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Keith Millhouse, Ventura County
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I. SUMMARY

The Southern California Association of Governments (SCAG) in partnership with the City of Palmdale is soliciting proposals in response to Request for Proposal (RFP) No. 14-001-B39, Palmdale's Avenue Q Feasibility Study.

In April 2012, SCAG's Regional Council adopted the 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS): Towards a Sustainable Future. The RTP/SCS is the culmination of a multi-year effort, involving stakeholders from across the SCAG Region, to guide regional planning policy through the integration of land use planning and transportation investment decision-making. For more information on the RTP/SCS, visit <http://www.scag.ca.gov/> and <http://rtpscs.scag.ca.gov>.

The Sustainability Program is a key SCAG initiative for implementing the RTP/SCS, combining Compass Blueprint assistance for integrated land use and transportation planning with new Green Region Initiative assistance aimed at local sustainability and Active Transportation assistance for bicycle and pedestrian planning efforts. Sustainability Projects are intended to provide SCAG-member jurisdictions the resources to implement regional policies at the local level, focusing on voluntary efforts that will meet local needs and contribute to implementing the SCS, reducing greenhouse gas (GHG) emissions, and providing the range of local and regional benefits outlined in the SCS.

Consultant products for Sustainability Planning Grant projects should include, where applicable, specific, implementable guidance on RTP/SCS-supportive transportation and land use policy changes. This should include, but not be limited to, recommendations on sustainability-oriented General Plan updates, zoning code amendments, transit-oriented development (TOD) districts, main street revitalization, complete-streets and active transportation design standards, and climate action planning.

SCAG, local governments and partner organizations are seeking creative and forward-thinking development solutions that will benefit from a customized program of consultant services. Consultants will "work for" the local governments, on locally-directed projects and SCAG will be responsible for consultant costs and consultant contract management. For more information on the SCAG Sustainability Program, visit <http://www.compassblueprint.org> and <http://sustain.scag.ca.gov>.

This RFP is one of approximately 40 RFPs that SCAG will be issuing between November 1, 2013 and March 31, 2014 as part of SCAG's Sustainability Planning Grant program. SCAG will release, approximately 30 additional RFPs sometime thereafter, subject to availability of funding. A list of all planned projects is included as Attachment 10.

This 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/Interview Evaluation Form
- Attachment 4 – Line Item Budget (Cost Proposal)
- Attachment 5 – Debarment and Suspension Certification
- Attachment 6 – Conflict of Interest Form
- Attachment 7 – Disadvantaged Business Enterprise (DBE)
- Attachment 8 – Vendor Information
- Attachment 9 – Notice Regarding California Public Records Act
- Attachment 10 – List of Sustainability Projects

II.

PROPOSAL TIME LINE (Subject to Change)	DATE	TIME (Pacific Standard)
RFP Released	March 20, 2014	
Deadline to Submit Questions to Contracts Administrator	March 31, 2013	3:00 p.m.
Posting of Answers to Questions	April 3, 2014	5:00 p.m.
Proposal Due Date	April 16, 2013	10:00 a.m.
Evaluation of Proposals	April 28, 2014	
Consultant Interviews	May 12, 2014	
Final Selection	May 2014	
Contract Execution/NTP	May-June 2014	

III. PROPOSAL SUBMISSION

Upload one (1) PDF copy of your proposal (**file cannot exceed 10MB and should be one complete document without multiple parts**), into SCAG’s solicitation management system (PlanetBids) at <http://www.planetbids.com/portal/portal.cfm?CompanyID=14434#>. Contact the Contracts Administrator identified in Section IV below if you need assistance).

Proposal must be submitted electronically **via Planetbids website only**. Electronic **transfer of the proposal onto Planetbids website must be completed and Received** no later than specified Proposal Due Date and Time. Late proposals 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. CONTRACTS ADMINISTRATOR

Ranjini Zucker, Sr. Contracts Administrator
 Southern California Association of Governments
 818 W. 7th Street, 12th Floor
 Los Angeles, CA 90017-3435
 (213) 236-1887
 Email: zucker@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 email to the attention of the Contracts Administrator. Submit questions to zucker@scag.ca.gov with the following on the subject line **“QUESTIONS RFP 14-001-B39, Palmdale Avenue Q Feasibility.”** Answers to the questions, if any received, 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. CONTRACT TYPE

Contract Type: Cost Plus Fixed Fee

Consultants must propose in United State currency and shall be paid with the same.

Funding for this project is contingent upon availability of funds at the time of contract award.

VII. PERIOD OF PERFORMANCE

The maximum period of performance for this contract is 15 months.

VIII. SELECTION PROCESS

1. Proposals will be ranked in accordance with the criteria described in Attachment 3.
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 Request for Proposal. 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/> under Section 41 of SCAG’s Contract Template.
8. The successful consultant will be required to sign SCAG’s standard consultant agreement in order to receive the contract award. **Proposer must identify in the proposal itself any concerns or objections to any of the contract terms and conditions in SCAG’s consultant agreement.** Review SCAG’s terms and conditions published in SCAG’s website. Consultant shall propose alternative language for consideration. 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. The contract template may be viewed on SCAG’s website at:

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

IX. 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. Reject any and all proposals submitted;
 - C. Waive what SCAG deems to be a minor irregularity in a firm's submission;
 - D. Request additional information;
 - E. Award all or part of the work contemplated in this RFP;
 - F. Remedy errors in the RFP;
 - G. Cancel the entire RFP;
 - H. Issue subsequent RFP;
 - I. Approve or reject the use of a particular subconsultant/supplier;
 - J. 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;
 - K. Award a contract to other than the lowest priced proposal;
 - L. Award a contract without interviews, discussions or negotiations;
 - M. Award a contract to one or more proposers;
 - N. Only award a contract or any portion thereof to a firm that possesses a valid business license. Firms **must** possess the licenses by the RFP due date. SCAG must be provided with a copy of this license, if requested; and
 - O. 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.

X. 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 under "Doing Business with SCAG." A written protest must be filed with SCAG's Executive Director or his designee (Deputy 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 his designee (Deputy Director) via both certified mail and fax using the following address and fax number:

Executive Director
Southern California Association of Governments
818 W. 7th Street, 12th Floor
Los Angeles, CA 90017-3435
Fax: (213) 236-1825

The contract award is held up when SCAG's Executive Director or his designee (Deputy Director) receives the protest on time. The contract may not be awarded until the protest is either withdrawn or SCAG's Executive Director or his designee (Deputy Director) 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 9)
- Prime Contact Person
- Email Address of the Prime Contact Person
- Signature of the Individual Authorized/Obligated to Commit the Firm to this Project

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 4 (in United States currency). The same detailed budget is required of each subconsultant. Be sure to show the total price proposed for the entire project, as well as the detail required in Attachment 4.

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 5) **must be fully completed by all parties to the proposal (prime and all subconsultants).**
- The SCAG Conflict of Interest Form (Attachment 6) **must be fully completed by all parties to the proposal (prime and all subconsultants).**
- A “Bidder’s List of Subconsultants (DBE and Non-DBE) – Part I” (Attachment 7A) and a “Bidder’s List of Subconsultants (DBE and Non-DBE) – Part II” (Attachment 7B) must be completed by the proposer. Attachment 7C must also be completed and included in the proposal.
- All proposers should ensure that they have completed and submitted (Attachment 8).
- Attachment 9 – Must be submitted regardless of whether or not proposer is requesting to exempt proposal from disclosure under the California Public Records Act.
- The selected consultant will be required to complete a Federal Form W-9 which may also be obtained on-line at www.scag.ca.gov under “Doing Business with SCAG.”

CITY OF PALMDALE - AVENUE Q FEASIBILITY STUDY**Project Description**

The project proposes to conduct an analysis that will determine the feasibility of developing the Avenue Q Corridor as a Transit Oriented Development (TOD), mixed use development corridor. The “Corridor” will ultimately serve as an extension of the Palmdale Transportation Center (PTC), as well as the Palmdale Transit Village Specific Plan Planning Area.

TOD planning within the immediate vicinity of the PTC is constrained by the designated U.S. Air Force Plant 42 Air Installation Compatible Use Zone II to the north, which severely restricts residential uses and floor area ratios for all other uses. The area is also constrained by the Union Pacific Railroad (UPRR) and Metrolink tracks to the east. Therefore, the City is compelled to look to the west and south of the PTC to implement land use changes that are complimentary. As Avenue Q provides a direct route to the PTC, the City believes that providing for TOD/mixed use development opportunities along the Avenue Q Corridor and extending the proposed multi-use trails from the Palmdale Transit Village Specific Plan (PTVSP) into the project area will allow for the development of a variety of land uses that will be beneficial to both the City and its residents.

Location

The project area, which includes approximately 270 acres of land, is generally located between Auto Center Drive and Palmdale Boulevard and between the westerly terminus of Avenue Q and Division Street within the City of Palmdale (**refer to Exhibit 1**). The eastern boundary of the project area is located 1,300 feet from the PTC while the western most boundary, is located approximately 1.5 miles from the PTC.

The project area is also located within the bounds of the Palmdale Trade and Commerce Center Specific Plan (PTCCSP), with the exception of the area generally located south of Auto Center Drive and north of Avenue Q, between 5th Street East and State Route 14 (SR 14), which is part of the Antelope Valley Auto Center Specific Plan (AVACSP) (**refer to Exhibit 2**).

The PTCCSP, which was adopted in 1990, encompasses 756 acres and is generally located between Rancho Vista Boulevard and Palmdale Boulevard and 10th Street West and Division Street. SR 14 intersects the Specific Plan via north/south. The PTCCSP was created to accommodate a mix of standard commercial, industrial and public uses.

The Antelope Valley Auto Center Specific Plan (AVACSP), which was adopted in 1989, includes a total of 78 acres primarily established for automobile-sales related uses. The site contains existing auto dealerships and vacant land.

The Palmdale Transit Village Specific Plan (PTVSP), which was adopted in 2007, encompasses 110 acres of transit oriented development (TOD) land use types. The PTVSP is located approximately 1,300 feet east of the PTCCSP. Development of the PTVSP has begun with initial building phases of a 156-unit affordable apartment complex, which is located approximately 1,000 feet south of the PTC.

Setting

Land within the project area is mostly vacant but also includes a laborers union building, auto dealerships and medical/office uses. A large regional detention basin exists at the northeast corner of SR 14 and Avenue Q. The project area is not constrained by the U.S. Air Force Plant 42 Air Installation Compatible Use Zone, any earthquake fault zone, and is relatively flat. A portion of the site is impacted by a flood zone that has a 0.2 percent annual chance of flood hazard (Community Panel No. 06027C0659F).

Related Projects

The Palmdale Transit Oriented Development Overlay Zone project area lies to the east of the project. The area is generally bound between Rancho Vista Boulevard (Avenue P) and Palmdale Boulevard, and between Division Street and 10th Street East. The TOD Overlay Zone project, a Metro-TOD3 grant funded project, will evaluate and modify the PTVSP, General Plan and Zoning Ordinance based upon current and future land use and transportation needs. Multi-modal connectivity from a wide variety of local and regional transportation modes is also a primary element of the scope of work. The project is slated to begin in Spring 2014 (**refer to Exhibit 4**).

Land Use Analysis

The Consultant will evaluate the existing Specific Plan, General Plan land use and zoning designations within the project area and provide recommendations for amending said documents. It is the City's intention to either amend the PTCCSP and AVACSP Specific Plans or to remove the project area from said plans to allow for TOD/mixed use development within the project area.

The plan will allow for a defined set of TOD-oriented mixed-use, residential, commercial, and recreational land uses. Integration of existing nearby land uses with new development will be a key consideration. Flexibility in accommodating higher density residential, together with a variety of mixed land uses, all connected by various modes of transportation will help to achieve this goal. The land use changes within the proposed project area should also complement the land use changes that will occur within the TOD overlay zone planning area. AB 32, SB 375, sustainability and complete streets policies should be used as a guide to help develop land use concepts for the Avenue Q Corridor.

Circulation Analysis

Roadways

The Consultant will review the existing General Plan Circulation Plan, PTCCSP and AVACSP circulation and trails elements and provide recommendations based on the goals of the project. This will include conducting field reviews to evaluate existing conditions and available right-of-way and provide recommendations for new street cross-sections that will promote the safe and orderly movement of all transportation modes. More specifically, connectivity to and from the project area to the PTC via intersecting streets should be evaluated for safety, overall functionality and operability.

Avenue Q is a planned 4-lane, 80-foot wide Secondary Arterial Roadway with bike lanes, median and eight-foot wide sidewalks. Avenue Q is currently four lanes between Trade Center Drive and SR 14 and

then tapers to a two-lane roadway between SR 14 and Division Street. SR 14, Trade Center Drive, 5th Street West and Division Street, intersect Avenue Q within the project area.

An analysis of the existing and ultimate right-of-way along Avenue Q is necessary to provide design options that will slow traffic, allow for on-street parking and provide adequate space / buffering for pedestrian and bike modes. Other concerns that will need to be addressed by the Consultant include streetscape enhancements, the provision of adequate space and maneuverability for truck access, especially pertaining to commercial deliveries, sufficient right-of-way and design to accommodate emergency vehicle access, an identification of issues with recommendations regarding the power poles located on the north side of Avenue Q, design options for a potential shuttle or trolley system between Avenue Q and the PTC and modal transitioning from the project area, easterly through the existing residential area, to the PTC.

Trails

The Dr. Robert C. St. Clair Parkway is located on the west side of Sierra Highway from Avenue Q to approximately Avenue Q-12. The linear park will link the Transit Village area with the civic area (located southeast of the intersection of Palmdale Boulevard and Sierra Highway) if a pedestrian bridge is built at Avenue Q. Additionally, it is likely that City-owned vacated properties located along the east side of 3rd Street East between Avenue Q and Desert Sands Park will be developed into another linear park (**refer to Exhibit 3**).

The PTVSP cross-section for Avenue Q includes an approximate 23-foot wide greenbelt (including a 5'6" sidewalk), on-street parking, bike lanes and two through travel lanes within the overall 80-foot right-of-way. This configuration may not be suitable west of either Division Street or west of SR 14; however, the City's intention is to provide a multi-functional trail system along Avenue Q. The Consultant should provide recommendations for alternatives for connections to existing and proposed trails/greenways, ultimately providing connectivity between the PTVSP and proposed project area.

Lastly, the Consultant will be asked to evaluate the "potential" future usability of an existing linear detention basin, drainage course and open space areas within the project area. Options for transitioning the basin into some type of public use (park, green space, public garden area, etc.), should be considered and recommendations provided.

Parking

On-site parking is a major regulatory component that influences urban design. The parking requirements for the PTCCSP are regulated by Article 87 of the City's Zoning Ordinance. These parking standards apply to all development in the City and there is no provision for a reduction in the number of spaces required where on-street parking is available. Current requirements are: 1 parking space per 250 square feet (1:250) of gross floor area for retail uses, 1 parking space per 100 square feet (1:100) of gross floor area for restaurant uses, 1 parking space per 250 square feet (1:250) of net leasable floor area for general office uses, and 1 parking space per 200 square feet (1:200) of net leasable floor area for medical office uses. The parking demand analysis would be utilized to determine if excess parking is required for new

development, and if so, determine a more appropriate parking requirement that will enhance the design of development within the project area.

Avenue Q will bookend at the PTC and near 10th Street West. While future plans include parking at the PTC for high speed rail, Metrolink, AVTA and other modes, the Consultant should evaluate overall potential parking impacts and provide recommendations accordingly.

Public Art

The City has recently formed a Public Art Committee that is in the process of creating a vision for public art within the community. The committee is in the process of determining potential locations and corridors that are priorities for public art and funding mechanisms. Future plans adopted by the City will include a requirement for public art to animate Palmdale's public and private spaces, rejuvenate structures and streetscapes, improve local business viability and public safety, and bring diverse people together to celebrate, inspire and be inspired.

The SR 14 overcrossing bridge is a permanent fixture within the Avenue Q Corridor. The undersides of bridges are typically visually bland and aesthetically displeasing. The Consultant should develop ideas and concepts for public art, decorative treatments, landscaping, etc., under, near and adjacent to the bridge. These treatments should be consistent and transition along the entire corridor. A common theme should be provided along the entire corridor.

The following lists the Tasks that must be accomplished.

TASK 1: PROJECT PLANNING AND COORDINATION

Task 1.1: Project Kickoff Meeting

A Technical Advisory Committee (TAC) made up of City staff and other stakeholders shall meet with the Consultant to discuss project details to include the following:

- Work program objectives, tasks, products, and preliminary schedule.
- Recent or current studies, plans, or planning-related efforts by agencies and departments that may influence or support the work program.
- Roles of team members/key contacts.
- Public outreach methods.
- Potential stakeholders.
- Grant reporting requirements.

Deliverables: Agenda and meeting summary, write up and discussion on general approach to the project's scope of work, identification of roles and responsibilities

Task 1.2: Project Coordination

The Consultant shall schedule TAC conference call meetings every month to ensure excellent project communication and coordination.

Deliverables: Monthly meeting notes

TASK 2: PROJECT ASSESSMENT**Task 2.1: Data Collection / Existing Conditions**

The Consultant shall coordinate with the City and review existing planning and transportation documents, studies, analyses, and other recent and ongoing planning efforts that influence the outcome of the feasibility study. The following elements shall be examined: vacant and built land, infrastructure, circulation/access, sustainability, livability, development constraints and overall character of the project area. Local, Regional, State, and Federal legislation should also be considered and incorporated, as applicable.

Deliverables: Written and electronic report (including maps and photographs), detailing existing conditions of the project area. Maps included in the report shall be provided in GIS and/or AutoCAD format.

Task 2.2 – Community Workshop No. 1

City staff and Consultant shall host Community Workshop No. 1 to present the project’s overall scope, goals and objectives. A wide variety of media types shall be used (radio, television, newspaper, etc.) to publicize the workshop event. Sign-in sheets, nametags, comment cards shall be included.

Deliverables: PowerPoint presentation, display boards, photographs, maps, concept drawings for display and interactive uses. Audio recording of the workshop, meeting notes and summary of all public testimony

Milestone: Community Workshop No. 1

TASK 3: LAND USE/ZONING, TRANSPORTATION ANALYSIS**Task 3.1 – Land Use and Zoning Modifications**

City staff shall provide the Consultant with land use and zoning maps, including maps from the affected Specific Plans. City staff and Consultant shall evaluate the project area’s built environment and “future” plans and develop recommendations for land use and zoning changes, including the creation and/or refinement of policies that are more in alignment with the City’s current ideologies for TOD development and multi-modalism.

Deliverables: Written and electronic report detailing findings, constraints, opportunities and recommendations. Provide recommendations for revisions, changes, or additions to the General Plan, Zoning Ordinance and affected Specific Plans, as necessary. Consultant shall provide a matrix of acreage change by land use and zoning type. Consultant shall summarize how the ultimate development of the Avenue Q Corridor will assist the City of Palmdale in meeting its air quality, land use and transportation goals. Maps shall be provided in GIS and/or AutoCAD format.

Milestone: Land Use and Zoning Report

Task 3.2 – Transportation Analysis

City staff shall provide Consultant with maps, plans, studies and other documents. The following elements shall be studied within the project area: streets, bike/pedestrian access, trails (including public art / enhancements along trails), parking, overall access, circulation, truck access, connectivity and multi-modal integration (bus / trolley system), taxi/shuttle service, and overall modal interconnectivity between Avenue Q and the PTC. Creation and/or refinement of regulations and policies that are more in alignment with the City’s current ideologies for TOD development and multi-modal development shall be included.

Deliverables: Written and electronic report (including maps and photographs) detailing findings, constraints, opportunities and recommendations. Consultant shall provide recommendations for revisions, changes, or additions to the General Plan, Zoning Ordinance and affected Specific Plans, as necessary, detailed cross-sections of streets and trails and recommendations for parking solutions. Maps shall be provided in GIS and/or AutoCAD format.

Milestone: Transportation Report

Task 3.3 – Street and Streetscape Standards

City staff shall provide Consultant with maps, plans, studies and other documents. Consultant shall develop preliminary urban design standards that reinforce the relationship between existing and future development to the street and pedestrian scale. Standards could include street level transparency, ground floor uses, massing, height, character and setbacks. Streetscape standards involving street furniture, (street lights, garbage bins, benches, bollards, art, etc.), and sidewalks and landscaping (planting, water features, etc.) shall also be identified.

Consultant shall establish various concepts for street modifications along the Avenue Q Corridor. The modified street-sections shall consider AB 32, SB 375, sustainability and complete streets policies. Creation and/or refinement of policies that are more in alignment with the City’s current ideologies for TOD, multi-modal development shall be included.

Deliverables: Written and electronic report (including maps and photographs) detailing findings, constraints, opportunities and recommendations. Consultant shall provide recommendations for revisions, changes, or additions to the General Plan, Zoning Ordinance and affected Specific Plans, as necessary. Maps shall be provided in GIS and/or AutoCAD format.

Milestone: Street and Streetscape Recommendations Report

Task 3.4 – Community Workshop No. 2

City staff and Consultant shall host Community Workshop No. 2 to present the project’s overall scope, goals and objectives and to report on the status of the various analyses and outreach efforts. In addition, project-specific findings, constraints, opportunities and recommendations shall be included in the workshop format. A wide variety of media types shall be used to publicize the workshop. Sign-in sheets, nametags and comment cards shall be included.

Deliverables: PowerPoint presentation, display boards, photographs, maps, concept drawings, change comparison matrices, etc. Audio recording of the workshop, meeting notes and summary of all public testimony

Milestone: Community Workshop No. 2

TASK 4: PRESENTATION TO PLANNING COMMISSION AND CITY COUNCIL

Task 4.1 – Planning Commission

City staff and Consultant shall present the Avenue Q Feasibility Study outcomes and recommendations to the Planning Commission for review and approval.

Deliverables: Presentation

Milestone: Planning Commission consideration for approval

Task 4.2 – City Council

City staff and Consultant shall present the Avenue Q Feasibility Study outcomes and recommendations to the City Council for review and approval.

Deliverables: Presentation

Milestone: City Council consideration and adoption

Task 4.3 – Final production/distribution

City staff and Consultant shall make final revisions to affected regulatory documents.

Deliverables: Ten (10) hard-copies and an electronic copy of the Avenue Q Feasibility Study (report, maps, exhibits, tables, figures, etc.), including revised and/or new sections of the General Plan, Zoning Ordinance and Specific Plan(s). Consultant shall provide all maps in GIS and/or AutoCAD format.

Milestone: Project completion

Exhibits:

Exhibit 1: Avenue Q Feasibility Study – Project Area

Exhibit 2: Specific Plan and Zoning Map

Exhibit 3: Avenue Q Greenbelt Concept Map (east of the project area)

Exhibit 4: Palmdale Transit Oriented Development Overlay Zone Project Area

Exhibit 1: Avenue Q Feasibility Study – Project Area

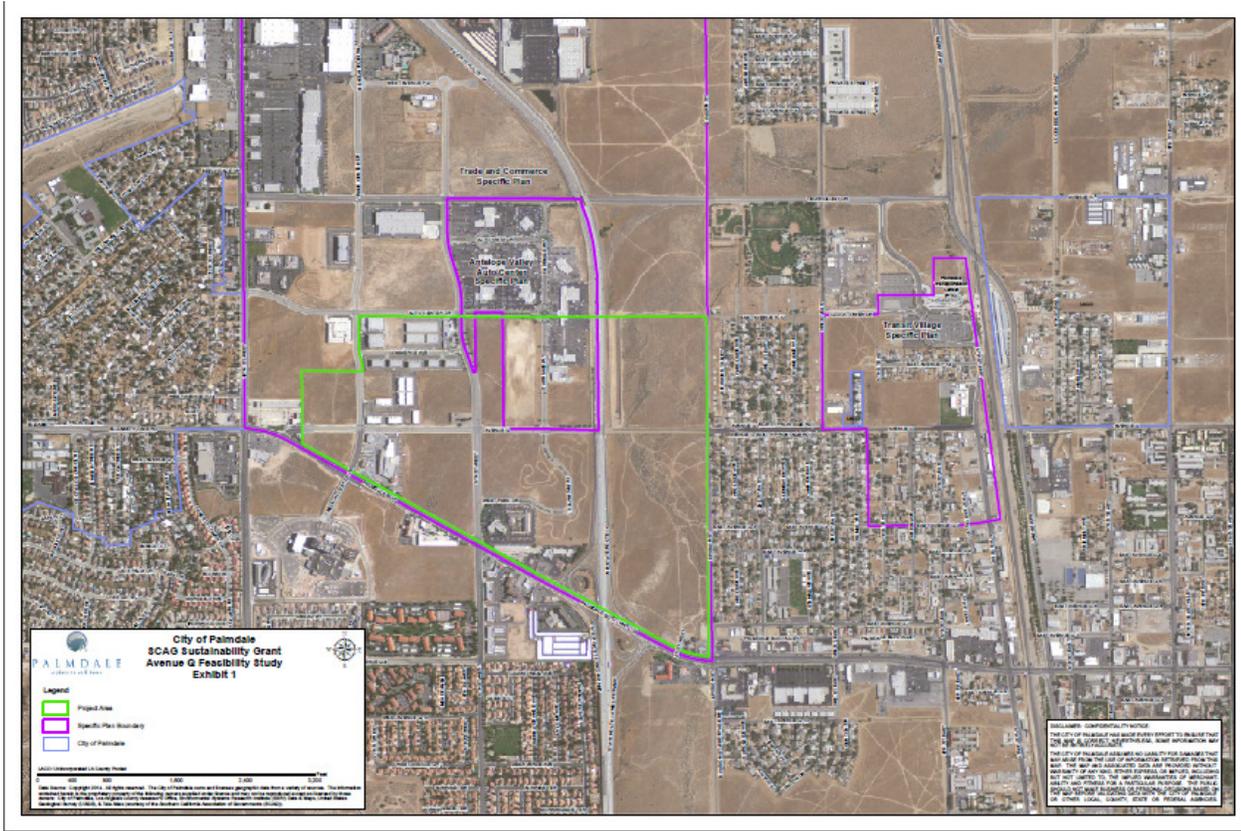


Exhibit 3: Avenue Q Greenbelt Concept Map (east of the project area)

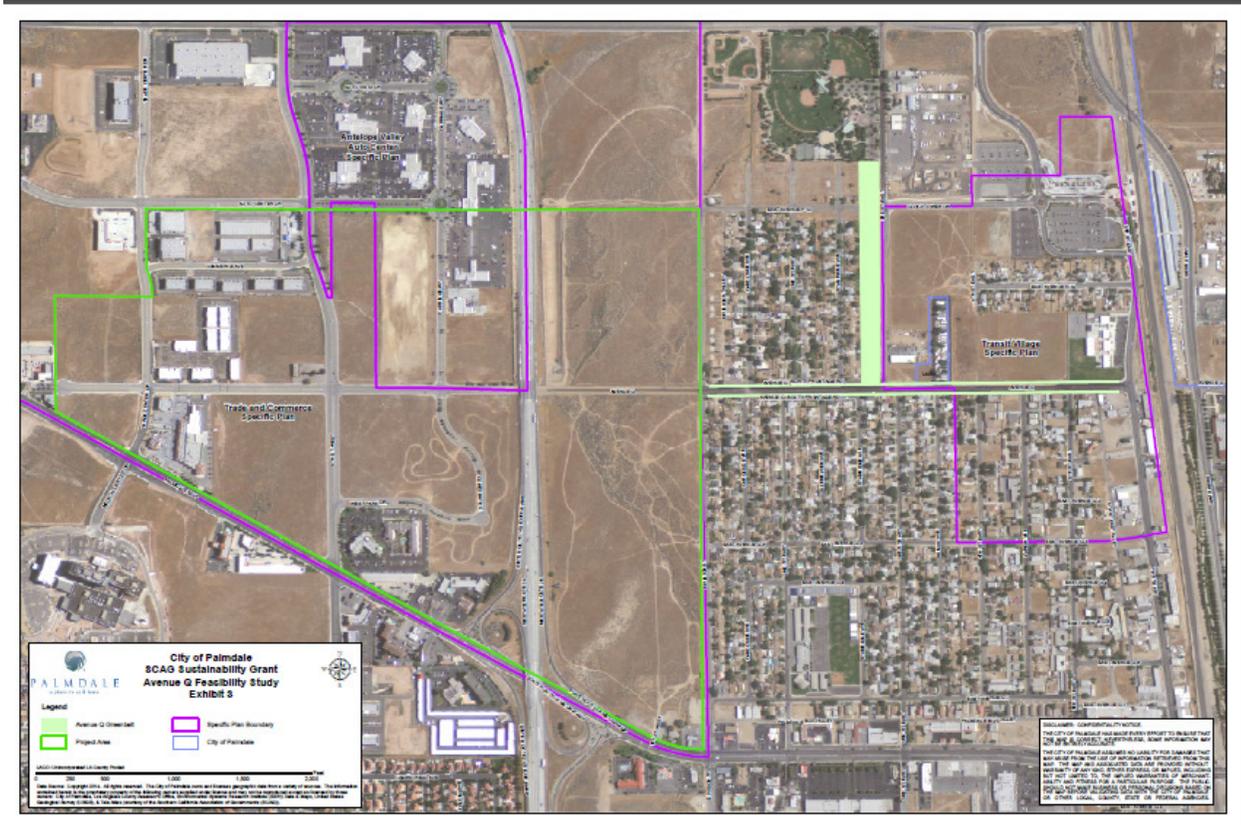
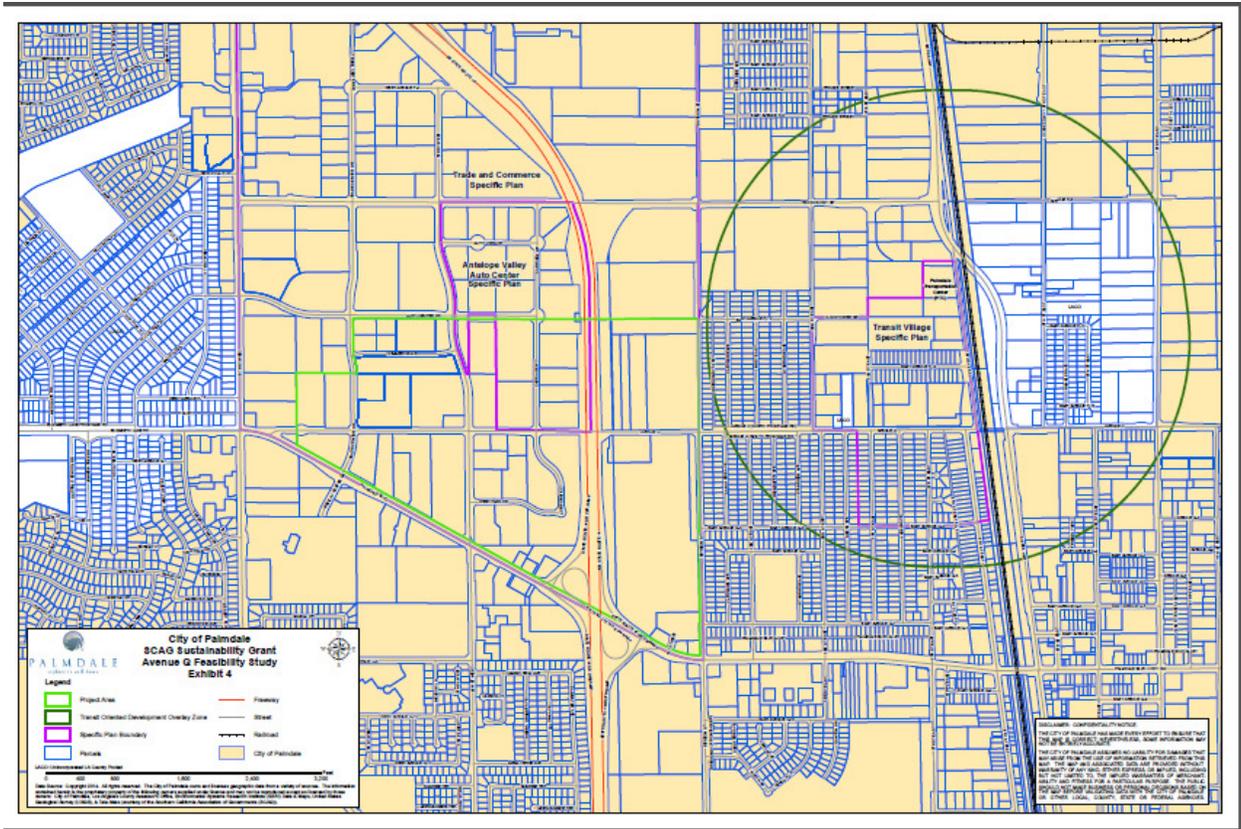


Exhibit 4: Palmdale Transit Oriented Development Overlay Zone Project Area



PROPOSAL / INTERVIEW EVALUATION FORM
RFP No. 14-001-B39

Sustainability Project: Palmdale’s Avenue Q Feasibility Study.

Partner Organization City of Palmdale

Consultant Name: _____

Evaluation Criteria	Max. Possible Points		Points Earned	Comments
	Proposal	Interview		
<u>TECHNICAL APPROACH</u> <ul style="list-style-type: none"> • Tasks & approach clearly described • Creative/innovative approach • Project intent has been met 	25	25		
<u>CONSULTANT FIRMS:</u> <u>Prime Consultant:</u> <ul style="list-style-type: none"> • Familiar with regional & local issues • Experience with similar project of the same size and scope <u>Sub-Consultants (if any):</u> <ul style="list-style-type: none"> • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks 	25	25		
<u>PROJECT MANAGEMENT</u> <ul style="list-style-type: none"> • Qualifications of key individuals • Time commitment of key individuals 	20	20		
<u>PROJECT COST</u> <ul style="list-style-type: none"> • Realistic cost and value for services to be performed 	30	30		
TOTAL	100	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. **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. The Line Item Budget (Attachment 5) template may be downloaded from SCAG's website at: <http://www.scag.ca.gov/business/index.htm>.

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

3. 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 48CFR 18.36 and OMB-87.

All costs must be allowable and consistent with Federal cost principles under OMB Circular A-87. Please be aware that the cost-plus-a-percentage-of-cost bid 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.**

4. Cost Structure

A. Direct Labor:

- Direct labor, overhead, and fringe benefits must be shown as separate dollar amounts (United States currency) in the Line Item Budget.
- 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.
- **A separate Line Item Budget must be provided for each SCAG Fiscal Year (July – June) for any project crossing over multiple Fiscal Years.** The labor rate quoted for each position in the Line Item Budget must be the rate that is expected to be received during the applicable SCAG fiscal year. Expected merit or cost-of-living increases must be incorporated into the quoted rate. Proposers must provide the maximum rate for each position for proposal evaluation purposes, but 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 the 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. Over head:
- 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 must substantiate the rate if SCAG requests it.
- C. Fixed Fee:
- Fee/Profit is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subconsultants.
- D. Other Direct Costs (ODCs)
- ODCs must be fully substantiated prior to contract award. If the contract is subject to a pre-award audit, 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>
5. Contracts less than \$250,000 may require a pre-award audit; those at \$250,000 or more will require a pre-award audit.

LINE ITEM BUDGET

Consultant: ABC Company
 1234 Main Street, Suite 100
 Los Angeles, CA 90000
 (213) 555-5555

Title of RFP: _____

RFP Number: _____

Cost Categories	Maximum Hourly Rate	Task 1		Task 2		Task 3		Task 4		Task 5		Task 6		Task 7		Task 8		Task 9		Task 10		Grand Total (All Tasks)		
		TBD		TBD		TBD		TBD		TBD		TBD		TBD		TBD		TBD		TBD				
		Hours	Amount	Hours	Amount	Hours	Amount																	
Direct Labor Classification(s):																								\$0
A. Person, Sr. Planner	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0		
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0		
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0		
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0		
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0		
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0		
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0		
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0		
Subtotal - Direct Labor		0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	
Overhead & Fringe (inc. G&A):																								\$0
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal - Overhead & Fringe (inc G&A):		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Fixed Fee																								\$0
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal - Fixed Fee:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Direct Costs (ODCs)																								\$0
Travel	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	
Printing – Directly Chargeable Only	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	
Other	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	
Other	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	
Subconsultant(s)*																							\$0	
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	
	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	
Subtotal - ODCs:		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	
Grand Total		0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	

* if you anticipate the use of subconsultants, use a copy of this template to identify subconsultant cost detail by task in a similar fashion and input final figures under each subconsultant (Hours & Amount by tasks involved)

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29 DEBARMENT AND SUSPENSION CERTIFICATION

RFP No. 14-001-B39

- 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 No. 14-001-B39

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 “Doing Business with SCAG,” whereas the SCAG staff and Regional Council members lists can be found under “About SCAG.”

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

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:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

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:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 (original signature required)	_____ Date
---------------------------------------------------------------------------------------	---------------

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 No. 14-001-B39

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.

PROPOSER'S/BIDDER'S LIST OF SUBCONSULTANTS (DBE AND NON-DBE)

The proposer shall submit the attached "Proposer's List of Subconsultants (DBE and non-DBE) – Part I" form, Attachment 7A, with the proposal listing all subconsultants participating in the performance of this project.

Additionally, the proposer shall submit the attached "Proposer's List of Subconsultants (DBE and non-DBE) – Part II" form, Attachment 7B, with the proposal listing all subconsultants who provided a quote/bid to the proposer, but were not selected to participate as a subconsultant in the performance of this project.

SUBMISSION OF DBE INFORMATION

A "Local Agency Proposer-DBE Information Form" will be included in the Agreement documents to be executed by the successful proposer/bidder. The purpose of the form is to collect data required under 49 CFR 26. Even if no DBE participation will be recorded, the successful proposer must execute and return the form.

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.californiaucp.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/>

BIDDER’S LIST OF SUBCONSULTANTS (DBE AND NON-DBE) – PART I

The proposer shall list all subconsultants (both DBE and non-DBE) in accordance with Title 49, Section 26.11 of the Code of Federal Regulations. The listing is required in addition to listing DBE subconsultants elsewhere in the proposal. Photocopy this form for additional firms.

Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> < \$5 million		
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> < \$5 million		
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> < \$5 million		
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> < \$5 million		
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> < \$5 million		
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)

BIDDER’S LIST OF SUBCONSULTANTS (DBE AND NON-DBE) – PART II

The proposer shall list all subconsultants who provided a quote or bid but were not selected by the proposer to participate as a subconsultant on this project. This is required for compliance with Title 49, Section 26 of the Code of Federal Regulations. Photocopy this form for additional firms.

Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> < \$5 million		
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> < \$5 million		
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> < \$5 million		
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> < \$5 million		
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> < \$5 million		
		<input type="checkbox"/> < \$10 million		<i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million		
		<input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)

INSTRUCTIONS - CONSULTANT PROPOSAL DBE COMMITMENT

Consultant Section

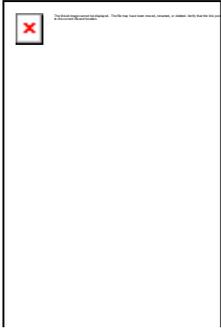
The Consultant shall:

1. **Local Agency Name** – Enter the name of the local or regional agency that is funding the contract.
2. **Project Location** - Enter the project location as it appears on the project advertisement.
3. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc.).
4. **Consultant Name** - Enter the consultant’s firm name.
5. **Contract DBE Goal %** - Enter the contract DBE goal percentage, as it was reported on the Exhibit 10-I *Notice to Proposers DBE Information* form. See LAPM Chapter 10.
6. **Description of Services to be Provided** - Enter item of work description of services to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant’s own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
7. **DBE Firm Contact Information** - Enter the name and telephone number of all DBE subcontracted consultants. Also, enter the prime consultant’s name and telephone number, if the prime is a DBE.
8. **DBE Cert. Number** - Enter the DBEs Certification Identification Number. All DBEs must be certified on the date bids are opened. (DBE subcontracted consultants should notify the prime consultant in writing with the date of the decertification if their status should change during the course of the contract.)
9. **DBE %** - Percent participation of work to be performed or service provided by a DBE. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
10. **Total % Claimed** – Enter the total DBE participation claimed. If the Total % Claimed is less than item “6. Contract DBE Goal”, an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H *DBE Information - Good Faith Efforts* of the LAPM).
11. **Preparer’s Signature** – The person completing this section of the form for the consultant’s firm must sign their name.
12. **Preparer’s Name (Print)** – Clearly enter the name of the person signing this section of the form for the consultant.
13. **Preparer’s Title** - Enter the position/title of the person signing this section of the form for the consultant.
14. **Date** - Enter the date this section of the form is signed by the preparer.
15. **(Area Code) Tel. No.** - Enter the area code and telephone number of the person signing this section of the form for the consultant.

Local Agency Section:

The Local Agency representative shall:

16. **Local Agency Contract Number** - Enter the Local Agency Contract Number.
 17. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
 18. **Contract Execution Date** - Enter date the contract was executed and Notice to Proceed issued. See LAPM Chapter 10, page 23.
 19. **Local Agency Representative Name (Print)** - Clearly enter the name of the person completing this section.
 20. **Local Agency Representative Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
 21. **Date** - Enter the date the Local Agency Representative signs the form.
 22. **Local Agency Representative Title** - Enter the position/title of the person signing this section of the form.
- (Area Code) Tel. No.** - Enter the area code and telephone number of the Local Agency representative signing this section of the form.



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SECTION 1. GENERAL CONTACT INFORMATION

Primary Contact _____
Title _____
Telephone No. _____ Fax No. _____
E-mail Address _____
Company Website Address _____

SECTION 2. REMITTANCE ADDRESS (IF DIFFERENT FROM FORM W-9)

Company Name _____
Address _____
City _____ State _____ Zip Code _____
Telephone No. _____ Fax No. _____

SECTION 3 BIDDERS' 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 \$5 Million – \$10 Million \$15 Million – \$17.4 Million
 \$1 Million – \$ 5 Million \$10 Million – \$15 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/> to initiate the certification process.

**Notice Regarding California Public Records Act
RFP 14-001-B39**

Section 1 - 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 you proposal; 2). Complete Section 2 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 2 - Exemption Request

Page Number of Proposal	Brief Explanation for the Exemption Under the Act and any Other Comments

Attach additional pages as necessary

Check here if proposer claims no exemption

Signature: _____

Date: _____

SCAG Sustainability Program - Planned Grant Projects Fiscal Year 13-14 and Fiscal Year 14-15

RFPs for SCAG’s Sustainability Planning Grant program will be released in approximate order that they are listed. Specific release dates for each RFP have not been established. It is estimated that 10-15 RFPs will be released each month. Two or more related projects may be combined into a single RFP. In some cases, RFPs may be issued by the partner organization. The timeline, and the list of planned projects, is subject to change without notice.

Proposers are encouraged to review the list of planned projects and determine which RFPs, if any, will be most appropriate to respond to. Consideration should be given to the consultant firms’ and teams’ capacity to complete the requested work. For Sustainability Planning Grant projects, contract execution and project kick-off will typically be three months after the RFP release date, and work on the projects will typically be between 9 to 18 months.

Any questions on the overall SCAG Sustainability Planning Grant program should be directed to Peter Brandenburg, Program Manager, 213-236-1937, Brandenburg@scag.ca.gov

#	Partner Organization	Project
1	San Bernardino County	Bloomington Area Valley Blvd. Specific Plan Active Mobility Element - Public health; Active transportation; Livability; Open space
2	Los Angeles - Department of City Planning	Van Nuys & Boyle Heights Modified Parking Requirements - Economic development; TOD; Livability
3	Los Angeles - Department of City Planning	Bicycle Plan Performance Evaluation - Active transportation; performance measures
4	Western Riverside Council of Governments	Public Health: Implementing the Sustainability Framework - Public health; Multi-jurisdiction coordination; Sustainability
5	Santa Ana	Complete Streets Plan - Complete streets; Active transportation; Livability
6	San Bernardino Associated Governments	Climate Action Plan Implementation Tools - GHG reduction; Multi-jurisdiction coordination; Implementation
7	Riverside	Restorative Growthprint Riverside - GHG reduction; Infrastructure investment; Economic development
8	Orange County Parks	Orange County Bicycle Loop - Active transportation; Multi-jurisdictional; Public health
9	Ventura County	Connecting Newbury Park - Multi-Use Pathway Plan - Active transportation; Public health; Adaptive re-use
10	Imperial County Transportation Commission	Safe Routes to School Plan - Multi-modal; Active transportation
11	Yucaipa	College Village/Greater Dunlap Neighborhood Sustainable Community - Complete Streets; TOD
12	Las Virgenes-Malibu Council of Governments	Multi-Jurisdictional Regional Bicycle Master Plan - Active transportation; Public health; Adaptive re-use
13	Eastvale	Bicycle & Pedestrian Master Plan - Active Transportation
14	West Covina	Downtown Central Business District - Multi-modal; Active transportation
15	Placentia	General Plan/Sustainability Element & Development Code Assistance - General Plan Update; Sustainability Plan

16	Paramount/Bellflower	Regional Bicycle Connectivity - West Santa Ana Branch Corridor - Active transportation; multi-jurisdiction
17	Costa Mesa	Implementation Plan for Multi-Purpose Trails - Active Transportation
18	Fullerton	East Wilshire Avenue Bicycle Boulevard - Active transportation; Livability; Demonstration project
19	Beaumont	Climate Action Plan - GHG reduction
20	Palm Springs	Sustainability Master Plan Update - Leverages larger effort; commitment to implement
21	Big Bear Lake	Rathbun Corridor Sustainability Plan - Multi-modal; Economic development; Open space
22	Western Riverside Council of Governments	Land Use, Transportation, and Water Quality Planning Framework - Integrated planning, Sustainability
23	Anaheim	Bicycle Master Plan Update - Active transportation
24	Ontario	Ontario Airport Metro Center - Multi-modal; Visualization; Integrated planning
25	Coachella Valley Association of Governments	CV Link Health Impact Assessment - Active transportation; Public health; Multi-jurisdiction
26	San Bernardino Associated Governments	San Bernardino Countywide Complete Streets Strategy - Multi-modal; Livability; Multi-jurisdiction
27	Chino Hills	Climate Action Plan and Implementation Strategy - GHG reduction; Implementation; Sustainability
28	Coachella	La Plaza East Urban Development Plan - Mixed-use, TOD, Infill
29	South Bay Bicycle Coalition/Hermosa, Manhattan, Redondo	Bicycle Mini-Corral Plan - Active transportation; implementable; good value
30	Hawthorne	Crenshaw Station Area Active Transportation Plan and Overlay Zone - Multi-modal; Active transportation; GHG reduction
31	Chino	Bicycle & Pedestrian Master Plan - Multi-modal; Active transportation
32	Stanton	Green Planning Academy - Innovative; Sustainability; Education & outreach
33	Hermosa Beach	Carbon Neutral Plan - GHG reduction; Sustainability
34	Palm Springs	Urban Forestry Initiative - Sustainability; Unique; Resource protection
35	Orange County	"From Orange to Green" - County of Orange Zoning Code Update - Sustainability; implementation
36	Calimesa	Wildwood and Calimesa Creek Trail Master Plan Study - Active transportation; Resource protection
37	Western Riverside Council of Governments	Climate Action Plan Implementation - GHG Reduction; Multi-jurisdiction; implementation
38	Lynwood	Safe and Healthy Community Element - Public health & safety, General Plan update
39	Palmdale	Avenue Q Feasibility Study - Mixed-use; Integrated planning
40	Long Beach	Willow Springs Wetland Habitat Creation Plan - Open Space; Resource protection
41	Indio	General Plan Sustainability and Mobility Elements - Sustainability; Multi-modal, General Plan update
42	Glendale	Space 134 - Open space/Freeway cap; Multi-modal
43	Rancho Palos Verdes/City of Los Angeles	Western Avenue Corridor Design Implementation Guidelines - Urban Infill; Mixed-use; Multi-modal
44	Moreno Valley	Nason Street Corridor Plan - Multi-modal; Economic development

#	Partner Organization	Project
45	Park 101/City of Los Angeles	Park 101 District - Open space/Freeway cap; Multi-modal
46	Los Angeles/San Fernando	Northeast San Fernando Valley Sustainability & Prosperity Strategy - Multi-jurisdiction; Economic development; Sustainability
47	San Dimas	Downtown Specific Plan - Mixed use; Infill
48	Los Angeles - Department of City Planning	CEQA Streamlining: Implementing the SCS Through New Incentives - CEQA streamlining
49	Pico Rivera	Kruse Road Open Space Study - Open space; Active transportation
50	South Bay Cities Council of Governments	Neighborhood-Oriented Development Graphics - Public outreach
51	San Bernardino Associated Governments	Safe Routes to School Inventory - Active transportation; Public health
52	Burbank	Mixed-Use Development Standards - Mixed use; Urban infill
53	San Bernardino Associated Governments	Countywide Habitat Preservation/Conservation Framework - Open Space; Active Transportation
54	Rancho Cucamonga	Healthy RC Sustainability Action Plan - Public health; implementation
55	Pasadena	Form-Based Street Design Guidelines - Complete Streets; Multi-modal; Livability
56	South Gate	Gateway District/Eco Rapid Transit Station Specific Plan - Land Use Design; Mixed Use; Active Transportation
57	Lancaster	Complete Streets Master Plan - Complete Streets Plan
58	Rancho Cucamonga	Feasibility Study for Relocatoin of Metrolink Station - Transit Access
59	Santa Clarita	Soledad Canyon Road Corridor Plan - Land Use Design; Mixed Use Plan
60	Seal Beach	Climate Action Plan - Climate Action Plan
61	La Mirada	Industrial Area Specific Plan - Land Use Design
62	Hemet	Downtown Hemet Specific Plan - Land Use Design; Mixed Use Plan
63	Hollywood Central Park/City of Los Angeles	Hollywood Central Park EIR - Open Space/Freeway Cap; Multi-modal
64	Desert Hot Springs	Bicycle/Pedestrian Beltway Planning Project - Active Transportation
65	Cathedral City	General Plan Update - Sustainability - General Plan Update; Sustainability Plan
66	Westminster	General Plan Update - Circulation Element - General Plan Update; Complete Streets
67	La Canada Flintridge	Climate Action Plan - Climate Action Plan
68	Huntington Beach	Neighborhood Electric Vehicle Plan - Electric Vehicle
69	Pasadena	Green House Gas (GHG) Emission Reduction Evaluation Protocol - Climate Action Plan
70	San Bernardino Associated Governments	Countywide Bicycle Route Mobile Application - Active Transportation
71	Dana Point	General Plan Update - General Plan Update
72	Garden Grove	RE:IMAGINE Downtown - Pedals & Feet - Active Transportation; Infill
73	Barstow	Housing Element and Specific Plan Update - Housing; Land Use Design