



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105
415.778.6700
www.mtc.ca.gov

Scott Haggerty, Chair
Alameda County

September 24, 2020

Alfredo Pedroza, Vice Chair
Napa County and Cities

Eddie Abn
San Francisco Bay Conservation
and Development Commission

Jeanie Bruins
Cities of Santa Clara County

Damon Connolly
Marin County and Cities

Dave Cortese
Santa Clara County

Carol Dutra-Vernaci
Cities of Alameda County

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Nick Josefowitz
San Francisco Mayor's Appointee

Sam Liccardo
San Jose Mayor's Appointee

Jake Mackenzie
Sonoma County and Cities

Gina Papan
Cities of San Mateo County

David Rabbitt
Association of Bay Area Governments

Hillary Ronen
City and County of San Francisco

Libby Schaaf
Oakland Mayor's Appointee

Warren Slocum
San Mateo County

James P. Spering
Solano County and Cities

James Stracner
U.S. Department of Housing
and Urban Development

Tony Tavares
California State
Transportation Agency

Amy R. Worth
Cities of Contra Costa County

Therese W. McMillan
Executive Director

Alix Bockelman
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

Brad Paul
Deputy Executive Director,
Local Government Services

BENCH:
2016 On-Call Transportation Planning and Engineering Services
(approved by Operations Committee on June 10, 2016)

Mini Procurement:
Request For Proposal (RFP)
for IDEA Shared Automated Vehicles (SAV) Program Technical Advisory Services
to Service Category C: Connected/Autonomous Vehicles

Dear Consultants:

The Metropolitan Transportation Commission ("MTC") invites firms on the 2016 On-Call Transportation Planning and Engineering Services ("Bench") under Service Category C: Connected/Autonomous Vehicles, to assist MTC with technical advisory services for the Innovative Deployments to Enhance Arterials Shared Automated Vehicles (IDEA SAV) technical assistance grant program ("Project"). Please see Attachment A, Scope of Work for more details.

I. QUALIFICATIONS

1. Minimum Qualifications

Only firms prequalified on the Bench under Service Category C: Connected/Autonomous Vehicles may apply for this Project.

Firms may modify their subconsultant or team members in order to satisfy a scope of work solicited from the Bench, including by subcontracting with other Prime consultants on the Bench, or with firms that were not previously part of the Bench either as prime or subconsultant. Firms should highlight any such modifications, particularly for subconsultants not included as a part of their original bench or proposed replacements, in its response to the mini-procurement. The evaluation panel may consider the modifications during evaluation. Any firm may be part of any number of teams, but only one submission will be accepted from a Prime consultant on the Bench.

2. Desired Qualifications

The following qualifications are not required in order for a Proposer to be determined eligible for consideration, but Proposers will be scored on these qualifications under Section VII. Evaluation.

Experience planning for and deploying automated vehicles and complementary technologies as defined in Attachment A-1 IDEA SAV Program Overview.

II. **SUBMITTAL DEADLINE AND SCHEDULE**

Interested firms must submit their response no later than the closing date/time listed below, and in accordance with the requirements of Section V. Form of Response to be considered. **Responses received after that date and time will not be considered.** Additional schedule details are listed below.

Non-Mandatory Pre-Submittal Conference	Thursday, October 1, 2020 at 10:30 a.m. (PDT)
Deadline for questions/ clarifications	Tuesday, October 6, 2020 at 4:00 p.m. (PDT)
Closing date/time for receipt of Proposals	Tuesday, October 20, 2020 at 4:00 p.m. (PDT)
Interviews, if needed*	October 28-November 4, 2020
Committee Approval	MTC Operations Committee; December 11, 2020
Contract Execution*	December 2020

*Dates are approximate and subject to change.

Pre-Submittal Conference

A non-mandatory pre-submittal conference will be held at **10:30 a.m. (PDT) on Thursday, October 1, 2020**. Proposers may appear via Zoom Teleconference at the following meeting information:

Meeting ID: 951 9083 4838

Passcode: 091631

1. Zoom Video Conference -

<https://bayareametro.zoom.us/j/95190834838?pwd=MkZQL3RURXNia2ZzUXNXZ1VMWE9BZz09>

2. Telephone Conference

Dial by your location

- +1 408 638 0968 US (San Jose)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 646 876 9923 US (New York)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)
- 877 853 5247 US Toll-free
- 888 788 0099 US Toll-free

Find your local number: <https://bayareametro.zoom.us/u/aGsLFSifX>

The conference will not be recorded.

Individuals appearing by telephone or internet are requested to sign in to the conference by sending to the MTC Point of Contact listed on the cover letter of this procurement the following information:

1. First and Last Name;
2. Job Title;
3. Firm Name and Address;
4. Email;
5. Phone number;

6. Whether the firm is a CUCP Certified Disadvantaged Business Enterprise (DBE);
7. CUCP DBE Number (if known);
8. Whether the firm is certified as a small business enterprise (SBE) by the State of California;
9. SBE number (if known); and
10. Firm services

III. DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

This project is financed partially by federal funding, in which case federal third-party contracting requirements shall apply. Effective July 2012, the California department of Transportation (Caltrans) requires recipients of DOT grant funds through Caltrans to impose the following DBE utilization requirements on its consultants and contractors. Consultant's DBE participation on this Agreement will assist Caltrans in meeting its federally-mandated statewide overall DBE goal.

The DBE goal for this project is 0%. Please see Section V. Form of Response, Paragraph 5. Disadvantaged Business Enterprise (DBE) Forms, and Attachment D, Federal Requirements for more information.

IV. BACKGROUND

In 2017 MTC launched the Innovative Deployments to Enhance Arterials (IDEA) technical assistance grant program within MTC's Arterial Operations Program (AOP). The IDEA Program provided systems engineering services, project management assistance and grant funding to Bay Area local agencies to deploy Intelligent Transportation Systems on arterials to achieve AOP goals and advance innovation.

The IDEA SAV Program is a continuation of the 2017 IDEA Program, but focuses specifically on the deployment of technology for automated vehicle (AV) transportation to improve regional transit performance and equity. The objectives of the IDEA SAV Program are to:

1. Deploy AV and/or complementary technologies to improve public sector knowledge and readiness for automated transportation scenarios.
2. Improve disadvantaged communities' access to mass transit through AV technology.
3. Improve the accessibility of automated shared passenger services.
4. Improve transit system performance through AV technology.

Through this procurement MTC seeks the services of a consultant to provide early-stage technical insights, as well as assistance in soliciting proposals, seeking public feedback on proposals, assessing project proposal feasibility and developing detailed project agreements with the grantees. MTC expects these technical advisory services will help ensure the deployments align with the IDEA SAV Program objectives, reduce project risk and improve grantee knowledge on developing technologies.

V. FORM OF RESPONSE

Responses must include the information below.

1. **Technical Proposal** - Firms must provide a Technical Proposal that addresses the items below. Technical Proposals should be limited to no more than 15 pages, as counted by single-sided pages on 8.5 x 11 inch paper, not including the cover, cover letter, table of contents, resumes, and cost estimates.

Page limits, where specified, are recommendations only; however, brevity and succinctness will be evaluated in overall presentation.

1. Authorized Signatory - The proposal must be signed by an official authorized to solicit business and enter into contracts for the firm.
2. Point of Contact – Proposals must identify a point of contact that will be notified should MTC staff have any follow-up questions regarding the submittal. At a minimum, indicate contact person’s name, title, telephone number, and email address.
3. Understanding of the Project - Describe the firm’s understanding of project objectives for all tasks described in Attachment A, Scope of Work. The firm should indicate key challenges that may be faced in completing the work and suggest how it plans to overcome such challenges. Firms should specifically identify any potential conflicts of interest and discuss any plans to overcome these potential conflicts of interests.
4. Work Plan - Include a work plan that describes how each major task listed in Attachment A, Scope of Work will be conducted. Identify deliverables for each major task, and include a schedule showing the expected sequence of tasks, and durations for the performance of each task, subtask, milestones, submittal dates, and review periods for each submittal. For each task, provide names of staff and estimated hours allocated for the specific task.

Additional items included that are not specifically requested must be clearly marked as “additional” or “optional tasks”.

5. Firm Qualifications - Provide the firm’s or team’s qualifications and experience in completing projects that are similar to Attachment A, Scope of Work. Similar or related project experience should either be substantially underway or completed within the past ten (10) years. Please highlight and detail experience planning for and deploying AVs and complementary technologies as defined in Attachment A-1, IDEA SAV Program Overview. Please also include information on the qualifications and experience for the subconsultants described in Task 4 within Attachment A, Scope of Work.
6. Proposed Staffing Plan and Organizational Chart - Identify key staff, their location, and their role(s) and relevant experiences for the project. Identified key staff must individually demonstrate experiences similar to the work outlined in Attachment A, Scope of Work. Include an organizational chart of the proposed team. Discuss the potential options for subconsultants or in-house staff for expert technical review as discussed in Task 4 of the Attachment A Scope of Work and include information on the relevant qualifications and experience of these staff.
7. Resumes - As an Appendix that does not count against the page limit, provide detailed staff resumes for each key personnel, limited to no more than two (2) pages per staff member. Resumes will not count against the recommended page limit.

2. **Work Samples** - Provide at least one samples of material developed for a similar program or deployment effort. The sample(s) must have been prepared by key members of the Proposer's team and should identify the authors. The samples will be considered in evaluating firm and staff expertise and experience, and written presentation effectiveness.

3. **Cost Proposal** – Using the forms and instructions provided in Attachment B, Cost and Price Analysis Forms, firms must provide their estimated costs by task and hourly rates. Optional tasks and related costs that are not specifically requested must be clearly marked as “additional” or “optional” tasks.

MTC has budgeted \$220,000 for this project. Additional funding is subject to budgetary approval.

The contract resulting from this procurement will be a combination of both Time and Materials based, Deliverables-based with payment contingent upon MTC acceptance of satisfactory deliverables.

4. **California Levine Act Statement**– The prime consultant only must submit a completed and signed Attachment C, California Levine Act Statement.

5. **Disadvantaged Business Enterprise (DBE) Forms** - The prime consultant must submit a completed Attachment D-1, Exhibit 10-o1 Consultant Proposal DBE Commitment form. Attachment D-2, Exhibit 10-o2 Consultant Contract CBE Commitment form is not completed at the time of proposal, but it will be completed at the time of contract or task order execution. If a proposer is unable to meet the DBE goal, the proposer must complete the Attachment D-3, Exhibit 15-H: DBE Information - Good Faith Efforts form to show that they took all necessary and reasonable measures to achieve the DBE contract goal. MTC shall evaluate whether a proposer meets the burden of proof of Good Faith Efforts (GFEs) in order to be awarded a contract. MTC may consider the DBE commitments of the other proposers when determining whether the proposer made Good Faith Efforts to meet the DBE contract goal.

6. **System for Award Management (SAM) Registration** - The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of Central Contractor Registration / Federal Agency Registration (CCR/FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). The Firm's registration must be in “Active” status. Firms submitting proposals for contracts with federal funds must register on the SAM website at <https://www.sam.gov/portal/SAM/##11> prior to proposal submission. Firms submitting proposals for contracts with federal funds must submit a verification of its SAM registration.

VI. SUBMITTAL REQUIREMENTS

Interested firms must submit their proposal using MTC's online procurement service Bonfire (<http://mtc.bonfirehub.com>), by the closing date/time for receipt of Proposals. **Proposals will be received only through Bonfire and no later than the date and time indicated.** MTC is not responsible for submissions or deliveries delayed for any reason. Any Proposals received after said date and time cannot be considered.

VII. EVALUATION

1. Evaluation Criteria:

Proposals will be evaluated based upon the following factors:

1. Qualifications and Team Experience (30%)
2. Approach to completing the Project (25%)
3. Price - Each Proposer's cost proposal will be weighted relative to the lowest cost proposal received. Then, each Proposer will be assigned the proportionate amount of points of the total maximum points available for this category. Please see below for an example (20%):

Proposer	Proposed Cost	Calculation of Points	Points Assigned
Proposer A	\$200,000	Lowest Cost = Full percentage points	20
Proposer B	\$250,000	Proposer A cost (\$200K) divided by Proposer B cost (\$250K), multiplied by 20	16
Proposer C	\$300,000	Proposer A cost (\$200K) divided by Proposer C cost (\$300K), multiplied by 20	13.33

4. Cost effectiveness, including hourly rates, reasonableness and appropriateness of preliminary task budget (15%)
5. Presentation, as evidenced in the written proposal, and interviews, if held. (10%)

2. Proposer Interviews

Following the initial evaluation, the evaluation panel may elect to recommend award to a particular Proposer (with or without interviews), or convene interviews with a "short list" of Proposers, consisting of those Proposers reasonably likely, in the opinion of the panel, to be awarded the contract.

MTC reserves the right not to convene oral interviews and to make an award on the basis of initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint. References may be contacted at any point in the evaluation process.

3. Proposer Discussions

Following the initial evaluation, the evaluation panel may elect to recommend award to a particular Proposer (with or without interviews), or to enter into discussions with a "short list" of Proposers, consisting of those Proposers reasonably likely, in the opinion of the panel, to be awarded the contract.

The purpose of discussions with a Proposer on the "short list" will be to identify to that Proposer's specific deficiencies and weaknesses in its proposal and to provide the Proposer with the opportunity to consider possible approaches to alleviating or eliminating them. These deficiencies or weaknesses may include such things as technical issues, management approach, cost, or team composition. Discussions may take place through written correspondence and/or during face-to-face interviews. The Proposer's project manager, as well as other key personnel identified by the evaluation panel, will be expected to

participate in any discussions. A Proposer on the “short list” invited to participate in discussions will be expected to provide a presentation consisting of an overview of its approach to the Project.

4. Request for Best and Final Offer

Following discussions, if held, Proposers on the “short list” will be given the opportunity to revise their written proposals to address the concerns raised during discussions through issuance by MTC of a Request for Best and Final Offer (BAFO). Following receipt of the BAFOs, the evaluation panel will evaluate the BAFOs against the evaluation criteria.

MTC reserves the right to not convene oral interviews or discussions, and to make an award on the basis of initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint. References may be contacted at any point in the evaluation process.

5. Recommendation for Contract Award

The panel will recommend the selected Proposer to the MTC Executive Director, based on their evaluation of the written proposals or oral interviews or discussions or BAFOs and oral interviews or discussions (if held). The Executive Director will review the recommendation and, if she agrees, she will approve the award or forward the recommendation to MTC Operations Committee which authorizes award.

VIII. AWARD

Any award made will be to the Proposer whose proposal is most advantageous to MTC based on the evaluation criteria. If the selected firm fails to enter into a contract with MTC in a timely manner as determined by MTC, in accordance with the terms and conditions of this procurement, MTC reserves the right to reject the proposal of the selected firm and enter into a contract with the next highest ranking firm and so forth until a Consultant is selected under the Terms of the procurement. MTC also reserves the right to cancel this procurement and re-procure for this project if it is determined to be in its best interest to do so.

IX. PUBLIC RECORDS

This procurement and any material submitted in response to this procurement are subject to public inspection under the California Public Records Act (Government Code §6250 *et seq.*), unless exempt by law. Other than proprietary information or other information exempt from disclosure by law, the content of proposals submitted to MTC will be made available for inspection consistent with its policy regarding Public Records Act requests.

If the Proposer believes any proposal content contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer’s competitive position if disclosed, the Proposer may request that MTC withhold from disclosure such proprietary materials by marking each page containing proprietary information, including financial information, if any, required to be submitted under this procurement, as confidential and shall include the following notice at the front of its proposal:

“The data on the following pages of this proposal, including financial information submitted under this procurement, marked along the right margin with a vertical line, contain technical or financial information that constitute trade secrets and/or that, if disclosed, would cause substantial injury to the Proposer’s competitive position. The Proposer requests that such data be used for review by MTC only, but understands that exemption from disclosure will be limited by MTC’s obligations under the California Public Records Act. If an agreement is awarded to the Proposer submitting this proposal, MTC shall have the right to use or disclose the data, unless otherwise provided by law. [List pages].”

Failure to include this notice with relevant page numbers shall render any “confidential/proprietary” markings inadequate. Individual pages shall accordingly not be treated confidentially. By submitting a proposal with portions marked as confidential or proprietary, a Proposer represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act. **Any language purporting to render the entire proposal confidential or proprietary will be regarded as ineffective and will be disregarded. In addition, the Proposer may not designate any required proposal forms or the cost proposal as confidential. Consequently, any language purporting to render any proposal forms or the cost proposal as confidential or proprietary will be regarded as ineffective and will be disregarded.**

In the event properly marked data is requested pursuant to the California Public Records Act, the Proposer will be advised of the request. If the proposal requests that MTC withhold such data from disclosure and MTC complies with the Proposer’s request, the Proposer shall assume all responsibility for redacting the proposal; defending any challenges resulting from the non-disclosure; indemnifying, defending MTC and holding MTC harmless from and against all claims, legal proceedings, and resulting damages and costs (including but not limited to attorneys’ fees that may be awarded to the party requesting such Proposer information); and paying any and all costs and expenses relating to the withholding of the Proposer information. Proposer agrees that MTC’s sole involvement in any litigation resulting from MTC’s withholding of records shall be to retain the records until otherwise ordered by a court.

If the Proposer does not follow all of the requirements in this section for withholding proprietary information as exempt from disclosure under the California Public Records Act, MTC shall have no obligation to withhold the information from disclosure, and the Proposer shall not have a right to make a claim or maintain any legal action against MTC or its commissioners, officers, employees or agents in connection with such disclosure.

X. ORGANIZATIONAL CONFLICT OF INTEREST

By submitting a proposal, the Proposer represents and warrants that no commissioner, officer or employee of MTC is in any manner interested directly or indirectly in the proposal or in the contract that may be made under it or in any profits expected to arise therefrom, as set forth in California Government Code Section 1090.

The Proposer further warrants and represents that it presently has no interest and agrees that it will not acquire any interest that would present a conflict of interest under California Government Code Sections

1090 *et seq.* or 87100 *et seq.* during the performance of services under any contract resulting from this procurement and that it will not knowingly employ any person having such an interest. Violation of this provision may result in the contract being deemed void and unenforceable.


Whenever MTC is awarding a contract that involves the rendering of advice, it will consider whether there exists the potential for bias, because of other activities, relationships or contracts of the Proposer, and if so, whether any potential bias can be mitigated acceptably by MTC and the Proposer. After award, the winning Proposer shall take all reasonable measures to preclude the existence or development of an organizational conflict of interest in connection with work performed under the agreement resulting from this and other MTC solicitations. An organizational conflict of interest occurs when, due to other activities, relationships, or contracts, a firm or person is unable, or potentially unable, to render impartial assistance or advice to MTC; a firm or person's objectivity in performing the contract work is or might be impaired; or a firm or person has an unfair competitive advantage in proposing for award of a contract as a result of information gained in performance of this or some other project.

Proposer shall not engage the services of any subcontractor or independent contractor on any work related to this procurement if the subcontractor or independent contractor, or any employee of the subcontractor or independent contractor, has an actual or apparent organizational conflict of interest related to work or services contemplated under this procurement.

If you have any questions, please contact Edward Phillips, Contract Specialist at ephillips@bayareametro.gov or (415) 778-6677.

Thank you for your interest.

Sincerely,

DocuSigned by:

66AD03BAB1114C3...
Ashley Nguyen
Director, Design and Project Delivery

AN: rr

Attachment A
SCOPE OF WORK

PROJECT SUMMARY

The IDEA SAV Program will assist local agencies in technology deployments for automated vehicle (AV) transportation to improve regional transit performance and equity. The objectives of the program are to:

1. Deploy AVs and/or complementary technologies to improve public sector knowledge and readiness for automated transportation scenarios.
2. Improve disadvantaged communities' access to mass transit.
3. Improve the accessibility of automated shared passenger services.
4. Improve transit system performance through AV technology.

Through the procurement MTC seeks the services of a consultant to provide early stage technical insights as well as assistance in soliciting proposals, seeking public feedback on proposals, assessing project proposal feasibility and developing detailed project agreements with the grantees. MTC expects these technical advisory services will help ensure the deployments align with IDEA SAV Program objectives, reduce project risk and improve grantee knowledge on developing technologies.

SCOPE OF WORK

Consultant services shall consist of the following tasks:

TASK 1 – PROJECT MANAGEMENT

CONSULTANT shall perform the following services under this task:

1. Lead bi-weekly project management calls or meetings between MTC and CONSULTANT.
2. Distribute notes and action items from each project management meeting or calls and from meetings for other tasks
3. Prepare and submit monthly invoices.

To support this work, as well as the other tasks under this project, CONSULTANT shall establish and/or maintain a project collaboration tool for the joint use of the CONSULTANT and MTC project staff. For the anticipated 10-12-month duration of this project, a total of two hours of project management meetings per month is assumed.

In estimating costs CONSULTANT should assume time for meetings on draft and outline deliverables or task outputs as well as for meeting note-taking in the budget for each task within this scope of work.

Task 1.1: Bi-weekly Calls or Meetings Task 1.2: Notes and Action Items Communications Task 1.3: Monthly invoices
--

TASK 2 – CALL FOR PROJECTS SUPPORT

CONSULTANT shall support the MTC Call for Projects (CFP) process for the IDEA SAV Program to solicit project proposals from public agencies seeking MTC technical assistance and/or grant funds. CONSULTANT shall draft a CFP Document that includes, but is not limited to, a description of the following:

- The goals and objectives of the IDEA SAV Program;
- Eligible uses of grant funds;
- The roles and responsibilities of MTC and future grantees;
- The project selection and definition process;
- Proposal application materials (including a budget template);
- The expected project work plan and timeline;
- How to request a variance from the IDEA SAV Program guidelines in the CFP Document; and
- Any other guidance applicants need to formulate their project proposal and future plans.

MTC shall provide detailed written guidance for the CFP Document, including an outline and prior grant program solicitation documents.

The CFP Document must include a clear description of the potential Request for Information (RFI) process detailed below and how that is used in project selection and definition. The CFP should be well-designed visually, easily read and contain any needed detailed information in appendices or attachments.

For this task, CONSULTANT will use its professional experience with Intelligent Transportation System deployments, similar grant programs, and AVs and related technologies to inform the CFP guidelines. The goal of this task is to help ensure the guidance in the CFP Document is clearly stated, reasonable, and suitable for the realization of the Program Goal and Objectives, as tentatively laid out in this procurement (see Attachment A-1, IDEA SAV Program Overview).

Upon receipt of the CFP-solicited project proposals, CONSULTANT shall assist MTC in a preliminary evaluation of proposals for completeness, technical feasibility, and risk. These proposals may include a Concept Exploration document compliant with the Federal Highway Administration (FHWA) systems engineering guidelines. The proposals will each include a deployment plan, a staffing plan, a detailed project schedule, a project budget and any requests for variances from IDEA SAV Program guidelines and federal policy. The proposals should be analyzed in the context of the IDEA SAV program plan as presented in draft in Attachment A-1, IDEA SAV Program Overview. CONSULTANT shall document this analysis for all the proposals in a technical memorandum. This effort shall support MTC's initial assessment on short-listing proposals and the need for a possible Request for Information (RFI).

Deliverable 2.1: Draft Call for Projects Document
Deliverable 2.2: Final Call for Projects Document
Deliverable 2.3: Technical Memorandum of Initial Proposal Review

TASK 3 – REQUEST FOR INFORMATION SUPPORT (*OPTIONAL*)

If needed, at MTC's sole discretion based on the proposals received, CONSULTANT shall assist MTC in posting a Request for Information (RFI) Document to seek subject matter expert and stakeholder input on each project proposal's feasibility, alternative solutions to advance proposal objectives, new technologies or solutions relevant to the proposals and considerations for project delivery and evaluation.

CONSULTANT shall draft and help finalize an RFI document to achieve the above purpose, with MTC guidance. Documentation for each short-listed proposal will be attached to the RFI. Accordingly, CONSULTANT shall coordinate with proposers in making any updates to their proposal documentation deemed necessary prior to posting it with the RFI.

CONSULTANT shall lead and support outreach efforts designed to increase and improve feedback to the RFI, including researching potential contact information for potential respondents. This outreach effort shall include assisting MTC in hosting one (1) event (in-person or virtual) to respond to pre-submittal questions regarding the RFI.

CONSULTANT shall review the responses to the RFI and provide a brief memorandum summarizing key findings and recommending any follow-up to MTC, with specific details on subjects relevant to project feasibility.

Deliverable 3.1: Draft RFI Document Deliverable 3.2: Final RFI Document Deliverable 3.3: RFI Outreach Effort Deliverable 3.4: RFI Response Review and Follow-Up Memorandum

TASK 4 – FEASIBILITY ASSESSMENT AND SCOPE REFINEMENT REPORTS

Based on Task 3, CONSULTANT shall assess all short-listed project proposals for technical feasibility and shall provide information regarding each project's tangible and intangible benefits, costs and risks as is necessary for MTC to make an informed grant award decision. For each short-listed proposal, this feasibility decision shall be documented in a brief report. CONSULTANT shall provide an annotated outline as a standardized template prior to drafting each report.

The reports should include any recommendations for changes to the project scope of work where such changes may be necessary to substantially improve project feasibility, better align the project with Program objectives, reduce costs or improve overall deployment benefit. The reports shall include an evaluation of any proposer requests for variance from IDEA SAV guidelines or federal policy (e.g., rationale for a Public Interest Finding). The reports shall also include an independent cost estimate of each short-listed project under the scenario that those variances are granted and under the scenario that they are not.

The feasibility assessments in the reports shall be well-cited, including references to any relevant information brought forward in the RFI process described in Task 3, academic work and technical insights from other AV/technology deployments. The preparation for such feasibility assessments shall also include correspondence and web meeting interviews with proposers.

CONSULTANT may find it necessary to seek the professional opinion of subject matter experts on specific matters of feasibility and optimal approach. This is due to the potential need for specialized technical knowledge on subjects such as automated driving systems, accessible vehicle designs, sensors, human machine interface, transit operations, connected vehicle communications and other topics in completing this task. CONSULTANT should plan for these consultation needs and any required subcontracts for a range of possible different technologies and subject matters potentially including, but not limited to, technologies described in Attachment A-1 IDEA SAV Program Overview.

For budgeting purposes CONSULTANT can assume work on five (5) short-listed proposals and include a budget of no more than \$50,000 for subcontracts described in this task.

Task 4.1: Annotated Outline of Feasibility Assessment and Scope Refinement Report Template Task 4.2: Draft Feasibility Assessment and Scope Refinement Report(s) Task 4.3: Final Feasibility Assessment and Scope Refinement Report(s)
--

TASK 5 – AWARD ADMINISTRATIVE SUPPORT

CONSULTANT shall support MTC negotiations with up to three (3) tentative awardee agencies regarding the final proposed project scope and work plan. CONSULTANT shall then assist MTC in drafting and reviewing funding agreements for the selected grantees. This will include drafting a project scope of work, a detailed budget and a detailed schedule based on the baseline CFP Document guidelines, the proposals, any approved variances and MTC-requested scope changes. For budgeting purposes CONSULTANT may assume that two (2) awards will be made.

Task 5.1: Award Negotiations Support Task 5.2: Draft Project Funding Agreements Scope of Work, Schedule, and Budget Task 5.3: Final Project Funding Agreements Scope of Work, Schedule, and Budget
--

ATTACHMENT A-1
IDEA SAV PROGRAM OVERVIEW

[A PDF version of this attachment has been uploaded separately on Bonfire]

ATTACHMENT B
COST AND PRICE ANALYSIS FORMS

[Microsoft Excel versions of these forms are uploaded separately on Bonfire]

INSTRUCTIONS:

Using the forms provided, firms must provide their estimated costs by task and hourly rates. For each task, provide names of staff along with their individual estimated hours for specific task. Optional tasks and related costs that are not specifically requested must be clearly marked as “additional” or “optional” tasks.

The contract resulting from this procurement will be a combination of time and materials and deliverables. MTC has estimated the cost for this effort at approximately \$220,000.

ATTACHMENT C
CALIFORNIA LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the “Levine Act,” precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

MTC’s commissioners include:

Scott Haggerty, Chair	Dorene M. Giacobini	Hillary Ronen
Alfredo Pedroza, Vice Chair	Federal D. Glover	Libby Schaff
Eddie H. Ahn	Nick Josefowitz	Warren Slocum
Jeannie Bruins	Sam Liccardo	James P. Spering
Damon Connolly	Jake Mackenzie	Jimmy Stracner
Dave Cortese	Gina Papan	Tony Tavares
Carol Dutra-Vernaci	David Rabbitt	Amy R. Worth

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to any MTC commissioner in the 12 months preceding the date of the issuance of this request for proposal?

YES NO

If yes, please identify the commissioner: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than \$250 to any MTC commissioners in the three months following the award of the contract?

YES NO

If yes, please identify the commissioner: _____

Answering yes to either of the two questions above does not preclude MTC from awarding a contract to your firm. It does, however, preclude the identified commissioner(s) from participating in the contract award process for this contract.

date

(signature of authorized official)

(type or write appropriate name, title)

(type or write name of company)

ATTACHMENT D **FEDERAL REQUIREMENTS**

Federally-required contract provisions are listed below and in MTC's Standard Consultant Agreement, in Attachment H and its subparts. The federal requirements shall apply to any contract or Task Order resulting from this procurement. MTC's Standard Consultant Agreement can be found in Attachment D to the original Bench Request for Qualifications (RFQ) that resulted in creation of the Bench.

Effective July, 2012, the California Department of Transportation (Caltrans) requires recipients of DOT grant funds through Caltrans to impose the following DBE utilization requirements on its consultants and contractors. Consultant's DBE participation on its Agreement with MTC will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

MTC has established Disadvantaged Business Enterprise (DBE) goal of 0% for the contract entered into as a result of this procurement.

1. TERMS AS USED IN THIS DOCUMENT

- The term "Disadvantaged Business Enterprise" or "DBE" means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Part 26.5, Code of Federal Regulations (CFR).
- The term "Agreement" also means "Contract."
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term "Small Business" or "SB" is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

- A. 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 Contractor 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.
- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. SUBMISSION OF DBE INFORMATION

If there is a DBE goal on the contract Exhibit 10-O1, Consultant Proposal DBE Commitment shall be included in the procurement document. In order for a Proposer to be considered responsible and responsive, the Proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the Proposer must document adequate good faith efforts. All DBE participation will be counted towards the contract goal, and all DBE participation shall be collected and reported.

Exhibit 10-O2 Consultant Contract DBE Commitment form shall be included with the procurement document. The purpose of the forms is to collect data required under 49 CFR 26. These forms collect all DBE participation. Even if no DBE participation will be reported, the successful Proposer must execute and return the forms.

4. DBE PARTICIPATION GENERAL INFORMATION

It is the Proposer's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed pursuant to the regulations. 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 contractor, subcontractor, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE Proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:
 - 1. The Proposer is a DBE and will meet the goal by performing work with its own forces.
 - 2. The Proposer will meet the goal through work performed by DBE subcontractors, suppliers or trucking companies.
 - 3. The Proposer, prior to proposing, made adequate good faith efforts to meet the goal.
- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- E. 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.
- F. The Proposer shall list only one subcontractor for each portion of work as defined in its proposal and all DBE subcontractors should be listed in the bid/cost proposal list of subcontractors.
- G. A prime contractor 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 subcontractors.

5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance.
- B. Access the CUCP database from the Department of Transportation, Civil Rights, Business Enterprise Program web site at: <http://www.dot.ca.gov/hq/bep/>.
 - Click on the link in the left menu titled *Disadvantaged Business Enterprise*
 - Click on *Search for a DBE Firm* link
 - Click on *Access to the DBE Query Form* located on the first line in the center of the page
 - Searches can be performed by one or more criteria
 - Follow instructions on the screen
- C. How to Obtain a List of Certified DBEs without Internet Access: DBE Directory - If you do not have Internet access, Caltrans also publishes a directory of certified DBE firms extracted from the online database. A copy of the directory of certified DBEs may be ordered from the Caltrans Publications Unit at (916) 263-0822, 1900 Royal Oaks Drive, Sacramento, CA 95815-3800.

6. MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS THE DBE GOAL UNDER THE FOLLOWING CONDITIONS:

- A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.
- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, that is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

ATTACHMENT D-1
EXHIBIT 10-01 CONSULTANT PROPOSAL DBE COMMITMENT

This form is available in Microsoft Word and PDF Fillable Form formats on the Bonfire website under the Files Tab of the procurement.

1. Local Agency: _____ 2. Contract DBE Goal: _____
 3. Project Description: _____
 4. Project Location: _____
 5. Consultant's Name: _____ 6. Prime Certified DBE:

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %		
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	%		
17. Local Agency Contract Number: _____ 18. Federal-Aid Project Number: _____ 19. Proposed Contract Execution Date: _____ 20. Consultant's Ranking after Evaluation: _____	Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.				
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.	IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.	_____ 12. Preparer's Signature	_____ 13. Date		
_____ 21. Local Agency Representative's Signature	_____ 22. Date			_____ 14. Preparer's Name	_____ 15. Phone
_____ 23. Local Agency Representative's Name	_____ 24. Phone				
_____ 25. Local Agency Representative's Title	_____			_____	_____

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – CONSULTANT PROPOSAL DBE COMMITMENT

CONSULTANT SECTION

- 1. Local Agency** - Enter the name of the local or regional agency that is funding the contract.
- 2. Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
- 3. Project Location** - Enter the project location as it appears on the project advertisement.
- 4. Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc.).
- 5. Consultant's Name** - Enter the consultant's firm name.
- 6. Prime Certified DBE** - Check box if prime contractor is a certified DBE.
- 7. Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials 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.
- 8. DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
- 9. DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
- 10. 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.
- 11. Total Claimed DBE Participation %** - Enter the total DBE participation claimed. If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
- 12. Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
- 13. Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
- 14. Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
- 15. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 16. Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

- 17. Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
- 18. Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
- 19. Proposed Contract Execution Date** - Enter the proposed contract execution date.
- 20. Consultant's Ranking after Evaluation** - Enter consultant's ranking after all submittals/consultants are evaluated. Use this as a quick comparison for evaluating most qualified consultant.
- 21. Local Agency Representative's 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.
- 22. Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
- 23. Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
- 24. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 25. Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

**ATTACHMENT D-2
EXHIBIT 10-O2 CONSULTANT CONTRACT DBE COMMITMENT**

1. Local Agency: _____ 2. Contract DBE Goal: _____
 3. Project Description: _____
 4. Project Location: _____
 5. Consultant's Name: _____ 6. Prime Certified DBE: 7. Total Contract Award Amount: _____
 8. Total Dollar Amount for **ALL** Subconsultants: _____ 9. Total Number of **ALL** Subconsultants: _____

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
Local Agency to Complete this Section			\$
20. Local Agency Contract Number: _____ 21. Federal-Aid Project Number: _____ 22. Contract Execution Date: _____			%
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			14. TOTAL CLAIMED DBE PARTICIPATION
IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.			
23. Local Agency Representative's Signature _____	24. Date _____	15. Preparer's Signature _____	16. Date _____
25. Local Agency Representative's Name _____	26. Phone _____	17. Preparer's Name _____	18. Phone _____
27. Local Agency Representative's Title _____		19. Preparer's Title _____	

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – CONSULTANT CONTRACT DBE COMMITMENT

CONSULTANT SECTION

1. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
2. **Contract DBE Goal** - Enter the contract DBE goal percentage 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. **Project Location** - Enter the project location as it appears on the project advertisement.
5. **Consultant's Name** - Enter the consultant's firm name.
6. **Prime Certified DBE** - Check box if prime contractor is a certified DBE.
7. **Total Contract Award Amount** - Enter the total contract award dollar amount for the prime consultant.
8. **Total Dollar Amount for ALL Subconsultants** – Enter the total dollar amount for all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
9. **Total number of ALL subconsultants** – Enter the total number of all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
10. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials 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.
11. **DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
12. **DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
13. **DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
14. **Total Claimed DBE Participation - \$:** Enter the total dollar amounts entered in the "DBE Dollar Amount" column. **%:** Enter the total DBE participation claimed ("Total Participation Dollars Claimed" divided by item "Total Contract Award Amount"). If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
15. **Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
16. **Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
17. **Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
18. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
19. **Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

20. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
21. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
22. **Contract Execution Date** - Enter the date the contract was executed.
23. **Local Agency Representative's 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.
24. **Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
25. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
26. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
27. **Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

ATTACHMENT D-3
EXHIBIT 15-H: DBE INFORMATION -GOOD FAITH EFFORTS

Federal-aid Project No(s). _____ Bid Opening Date _____

The _____ (Agency Name) _____ established a Disadvantaged Business Enterprise (DBE) goal of _____% for this contract. The information provided herein shows the required good faith efforts to meet or exceed the DBE contract goal.

Proposers or bidders submit the following information to document their good faith efforts within five (5) business days from bid opening. Proposers and bidders are recommended to submit the following information even if the Exhibit 10-O1: Consultant Proposal DBE Commitments or Exhibit 15-G: Construction Contract DBE Commitment indicate that the proposer or bidder has met the DBE goal. This form protects the proposer's or bidder's eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a DBE firm was not certified at bid opening, or the bidder made a mathematical error.

The following items are listed in the Section entitled "Submission of DBE Commitment" of the Special Provisions, **please attach additional sheets as needed:**

- A. The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement

- B. The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of DBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates

- C. The items of work made available to DBE firms including those unbundled contract work items into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation in order to met or exceed the DBE contract goal.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage Of Contract

- D. The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE:

Names, addresses and phone numbers of rejected DBEs and the reasons for the bidder's rejection of the DBEs:

Names, addresses and phone numbers of firms selected for the work above:

- E. Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining information related to the plans, specifications and requirements for the work which was provided to DBEs:

F. Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining bonding, lines of credit or insurance, necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate:

G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization	Method/Date of Contact	Results

H. Any additional data to support a demonstration of good faith efforts:
