define who takes the lead for developing/implementing public information and community outreach processes and/or procedures.

WSCCOG is currently working with SCAG to retain a consultant to update the Westside Mobility Study. WSCCOG and SCAG agreed to run the planning and the stakeholder engagement efforts for both the Westside Mobility Study and the MSP 5-Year Plan concurrently. Once the consultant is retained, the consultant will develop an outreach plan for both processes. WSCCOG and the consultant will co-lead in developing and implementing the public information and community outreach process and/or procedures with assistance and guidance from members of the WSCCOG Transportation Working Group.

The consultant will review this document and provide recommendations for ongoing outreach activities as part of the planning and implementation process. This may include the following:

- Updating stakeholder lists
- Defining outreach strategies across a variety of platforms
- Outlining a proposed mix of meetings, focus groups, interviews, charrettes, online and social media engagement, and/or public participation activities
- Identifying opportunities for stakeholders to submit comments and feedback
- Work with the WSCCOG Transportation Working Group to assemble and convene a Community Advisory Committee (CAC) to streamline all outreach efforts

b. How are the processes/procedures documented and communicated?

In the final Public Participation Element of the MSP 5-Year Plan, the consultant shall outline a proposed mix of meetings, focus groups, interviews, charrettes, online and social media engagement, and other public participation activities. The consultant shall also identify opportunities for stakeholders to submit comments and feedback through various platforms.

The public participation process should focus on soliciting feedback from targeted...
stakeholders to ensure that the MSP reflects the priorities of local and subregional communities.

3.) How will the range of interests outlined in (1) above be engaged in development of the following MSP Plan components?

The WSCCOG will first work with members of the WSCCOG Transportation Working Group and the consultant to evaluate the projects identified in the Westside Mobility Matrix to determine which projects meet Metro’s readiness requirements for the MSP. Additionally, the WSCCOG and the consultant may identify new potential projects related to active transportation and 1st/last mile connection based on the results conducted from the research and stakeholder outreach during the development of the Westside Mobility Study update.

The public participation process will focus on soliciting feedback from targeted stakeholders to ensure that the MSP reflects the priorities of local and subregional communities. The consultant will also incorporate the input gathered from prior and future stakeholder engagements that the cities have conducted as part of the project development process. Once the WSCCOG and the consultant have vetted the preliminary list of projects, the list will be presented to the stakeholders outlined in Section 1 for additional feedback.

The WSCCOG and the consultant will also present an overview of the MSP process and next steps during this engagement process. Subsequent public engagement activities may include presenting the final MSP 5-Year Plan and the final list of projects to the stakeholders before it is presented to the WSCCOG Board of Directors for final approval.

4.) What is the timing of the Public Participation Element?

A. The public engagement element for the MSP plan will begin immediately by working with the WSCCOG and the consultant. The consultant will need to develop an outreach plan for the public participation element before activities are scheduled. The WSCCOG is still in the process of retaining the consultant. It is anticipated that a consultant will be selected before the end of FY 2017-18.

B. The proposed process for the public engagement element will occur throughout the development of MSP 5-Year Plan, which is anticipated to take approximately 12 months to complete.
5.) The Public Participation Element must reference if, and to what extent, the subregion addresses performance measurement as part of the MSP 5-Year Plan, per the Measure M Administrative Procedures section.

The public participation element will also include a process in which the WSCCOG and the consultant will work with members of the WSCCOG Transportation Working Group to develop an evaluation criteria tool to prioritize projects. This prioritization framework may include qualitative and/or quantitative benefits related to mobility, economic vitality, accessibility, safety, sustainability, and quality of life.

Once the projects have been vetted, the consultant will develop project descriptions for each of the projects, which include sufficient detail to establish a nexus with the MSP category and apply qualitative performance measures related to mobility, economic vitality, accessibility, safety, as well as sustainability and quality of life. The consultant may also help identify performance indicators for project delivery that would help the WSCCOG and Metro to track the progress of the MSP over the years.
# PROPOSAL EVALUATION FORM

**RFP No. 20-014**

Consultant Name: ____________________________________________________________

<table>
<thead>
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<th>Evaluation Criteria</th>
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<th>Points Earned</th>
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Signature of Evaluator: ___________________________ Date: ___________________________
INTERVIEW EVALUATION FORM

RFP No. 20-014

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TOTAL: 100

Name of Evaluator (print): ________________________________
Agency: ________________________________

Signature of Evaluator: ________________________________
Date: ________________________________
LINE ITEM BUDGET (Cost Proposal) INSTRUCTIONS

1. SCAG uses the Line Item Budget to assess the fairness and reasonableness of a proposer’s costs. Once SCAG awards a contract, the negotiated Line Item Budget serves as the basis for reimbursing the proposer (includes Cost Plus as well as Fixed Price contracts).

2. SCAG shall only award a contract to an offeror who SCAG determines has an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31 200 or successors thereto.

3. All proposers must submit a Line Item Budget using the exact format shown on the following page, or may risk having their proposal disqualified. Further, a Line Item Budget must be submitted for each subconsultant regardless of dollar value of the subcontract. Upload your Cost Proposal as a separate Excel file in PlanetBids (from the rest of your proposal) using the SCAG Line Item Budget PRIME and SUB Templates available at SCAG’s Website http://scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx. Complete and upload a separate Excel file for each sub.

Disclaimer – Each proposer is responsible for all mathematical calculations and information provided on the Line Item Budget template.

4. Many items that may be normal business costs and tax deductible may not be allowable under Federal and State contract rules (e.g., dues, advertising, contributions, bad debts, interest expense, meals, and entertainment). For a complete listing, see 48 CFR Part 31 and 2 CFR Part 200 or successors thereto. All costs must be allowable and consistent with Federal cost principles under 2 CFR Part 200 or successors thereto. Please be aware that the cost-plus-a-percentage-of-cost bid/offer method, where the proposer’s profit is a percentage of the reimbursed costs on a project, is not allowed under Federal rules. Also, contingency fees are not allowed.

5. Costs shall be structured as follows:

A. Direct Labor:
   • Direct labor, overhead, and fringe benefits must be shown as separate dollar amounts (United States currency) in the Line Item Budget. Prior to contract award, proposer (awardee) must substantiate the rate (i.e., with payroll register or similar, or U.S. federal tax return…) if SCAG requests it. Only include employees (i.e., staff that you will issue a W-2 to). Do not include sub-consultants in your Direct Labor (or Overhead, Fee and Other Direct Costs). Include all cost for sub-consultants under the Sub-consultants category.
   • Identify Key Personnel by both name and title (e.g., Mary Smith, Sr. Planner). Place an asterisk (*) next to the name(s) of any Key Personnel. Other professional or support/administrative staff may be identified by title only.
   • The labor rate quoted for each position in the Line Item Budget must be the maximum rate that is expected to be paid during the term of the contract, inclusive of any rate increase (e.g. merit, cost-of-living, etc.). If SCAG awards a Cost Plus Fixed Fee contract, SCAG will only pay the selected consultant the actual rate paid to the person in a position, and all rates must be traceable to and supported by payroll records.
   • Note: For Firm Fixed Priced (FFP) contracts, SCAG uses the labor and overhead rates quoted in the proposer’s Line Item Budget to evaluate the proposed price for each task and cumulatively.
Once SCAG has negotiated a final Line Item Budget, during the life of the contract, SCAG intends to pay the selected consultant upon completion of each task (unless otherwise agreed to), regardless of the actual cost to complete the task, provided the cost is allowable and allocable, and complies with federal rules and regulations.

B. Overhead:
   • The overhead rate quoted must be the rate that is expected for each Fiscal Year during the life of the contract. Prior to contract award, proposer (awardee) must substantiate the rate (i.e., with an indirect cost audit or U.S. federal tax return…) if SCAG requests it.

C. Fixed Fee:
   • Fee/Profit is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subconsultants or Other Direct Costs. Prior to contract award, proposer (awardee) must substantiate the fee if SCAG requests it.

D. Other Direct Costs (ODCs):
   • ODCs must be fully substantiated prior to contract award. If the contract is subject to a pre-award audit (see bullet 6 below), SCAG will review support for ODCs similar to that done for Direct Labor, Overhead, and Fringe Benefits. If SCAG awards a Cost Plus Fixed Fee contract, during the life of the contract, SCAG will require back-up documentation with the monthly invoices to substantiate ODCs.

   • All travel costs must be reasonable, and are limited to those rates stated under California’s State Department of Personnel Administration rules, (subject to change) posted at: http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm, or successors thereto.

E. Subconsultants:
   • Identify the Direct Labor, Overhead, Fixed Fee and ODCs in the same format as for the Prime.

6. SCAG’s Pre-award Audit Requirements are as follows:

Contracts less than $250,000 may require a pre-award audit; those at $250,000 or more will require a pre-award audit. SCAG’s pre-award audit requirements are available at http://www.scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx. The selected consultant (awardee) must be prepared to provide an indirect cost audit or U.S. federal tax return, if SCAG requests.
# LINE ITEM BUDGET

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address</th>
<th>Title of Project:</th>
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### Cost Categories

#### Direct Labor Classification(s)

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#### Overhead & Fringe (10% & A)

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</table>

#### Direct Fee

| Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |

#### Subcontract(s)

| Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 | Task 1 | Task 2 | Task 3 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |

### Variance: 0.00
TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29
DEBARMENT AND SUSPENSION CERTIFICATION

RFP 20-014

1) All persons or firms, including subconsultants, must complete this certification and certify, under penalty of perjury, that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:

   a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

   b) Have not, within the three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

   c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; and

   d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.

2) If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to SCAG.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining proposer/bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of actions.

_________________________________
Name of Firm

_________________________________
Signature (original signature required)

_________________________________
Date
SCAG CONFLICT OF INTEREST FORM

RFP 20-014

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under “OPPORTUNITIES”, then “Doing Business with SCAG” and scroll down under the “CONTRACTS” tab; whereas the SCAG staff may be found under “ABOUT” then “Employee Directory”; and Regional Council members can be found under “ABOUT”, then scroll down to “ELECTED OFFICIALS” on the left side of the page and click on “See the list of SCAG representative and their Districts.”

Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so may also disqualify your firm from submitting an offer on this proposal.

Name of Firm: ____________________________________________
Name of Preparer: _________________________________________
Project Title: _____________________________________________
RFP Number: __________________ Date Submitted: _____________

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

☐ YES ☐ NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nature of Financial Interest</th>
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<tbody>
<tr>
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</table>
2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

☐ YES    ☐ NO

If “yes,” please list name, position, and dates of service:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Dates of Service</th>
</tr>
</thead>
<tbody>
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</table>

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

☐ YES    ☐ NO

If “yes,” please list name and the nature of the relationship:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
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<tbody>
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</table>

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

☐ YES    ☐ NO

If “yes,” please list name and the nature of the relationship:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
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</table>

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

☐ YES  ☐ NO

If “yes,” please list name, date gift or contribution was given/offered, and dollar value:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Dollar Value</th>
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SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) _________________________________, hereby declare that I am the (position or title) ______________________________ of (firm name) ______________________________, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated ___________________ is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

__________________________________________  __________________________
Signature of Person Certifying for Proposer  Date

(original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.
DISADVANTAGED BUSINESS ENTERPRISE (DBE) INFORMATION

RFP 20-014

The requirements of 49 Code of Federal Regulations (CFR) Part 26 applies to this RFP.

DBEs and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”). The Consultant should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

DBE DEFINITION
A DBE is a for-profit “small business concern” that is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals. One or more such individuals must also control the management and daily business operations. These individuals must be citizens (or lawfully admitted permanent residents) of the United States and (1) any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis, or (2) who are either Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, women, or any other group found to be socially and economically disadvantaged by the Small Business Administration.

DBE PARTICIPATION AND GENERAL INFORMATION
It is the proposer’s responsibility to be fully informed regarding their requirements of 49 CFR, Part 26. Particular attention is directed to the following:

A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP)
B. A certified DBE may participate as a prime consultant, subconsultant, or as a vendor of material or supplies.
C. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55; that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing, and supervising the work.
D. A prime consultant who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subconsultant.

DBE CONTRACT GOAL
SCAG has not established a goal for this contract. However, proposers are encouraged to obtain DBE participation for this contract.

DBE SOURCES
Consultants interested in locating DBE subconsultants may refer to the following source:

Statewide DBE Database of the CUCP (California Unified Certification Program):
http://www.californiavucp.com/
Click on “Directory”
Also, the following agency may be contacted for assistance in locating DBE firms in California:

Caltrans Office of Certification
1-866-810-6346

**DBE CERTIFICATION**
The DBE firm must hold a current California Unified Certification Program (CUCP) DBE certification at the time of proposal submission. DBE certifications outside of California will not be accepted. Firms that are DBE certified outside of California may apply for a CUCP DBE certification by contacting one of the certifying agencies listed at: [http://californiaucp.org/](http://californiaucp.org/)
# Vendor Information

## SECTION 1. GENERAL CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th>Title</th>
<th>Telephone No.</th>
<th>Fax No.</th>
<th>E-mail Address</th>
<th>Company Website Address</th>
</tr>
</thead>
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## SECTION 2. REMITTANCE ADDRESS (IF DIFFERENT FROM FORM W-9)

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<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Telephone No.</th>
<th>Fax No.</th>
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## SECTION 3 PROPOSER’S/BIDDER’S LIST INFORMATION (REQUIRED)

Is your firm a Disadvantaged Business Enterprise (DBE)?

- [ ] Yes
- [ ] No

As defined in Title 49 Part 26.11 of the Code of Federal Regulations, complete the required information below regardless of whether your firm is a DBE or non-DBE:

- **Age of Firm:** [ ]

 Annual Gross Receipts (select one):

- [ ] Less than $1 Million
- [ ] $1 Million – $5 Million
- [ ] $5 Million – $10 Million
- [ ] $10 Million – $15 Million
- [ ] $15 Million – $17.4 Million
- [ ] $17.4 Million +

A COPY OF THE FIRMS DBE CERTIFICATION MUST BE PROVIDED TO QUALIFY AS A DBE.

For vendors located within the Southern California region, certification must be from one of the agencies listed below.

- **CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)**
  - Civil Rights MS 79, 1823 14th Street, Sacramento, CA 95814
  - Phone: (916) 324-1700 or (866) 810-6346, Fax: (916) 324-1862, website: caltrans.ca.gov

- **CITY OF LOS ANGELES**
  - Office of Contract Compliance, Centralized Certification
  - 1149 S. Broadway Street, Suite 300, Los Angeles, CA 90015
  - Phone: (213) 847-6480, Fax: (213) 847-5566, website: bca.lacity.org

- **LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO)**
  - Diversity and Economic Opportunity Department
  - One Gateway Plaza, Los Angeles, CA 90012
  - Phone: (213) 922-2600, Fax: (213) 922-7660, website: mta.net

If you believe you qualify as a DBE but are not certified, you may want to contact one of the certifying agencies listed at [http://californiaucp.org/](http://californiaucp.org/) to initiate the certification process.
### SECTION 4. COMMODITY CODE

Check all boxes of the commodity codes that apply to your company’s particular areas of expertise.

#### General Goods & Services

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<th>DESCRIPTION</th>
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<td>60720</td>
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<td>Trophies &amp; Awards</td>
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<td>Lease – Equipment</td>
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<td>96115</td>
<td>Catering &amp; Concessions</td>
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<td>Subscriptions (Periodicals)</td>
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<td>Furniture – Office</td>
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<td>Coffee &amp; Tea Services</td>
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<td>60700</td>
<td>Typewriters &amp; Supplies</td>
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<td>Bottled Water</td>
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<td>86618</td>
<td>Copying/Reproduction Services</td>
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<td>Office Machine Supplies</td>
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#### Professional/Consulting Services

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<td>91894</td>
<td>Traffic Consulting</td>
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<td>Telecommunications Consulting</td>
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<td>Government Consulting</td>
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<td>Transportation Planning Consulting</td>
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<td>91896.3</td>
<td>Transit &amp; Non-motorized Planning &amp; Analysis</td>
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<td>Human Resources Consulting</td>
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<td>Truck Lane Analysis/GoodsMovement</td>
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#### SECTION 5. FORM SUBMISSION

Include this form in your proposal
Notice Regarding California Public Records Act

Section ❶ - Summary

A proposal submitted in response to this RFP will be subject to public disclosure pursuant to the California Public Records Act, Cal. Gov. Code section 6250 et. seq., (the “Act”). The Act provides generally that all records relating to a public agency's business are open to public inspection and copying, unless specifically exempt from public disclosure under one of several exemptions set forth in the Act. If you believe that any portion of your proposal is exempt from disclosure under the California Public Records Act, you must: 1). Mark such portion “TRADE SECRET,” “CONFIDENTIAL,” or “PROPRIETARY,” within your proposal; 2). Complete Section ❷ below, and 3). Include this Attachment 10 in your submittal, or your proposal will be subject to public disclosure under the Act. Proposals marked “TRADE SECRET,” “CONFIDENTIAL,” OR “PROPRIETARY” in their entirety will not be honored, and SCAG will not deny public disclosure of proposals so marked. By submitting a proposal with specific material marked “TRADE SECRET,” “CONFIDENTIAL,” or “PROPRIETARY,” you represent you have a good faith belief that the material is exempt from disclosure under the Act; however, such designations will not necessarily be conclusive. You may be required to further justify in writing why such material should not, upon request, be disclosed by SCAG under the Act. Fee and pricing proposals are not considered “TRADE SECRETS”, “CONFIDENTIAL”, or “PROPRIETARY”.

If SCAG denies disclosure, then by submitting your proposal you agree to reimburse SCAG for, and to indemnify, defend, and hold harmless SCAG, its officers, fiduciaries, employees, and agents from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses including, without limitation, attorneys' fees, expenses and court costs of any nature whatsoever (collectively, “Claims”) arising from, in connection with, or relating to SCAG’s non-disclosure. By submitting your proposal, you also agree to defend, indemnify, and hold harmless SCAG from and against any and all Claims arising from, in connection with, or relating to SCAG’s public disclosure of any such designated portions of your proposal if SCAG reasonably determines disclosure is deemed required by law, or if disclosure is ordered by a court of competent jurisdiction.

Section ❷ - Exemption Request

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Attach additional pages as necessary

☐ Check here if proposer claims no exemption

Signature: ___________________________ Date: ____________________