

# **REQUEST FOR PROPOSAL**

**Metropolitan Bakersfield Long-Range Transit Plan Update**

**Proposals Due: Friday, December 16, 2022**

Kern Council of Governments  
1401 19<sup>th</sup> Street, Suite 300  
Bakersfield, CA 93301  
(661) 635-2918

Additional background information on this proposal can be found on the Kern COG website:

[www.kerncog.org](http://www.kerncog.org)

Refer to tab:

“Working with Kern COG”

# REQUEST FOR PROPOSAL

## Metropolitan Bakersfield Long-Range Transit Plan Update

November 16, 2022

### **INTRODUCTION AND BACKGROUND**

Kern Council of Governments (Kern COG) is requesting proposals to prepare a public transit plan update to the Metropolitan Bakersfield Long-Range Transit Plan.

This Request for Proposal (RFP) intends to retain a consultant to prepare a federally required Long-Range Transit Plan Update (the Plan). The updated Plan will evaluate long-range needs for metropolitan Bakersfield's Golden Empire Transit (GET) District service area and connecting transit services. The plan will assess GET's current services for efficiency and effectiveness. The plan will assess when and how GET will transition to a mobility management property that focuses improvement and expansion of GET's express service, emerging bus rapid transit (BRT) system, and new OnDemand micro-transit service. Although the current emerging BRT system lacks dedicated bus lanes, the two routes include many of the attributes of a BRT including 15-minute headways. The plan will include an analysis of existing trends, to improve the express, BRT, and micro-transit services including timetables, identifying infrastructure, and facility needs, and the required financial resources necessary to implement any changes required to become a mobility management property and improve and expand the express, BRT and micro transit system while curtailing the low-frequency fixed route system. Included in the Plan will be updated information on GET's bus yard relocation and its potential impact. The Plan will also consider disadvantaged communities in pockets of metropolitan Bakersfield such as Southeast Bakersfield and Oildale as well as connections to other transit systems throughout Southern California including Kern Transit, DART, Shafter, Hard Rock Casino, Greyhound, and Amtrak

Although completion earlier is desired, the Plan must be completed by March 30, 2025, and must be conducted in compliance with the Transportation Development Act (TDA) and Federal Transit Administration (FTA). The Metropolitan Bakersfield Long-Range Transit Plan will also determine the best possible links to the phased transition from Amtrak to High-Speed Rail service which will include relocation of the primary passenger rail access point for the region.

### **PROJECT STUDY AREA**

#### **Metropolitan Bakersfield and Connecting Service Routes**

The selected firm will work with representatives of Kern COG. The contract will be awarded and conducted in accordance with all state and federal non-discrimination and affirmative action requirements such as without discrimination relative to race, religion, color, age, sex, or national origin.

## **Golden Empire Transit District (GET)**

GET operates in metropolitan Bakersfield as well as adjacent unincorporated areas. It operates approximately 16 fixed routes, micro-transit, and paratransit services for elderly and disabled riders. In 2019, GET introduced On-Demand micro-transit service. On-Demand is serving riders in most regions of Bakersfield, and it increased productivity and popularity during the pandemic. In 2021 GET completed a 3-year transit plan that proposes expansion of the micro-transit service as both a local geofenced, last-mile connection service to the emerging BRT and express routes along with a premium service similar to network mobility companies such as Uber/Lift.

## **PREVIOUS COMPLETED PLANNING EFFORTS**

See Kern COG Public Transit Section under the “Documents” drop-down menu at <https://www.kerncog.org/public-transportation/>

Here are some additional relevant links:

2012 GET LRTP - <https://docslib.org/doc/5114988/metropolitan-bakersfield-transit-system-long-range-plan>

2022 Kern COG Regional Transportation Plan (RTP) Sustainable Communities Strategy (SCS) Transit Oriented Development section pp. 4-22 to 4-30

<https://www.kerncog.org/wp-content/uploads/2022/04/CHAPTER-4-SUSTAINABLE-COMMUNITIES-STRATEGY-2022-RTP-PJC-041222.pdf>

2022 Kern COG RTP Transit Action Element pp. 5-53 to 5-67

<https://www.kerncog.org/wp-content/uploads/2022/04/CHAPTER-5-STRATEGIC-INVESTMENTS-2022-RTP.pdf>

2022 Kern COG RTP Land Use Action Element pp. 5-120 to 5-141

<https://www.kerncog.org/wp-content/uploads/2022/04/CHAPTER-5-STRATEGIC-INVESTMENTS-2022-RTP.pdf>

## **PURPOSE AND OBJECTIVES OF THE PROPOSAL**

The purpose of the GET Metropolitan Bakersfield Long-Range Transit Plan is to provide GET with implementation guidelines to meet the future transportation needs of passengers, improve efficiency, and enhance transit service. The plan will also address connectivity between rural areas and connecting transit agencies and major regional transportation facilities such as the Amtrak train station and the future high-speed rail that will be located on F Street and Golden State Highway.

Project objectives include:

- Consideration of increasing route frequency-changing headways from 30-minutes to 20-minutes
- Consider switching GET from a coverage-based service to a productivity/frequency-based service
- Conduct a broader public outreach process
- Evaluate transitioning GET from a traditional fixed route/paratransit public transportation property to a mobility management property
- Assess the improvement and expansion of emerging BRT system and high occupancy vehicle (HOV) lanes on both freeways and major streets.
- Develop strategies on how GET will connect current and future services with county-wide and statewide public transit, privately owned transit bus services, passenger rail services (including the future high-speed rail), and airline services
- Analyze the operating impact of GET’s bus yard relocation

- Coordinate with the City of Bakersfield 2023-24 General Plan and Circulation Plan Update and the Kern COG 2026 RTP now underway. Identify/update high-quality Transit Oriented Development (TOD) and Strategic Employment place-type centers for potential inclusion in these documents and propose service expansions to increase the number of TOD and Strategic Employment centers in Metro and the surrounding rural areas. Also, coordinate outreach to avoid public meeting fatigue.

Mode options to be considered:

- Microtransit/ On-Demand
- Co-mingled accessible service (Paratransit)
- Mobility management/Micro Mobility
- Bus Rapid Transit
- High Occupancy Vehicle Lanes

Organizational and funding options

- Complement the existing rural services
- Extend existing services-first and last mile
- Introduction of new services
- Meet unmet demand
- Provide services at the lowest cost while ensuring service quality
- Potential to put people to work
- Assess equity and access to services

### **SCOPE OF WORK CHECKLIST**

The scope of work is the official description of the work that is to be completed during the contract. The scope of work must be consistent with the project timeline.

- The scope of work must:
- List all tasks and sub-tasks using the same title as stated in the timeline.
- Have task and sub-task numbers in an accurate and proper sequencing; consistent with the project timeline.
- List the responsible party for each task and subtask and ensure that it is consistent with the project timeline (i.e., applicant, sub-applicant, or consultant).
- Have a thorough Introduction to describe the project and project area demographics.
- Have a thorough and accurate narrative description of each task and sub-task.
- Include a task for a kick-off meeting with Caltrans at the start of the contract.
- Include a task for invoicing.
- Include a task for reporting to the Project Steering Committee and Kern COG project manager.
- Include public participation and services to diverse communities– provide English, Spanish, and Punjab translation.
- Include project implementation/next steps.

- List the project deliverable for each task in a table following each task and ensure that it is consistent with the project timeline.

**Responsible Parties:** Kern Council of Governments, Golden Empire Transit District, and a contracted consultant. Caltrans Districts 6 staff will be invited to participate via project meetings, Kern COG's quarterly Transit Operators meeting, and through E-mails and phone calls where appropriate.

**Travel Model & Data Support from Kern COG:** Kern COG has budgeted travel demand modeling and support for analyzing as many scenarios as needed in support of this contract. The Uplan land use model is used to distribute the socio-economic data. The Cube travel demand model uses a 4-step process with an induced travel feedback loop for mode choice. The model was used for the 2012 LRTP, and the 2022 RTP, and is currently being upgraded to include a method to model micro-transit service connectivity with the fixed route system. Current transit ridership is about 1% of the total trips in the model. The base model year is 2020 and the horizon year is 2046. The travel model validated pre-pandemic volumes in 2019 & 2020. Kern COG is a part of the Central California household travel survey underway in 2022-23 and the GET has an electronic boarding system for its fixed routes that can provide ridership at each stop. The consultant would benefit from expertise in developing land use and travel modeling scenarios and interpreting modeling results.

## **Overall Project Objectives**

### **1. Task Title – Management**

**Task 1.1** Kern COG staff will issue a request for proposal (RFP) to contract with a qualified consulting firm to assist Kern COG staff in conducting the project. Upon receipt of the consulting firms' project proposals, Kern COG staff will create a proposal review panel that includes member agencies to aid in selecting a qualified firm. Once the review panel has made its firm selection, Kern COG staff will create a contract for the firm and have it approved at the next available COG Board agenda.

**Task 1.2** Once a firm is contracted, Kern COG staff, and the consultant will begin to assemble a project steering committee and invite staff from Caltrans' Districts 6 and 9 to serve as project team members.

**Task 1.3** Within a month from the time Kern COG issues a notice to proceed, the consultant will be required to coordinate a project **Kick-off meeting** with identified members of the project steering committee and Caltrans District 6 and 9 staff. It is estimated that Kern COG staff, Caltrans, and the consultant will conduct monthly meetings (or when deemed necessary) to keep the project stakeholders and Caltrans staff informed about the project progress and identified any problems that may arise. It is also estimated that Kern COG staff, the consultant, and possibly members of the project steering committee (PSC), may make at least one presentation of the draft Final Plan to Kern COG's Transportation Technical Advisory Committee (TTAC) for review and comments.

During the project kick-off meeting, Kern COG and the consultant will set project goals and establish a communication method to keep PSC members informed about the project's progress and how best to provide community outreach.

**Task 1.4** The project consultant shall maintain and organize all electronic and hard copy files pertaining to the project and shall provide Kern COG with an electronic version of all reports, technical memos, and backup data prior to the completion of the

project. Files shall include a PDF version of the final report. The project consultant and sub-consultants shall maintain consistent quality control procedures.

- **Responsible Party:** Kern COG staff and Project Consultant

<b>Task</b>	<b>Deliverable</b>
1.1	<i>Issuing an RFP, creating a proposal evaluating committee</i>
1.2	<i>Creating a Project Steering Committee (PSC)</i>
1.3	<i>Schedule a project kick-off meeting – establish project communication protocols</i>
1.4	<i>Maintenance of project electronic and hard-copy reports (one copy for each incorporated and unincorporated community)</i>

## **2. Task Title – Existing Conditions**

**Task 2.1** The consultant will interview GET staff and identify and record GET’s current services, fleet inventory, administrative operations, and maintenance operations.

**Task 2.2** The consultant will review all of GET’s short and long-range planning strategies and plans.

**Task 2.3** The consultant will prepare meeting notes and summarize GET’s existing conditions strategies and plans.

**Task 2.3** The consultant will determine a meeting schedule with GET as the project progresses.

- **Responsible Party:** Project Consultant

<b>Task</b>	<b>Deliverable</b>
2.1	<i>Review GET’s services, equipment/fleet inventory, administrative and maintenance operations</i>
2.2	<i>Review GET’s short and long-range planning strategies and plans</i>
2.3	<i>Meeting notes and summary of existing conditions and short and long-range planning strategies and plans</i>
2.4	<i>Monthly meeting notes as the project develops</i>

## **3. Task Title- Analysis**

**Task 3.1** The consultant will gather and analyze data from existing conditions, including the draft General Plan (GP) update, and analyze adding signal prioritization systems and bus-only lanes with a focus on routes 21 and 22. The consultant will draft a recommendation as to when and how to convert other selected routes that may benefit from BRT. Recommendations will analyze alternatives such as transit signal preemption systems, HOV lanes, also, land use planning such as infrastructure and parking availability should be examined.

**Task 3.2** The consultant will analyze remaining fixed routes, paratransit, micro-transit/ On-demand, and non-emergency transit services to initiate GET’s conversion from a traditional fixed route-centric property to a mobility management property.

**Task 3.3** The consultant will gather and analyze existing conditions data to examine current equipment/fleet inventory and provide an assessment of purchasing/repurposing requirements to implement the Plan.

- **Responsible Party:** Project Consultant

<b>Task</b>	<b>Deliverable</b>
3.1	<i>Analysis and recommendation of BRT conversion to fixed routes with a focus on routes 21 and 22.</i>
3.2	<i>Recommendation for the introduction of GET's conversion from traditional fixed-route-centric property to a mobility management property.</i>
3.3	<i>Evaluation of GET's equipment/fleet inventory and purchasing/repurposing assessment to implement the Plan</i>

#### 4. Task Title- Public Outreach

**Task 4.1** The consultant will prepare and conduct public outreach meetings to inform and update project stakeholders. Outreach will need to be conducted in multiple languages, such as Spanish and Punjabi. The consultant will, to the extent possible, coordinate with the Bakersfield GP and Kern COG RTP public outreach efforts to avoid meeting fatigue by the general public.

- **Task 4.2** The consultant Information update meetings will include PowerPoint presentations, flyers, community surveys, conceptual drawings, and a public outreach schedule to inform and update Kern COG staff, GET, Caltrans staff, and members of the PSC on project progress. **Responsible Party:** Project Consultant

<b>Task</b>	<b>Deliverable</b>
4.1	<i>Public outreach meeting schedule</i>
4.2	<i>PowerPoint Presentation, flyers, website announcements, sign-in sheets, community surveys, conceptual drawings, bilingual services, and receipts for light snacks (Caltrans approval required before purchase. No full meals)</i>

#### 5. Task Title – Advisory Committee Meetings

**Task 5.1** Kern COG staff and the consultant will form an Advisory Committee (Project Steering Committee) to review and comment on the project as it develops.

- **Responsible Party:** Kern COG Staff and Project Consultant

<b>Task</b>	<b>Deliverable</b>
5.1	<i>Advisory Committee agendas, meeting notes, list of attendees, and list of action items for all meetings.</i>

## 6. Task Title – Draft and Final Plan

**Task 6.1** The consultant will prepare a draft and final plan for review and comments. The draft and final plan will include a summary of the next steps toward implementation. A financial element to identify facility and fleet purchases, credits FHWA, FTA, and/or Caltrans on the Cover or title page, and an ADA-accessible electronic copy for submittal to Caltrans.

- **Responsible Party: The Project Consultant**

<b>Task</b>	<b>Deliverable</b>
6.1	<i>Draft and Final Plan in ADA-accessible electronic copy</i>

## 7. Task Title – Board Review and Final Plan

**Task 7.1** The consultant working with Kern COG staff, will prepare a final draft of the Plan and submit the plan to Kern COG’s Transportation Advisory Committee (TTAC) for review and comments.

**Task 7.2** The consultant and Kern COG staff will present the final Plan to Kern COG’s Transportation Planning Policy Committee (TPPC) for adoption.

**Task 7.3** The consultant will present both the draft and the Final Plan to GET’s Board of Directors for adoption into its planning strategy.

**Task 7.4** Final Plan will be submitted to Caltrans and posted on Kern COG’s website.

**Responsible Party: Kern COG staff, the consultant, and members of the PSC**

<b>Task</b>	<b>Deliverable</b>
7.1	<i>Draft and Final Plan and presentation for TTAC, presentation materials</i>
7.2	<i>Final Plan for presentation to Kern COG’s TPPC, Board agendas, and meeting minutes, with Board acceptance and approval</i>
7.3	<i>Final Plan for presentation to GET Board of Directors, agendas, meeting minutes, with Board acceptance and approval</i>
7.4	<i>Final Plan for submittal to Caltrans</i>

## State Planning Goals – For all Grant Programs

**Improve mobility and Accessibility:** Expand the system and enhance modal changes and connectivity to meet the State’s future transportation demands.

**Preserve the Transportation System:** Maintain, manage, and efficiently utilize California’s existing transportation system.

**Support the Economy:** Maintain, manage, and enhance the movement of goods and people to spur economic development and growth, job creation, and trade.

Enhance Public Safety and Security: Ensure the safety and security of people, goods, services, and information in all modes of transportation.

Reflect Community Values: Find transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.

Enhance the Environment: Plan and provide transportation services while protecting our environment, wildlife, and historical and cultural assets.

### **Regional Blueprint and Sustainable Communities Goals**

Complements or advances the Region's adopted Regional Transportation Planning (RTP) efforts.

Advances a community's efforts to reduce greenhouse gases and will assist transportation agencies in creating enduring communities.

### **Federal Transportation Planning Goals**

Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

Increase the safety of the transportation system for motorized and non-motorized users.

Increase the security of the transportation system for motorized and non-motorized users.

Increase accessibility and mobility of people and freight.

Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency, between transportation improvements and State and local planned growth and economic development patterns.

Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

Promote efficient system management and operation.

Emphasize the preservation of the existing transportation system.

### **COORDINATION**

Kern COG is solely responsible and will be the sole point of contact for all contractual matters related to this project. The project consultant shall take direction only from Kern COG and shall regularly inform Kern COG of project progress, any outstanding issues, and all project-related matters.

Participating entities may also offer suggestions and/or recommendations regarding the project or elements of the project. While Kern COG enjoys a close relationship with and has considerable confidence in the capabilities of these other parties, the project consultant shall not act on any suggestions, solicited or unsolicited, without obtaining specific direction from Kern COG. Unless otherwise directed, all oral and written communication shall be directed only to Kern COG. Any distribution of project-related communication and information will be at the discretion of Kern COG.

The selected consultant will best demonstrate the ability to deliver quality work on schedule and in a cost-effective manner, consistent with the tasks and deliverables in this RFP.

All data, maps, and all other materials prepared or collected under this contract will become the property of Kern COG. The consultant will provide monthly progress reports to the Kern COG project manager. These monthly status reports will include descriptions of work tasks completed that month and will identify any issues that may affect the project schedule or project deliverables.

## **SCHEDULE**

<b>Activity</b>	<b>Date</b>
Request for Proposals Released	November 16, 2022 (Friday)
Last Day to Submit Written Questions	December 2, 2022 (Friday)
Deadline for Proposal Submittal	December 16, 2022, by 4:00 pm (Friday)
Selection Process/Interviews	If needed, from Dec 19, 2022, through January 9, 2023
Final Cost Proposal & Scope due	<b>December 16, 2022 (Friday)</b>
Kern COG Board Approval	January 19, 2023 (Thursday)
Notice to Proceed	January 20, 2023 (Friday)

These dates are subject to change. Schedule updates will be posted on the Kern COG website: [www.kerncog.org](http://www.kerncog.org) refer to the tab: "Working with Kern COG."

## **PROPOSAL REQUIREMENTS**

Clarity and conciseness are essential and will be considered in assessing the proposer's capabilities. Proposal content and completeness are important. Clarity and succinctness are essential and will be considered in assessing the project consultant's capabilities. A review committee of the Project Steering Committee will screen all consultant proposals submitted in response to this request.

One reproducible, three copies, and one electronic copy of the proposal must be received at Kern Council of Governments Friday, December 16, 2022, by 4:00 pm. Proposals not received by that date and time will not be considered.

### **1. Provide contact and E-mail address**

Proposers shall provide a contact person and E-mail address to be used in responding to questions and for notification of updated RFP information.

### **2. Proposal Organization**

In order to simplify the review process and maximize the degree of comparative analysis, the proposal should be organized in the following manner:

#### **A. Transmittal letter**

The transmittal letter should be signed by an official authorized to bind the project consultant contractually and will contain a statement to the effect that the proposal is a firm offer for 90 days. The letter accompanying the proposal will also provide the following: name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company. The transmittal shall contain a statement of understanding of the RFP.

## **B. Table of Contents**

Include identification of the material by section and page number.

## **C. Overview**

This section should clearly convey the project consultant understands the nature of the work and the general approach to be taken to its performance. This section should include, but not be limited to, a discussion of the purpose of the project, the organization of the project effort, and a summary of the proposed approach.

## **D. Detailed Work Plan**

The prospective contractor shall provide a schedule for completing the project, within the schedule set forth in this RFP. The schedule shall identify the major tasks to be undertaken and the time frame for each task.

This section should include the following components:

### **i. Task Description**

Include a full description of each step to be followed in carrying out the project. The work description should be presented in sufficient detail (tasks, subtasks, etc.) to show a clear understanding of the work and the proposed approach.

### **ii. Deliverables**

A description of the format, content, and level of detail that can be expected for each deliverable.

### **iii. Schedule**

A schedule showing the expected sequence of tasks, subtasks, etc. should accompany the work description. Important milestones should be identified on the schedule.

## **E. Management Approach**

This section should describe the firm's management approach. If the proposal is a team effort, the distribution of work among the team members should be indicated. Describe the organization of the management, the structure of the work assignments, and any specific features of the management approach that require special explanation. Designate by name the project manager to be employed who will oversee the project. No substitutions of the identified project manager will be allowed without the prior approval of the Kern COG Project Manager.

Include the name and qualifications of all professional personnel to be employed, a resume for each professional (included in an appendix), and a statement indicating how many hours each professional will be assigned to the contract and what tasks each professional will perform. Staffing assignments should be specific enough to demonstrate an understanding of the skills required and commitment to proper resources. The selected consultant will not substitute members of the project team without the prior approval of the Kern COG Project Manager.

## **F. Budget and Billing Format**

The Project Steering Committee (PSC) will do a cost analysis of the proposed budget. Under various circumstances, the budget could be subject to Pre-audit and/or the final cost subject to Post-audit by Kern COG or Caltrans division of Audits and Investigations. The allowability of individual items of the cost will be determined by 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et. Seq. The Contractor will also be required to comply with 49 CFR, Part 18, and Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments. The contractor should have an accounting system capable of segregating direct costs from indirect costs per the above-cited regulations. The Contractor and Subcontractors will comply with all applicable laws and maintain books, documents, papers, and accounting records for a period of three years from the date of the final payment.

### **i. Method of Payment**

The cost proposal must be prepared consistent with the method of services provided under this agreement and will be reimbursed, by one, or a combination of the methods below. The proposer must clearly state the method used to prepare the cost proposal.

- Lump Sum payment
- Actual Cost plus Fixed Fee
- Specific Rates of Compensation

Lump Sum proposals will be paid per milestone of completed work or at the end of the contract upon acceptance of the final product. Actual Cost plus Fixed Fee agreements shall be billed at actual payroll costs and include a fixed fee for profit. In agreements reimbursed by Specific Rates of Compensation, billing rates containing a component for profit will be negotiated that will not change during the term of the contract.

### **ii. Project Budget**

**A maximum of \$338,886 has been budgeted for consultant services for this project.**

### **iii. Task Budget**

A schedule of estimated costs to complete each task should add to the total cost of the project (see Attachment B). The task budget should include a subsidiary breakdown by the task of hours and billing rate charges. To ensure a full understanding of the resources committed to the project the schedule should clearly indicate the number of hours key personnel will be used for each task.

### **iv. Budget and Cost Breakdown**

The prospective consultant will prepare a detailed cost breakdown for the work to be performed during the project regardless of the method of

reimbursement chosen. This will include all tasks required to complete the project including final reports and presentation.

- a. Direct Labor Costs** – A schedule of billing rates and hours worked by an employee or category of employee is required of the prime contractor and all subcontractors. Billing rates shall be based on actual pay rates and should cover all costs associated with the employee (salary, benefits, and the anticipated cost of living and/or merit increases during the term of the contract). Depending on the individual cost structure, overhead may be applied as a component of the billing rate or applied separately. The proposer should be prepared to validate billing rates with payroll registers, wage agreements, or other payroll documentation.
- b. Overhead Rates** – The overhead rate should include all indirect costs not readily assignable to cost objectives specifically benefited. Typically, an overhead rate is calculated on a company or division-wide basis by segregating expenses into the direct cost and indirect cost categories and then dividing the indirect costs by a direct cost base such as direct labor to arrive at an overhead rate. The overhead rate is then applied on a contract-by-contract basis to recapture the indirect costs that are not chargeable directly to a final objective such as general and administrative, facilities, equipment, supplies, accounting, maintenance, materials, etc. Some cost structures may be broken into various overhead rates that are applied to different bases. The proposer should be prepared to provide supporting documentation such as prior agreements with government agencies or audits of prior year activities to validate overhead rate structures.
- c. Direct Cost** – Direct costs are those incremental costs that can be identified specifically with a particular final cost objective. Although in some instances direct cost and indirect cost may include similar categories, the incremental direct cost attributable to final objectives must be separated and not included in the overhead calculation. All direct costs specifically attributed to the project and not included in the billing rates must be itemized by budget category to be eligible for reimbursement. Once contractually authorized, direct cost budgets may not be substituted without the prior written consent of Kern COG.
- d. Sub-Consultant Fees** – Sub-Consultants must provide the same cost data detail as the prime contractor (see Table I and Table 2).
- e. Fixed Fee** – A fixed fee is calculated as a basis of total direct and indirect costs. The State of California allows a 10% maximum fee.

## **G. Insurance Requirements**

Without limiting Kern COG's right to obtain indemnification from the project consultant or any third parties, the project consultant, at its sole expense, shall maintain in full force and effect the following insurance policies throughout the term of the contract:

1. Commercial liability insurance, including contractual liability coverage, covering all of its actions under this contract with limits of not less than \$2,000,000 combined single limit for bodily injury and property damage of \$1,000,000 per each occurrence for property damage and \$2,000,000 aggregate; and Commercial automobile liability coverage with the same limits as the commercial general liability insurance described above,

covering all owned, hired, and non-owned automobiles and any other vehicle or equipment used by Consultant or its agents in the performance of this contract.

4. Worker's compensation insurance as required by law.

This insurance shall not be canceled or changed without a minimum of thirty (30) days advance written notice given to Kern COG. The project consultant shall provide certification of said insurance to Kern COG within twenty-one (21) days of the date of the execution of the contract. Such certification shall show, to Kern COG's satisfaction, that such insurance coverages have been obtained and are in full force; that Kern COG, its officers, agents, and employees will not be responsible for any premiums on the policies; that as and if required such insurance names Kern COG, its officers' agents, and employees individually and collectively as additional insured (comprehensive and general liability only), but only insofar as the operations under the contract are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by Kern COG, its officers, agents, and employees, shall be excess only and not contributing with insurance provided under The project consultant's policies herein; and that this insurance shall not be canceled or changed without a minimum of thirty (days) advance, written notice given to Kern COG.

In the event the project consultant fails to keep in effect at all times insurance coverage as herein provided, Kern COG may, in addition to other remedies it may have, suspend or terminate the contract upon the occurrence of such event.

#### **H. Disadvantaged Business Enterprise (DBE) Certification**

It is the policy of Kern COG, the California State Department of Transportation, and the U.S. Department of Transportation, that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with local, state or federal funds.

The consultant shall ensure that DBEs, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of this contract. In this regard, the Consultant shall take all necessary and reasonable steps to ensure that DBEs have the maximum opportunity to compete for and to perform subcontracts arising out of this contract. Failure to carry out the requirements of this paragraph shall constitute a breach of contract and may result in termination of this contract or such other remedy Kern COG may deem appropriate.

During the period of this contract, The project consultant shall maintain records of all applicable subcontracts advertised and entered into germane to this contract, documenting the opportunity given to DBEs to participate in this contract, actual DBE participation, and records of materials purchased from DBE suppliers. Such documentation shall show the name and business address of each DBE subcontractor or vendor, and the total dollar amount actually paid to each DBE subcontractor or vendor. Upon completion of the contract, a summary of these records shall be prepared, certified correct by the project consultant, and shall be furnished to Kern COG.

#### **I. Conflicts of Interest**

The prospective contractor shall disclose any financial, business, or other relationship with Kern COG, or other entities such as the other MPOs involved in this project, that may have an outcome on the selection.

#### **J. SUMMARY OF QUALIFICATIONS**

Proposals shall include a summary of the firm's qualifications, including resumes of assigned staff.

#### **K. Signing of Proposal/Authorization to Negotiate**

The proposal shall be signed by an official authorized to bind the proposer and shall contain a statement to the effect that the proposal is a firm offer for a 90-day period. The proposal shall also provide the following: name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company.

#### **L. Attachments**

Attachments to be included at the end of the proposal are as follows (as attached herein):

- Attachment A: Title VI Assurance
- Attachment B: Budget and Cost Breakdown
- Attachment C: Detailed Scope of Work

### **PROPOSAL SUBMITTAL**

#### **1. Preparation of Proposal**

The proposal shall be formatted in accordance with the requirements specified on **Page 7** in the Section titled "Proposal Requirements" of this RFP. Proposal forms shall be executed by an authorized signatory as described herein. All proposals shall be prepared by and at the expense of the proposer.

#### **2. Examination of the RFP Document**

The proposer shall be solely responsible for examining, with appropriate care, the RFP, including Attachment A, and any addenda issued during the proposal period. The Proposer shall also be responsible for informing itself with respect to any and all conditions, which may in any way affect the amount or nature of the proposal or the performance of the work in the event the proposer is selected. Failure of the proposer to examine and inform itself in this manner shall be at the proposer's own risk, and no relief for error or omission shall be given.

#### **3. Submission of Proposal/Period of Acceptance**

One reproducible master, three copies, and one electronic copy of all proposals must be delivered to Kern COG no later than 4:00 p.m. PST, Friday, December 16, 2022. Proposals will not be accepted after 4:00 p.m. PST. Postmarks will not be accepted. Proposals should be delivered to:

Ahron Hakimi  
Executive Director  
Kern Council of Governments  
1401 19<sup>th</sup> Street, Suite 300  
Bakersfield, CA 93301

All proposals will remain firm for a period of ninety (90) days following the final date for submission. All proposals will become the sole property of Kern COG and a part of its official records without obligation on the part of Kern COG.

This RFP is not to be construed as a contract of commitment on the part of Kern COG. Kern COG reserves the right to reject all proposals, seek additional information from each proposer, or to issue another RFP if deemed appropriate.

#### **4. Modification or Withdrawal of Proposals**

Any proposal received before the date and time specified above for receipt of proposals may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be received by the proposal due date and time specified previously.

All verbal modifications to these conditions or provisions are ineffective for proposal evaluation purposes. Only written changes issued by proposers to Kern COG are authorized and binding.

#### **5. Rejection of Proposals**

Failure to meet the requirements for the request for proposals will be cause for rejection of the proposal. Kern COG may reject any proposal if it is conditional, incomplete, or contains irregularities or inordinately high-cost rates. Kern COG may waive an immaterial deviation from a proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposals document or excuse the proposer from full compliance with the contract requirements if the proposer is awarded the contract.

### **CONSULTANT SELECTION**

The actual award of the contract will be by the Kern COG Transportation Planning and Policy Committee (tentatively set for the December 19<sup>th</sup> through January 9, 2023, meeting). A proposal opening does not constitute the awarding of a contract. The contract is not in force until it is awarded by Kern COG and executed by the Kern COG designees. A subcommittee of the Project Steering Committee will evaluate, interview (if needed), and recommend the selected consultant to the Kern COG Transportation Planning and Policy Committee for approval.

### **PROPOSER OBJECTIONS**

A proposer may object to any of the terms or provisions set forth in the RFP's Scope of Work or to the selection of a particular proposer on the grounds that Kern COG's procedures, the provisions of this RFP, or applicable provisions of federal, state, or local law have been violated or inaccurately or inappropriately applied by submitting Kern COG a written explanation of the basis for the objection. Deadlines for the submittal of objections are:

- No later than two weeks prior to the date proposals are due, for objections to RFP provisions; or
- Within three working days after the date on which the contract award is authorized or the date, the proposer is notified that it was not selected, whichever is later, for objections to the proposer's selection.

If the proposer does not state any objections, Kern COG will assume that the RFP Scope of Work is acceptable to the proposer and has been fully factored into its response. If the proposer intends to negotiate with Kern COG concerning any part of the Scope of Work the proposer finds objectionable, the proposer must provide specific language in its response that will address or cure its objections.

### **KERN COG RIGHTS**

Kern COG may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by a proposer, and require additional evidence of qualifications to perform the work described in this RFP.

Kern COG reserves the right to:

- Reject any or all of the proposals if it deems such action is in the public interest;
- Issue subsequent Requests for Proposals;
- Cancel the entire Request for Proposal;
- Remedy technical errors in the Request for Proposals process;
- Appoint an evaluation committee to review the proposals and make the selection based on the written proposal only;
- Seek the assistance of outside technical experts in proposal evaluation;
- Approve or disapprove of the use of particular subcontractors;
- Establish a short list of proposers eligible for interviews after review of written proposals;
- Negotiate with some, all, or none of the respondents to the RFP;
- Solicit best and final offers from all or some of the proposers;
- Award a contract to one or more proposers;
- Accept an offer other than the lowest price offer; and
- Waive informalities and irregularities in proposals and the bid process.

This RFP does not commit Kern COG to enter into a contract, nor does it obligate Kern COG to pay for any costs incurred in the preparation and submission of proposals or anticipation of a contract. All proposals will be subject to public disclosure as required by the California Public Records Act.

Kern COG reserves the right to investigate the qualifications of all firms under consideration to confirm any part of the information furnished by a proposer, or to require other evidence of managerial, financial, or other capabilities which are considered necessary for the successful performance of the contract.

### **RFP QUESTIONS**

All questions on the RFP should be submitted in writing via email to:

[ienriquez@kerncog.org](mailto:ienriquez@kerncog.org)

Irene Enriquez, Project Manager  
Kern Council of Governments  
1401 19<sup>th</sup> Street, Suite 300  
Bakersfield, CA 93301

All questions shall be submitted no later than Written Questions submitted by **December 2, 2022**, and additional questions from the Bidders Conference will be answered and posted at <http://www.kerncog.org> refer to tab: "Working with Kern COG."

Kern Council of Governments

## Attachment A

### TITLE VI ASSURANCE

Kern Council of Governments, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21 Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority businesses enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration of an award

## Attachment B

### BUDGET AND COST SCHEDULE TEMPLATE

	<i>(Name)</i>		<i>(Name)</i>		<i>(Name)</i>			
<b>TASKS</b>	<i>(Role)</i>		<i>(Role)</i>		<i>(Role)</i>		<b>Total Task Hours</b>	<b>Total Task Cost</b>
	<i>(Hourly Billing Rate)</i>		<i>(Hourly Billing Rate)</i>		<i>(Hourly Billing Rate)</i>			
<b>Task</b>	<b>Hours</b>	<b>Cost</b>	<b>Hours</b>	<b>Cost</b>	<b>Hours</b>	<b>Cost</b>		
<b>Tasks Subtotal</b>								

**Direct Costs**

Direct Cost		Amount
<b>Direct Costs Subtotal</b>		

**Sub-consultants**

Sub-consultants		Total Cost

<b>Sub-consultants Subtotal</b>		

<b>PROPOSAL GRAND TOTAL</b>		
-----------------------------	--	--

**ATTACHMENT C  
SAMPLE SCOPE OF WORK**

**This is a SAMPLE Scope of Work developed by staff to give a clearer picture of the product expected from this contract. Consultants are encouraged to modify and make improvements based on their professional expertise and best judgment. Sample Deliverables in the Sample Scope of Work may not be inclusive of everything needed for a legally sound Environmental Document. Please avoid unenforceable, vague language in the proposal Scope of Work to facilitate incorporation into the final contract. Clearly describe the deliverables to facilitate contract enforceability. Thank you.**

**THE METRO-BAKERSFIELD LONG-RANGE PLAN  
UPDATE**

**SCOPE OF WORK**

Project Information	
<b>Grant Category</b>	Transportation Planning
<b>Grant Fiscal Year</b>	2022-23
<b>Project Title</b>	Metropolitan Bakersfield Long-Range Transportation Plan Update
<b>Organization (legal name)</b>	Kern Council of Governments

## Introduction

Golden Empire Transit District (GET) Long-Range Plan Update (a federally required MPO MPO Long-Range plan) will address when and how to become a mobility management property and introduce GET's proposed arterial bus rapid transit (BRT) system. The Plan will analyze existing trends, establish a BRT timetable, identify infrastructure and facility needs, and the financial resources needed to implement any changes required to become a mobility management property and introduce a BRT system. The proposed BRT element will focus on two existing express routes 21 and 22. Routes 21 and 22 both connect with the downtown Amtrak/ Greyhound transit station and Route 22 connects to Kern Transit (regional service to Lancaster, Santa Clarita, Delano, and other areas), FLIX Bus (private carrier), and the proposed High-Speed Rail (HSR) downtown station. The Plan will also analyze other current GET services to determine if the BRT will reduce the need for low-performing routes. The establishment of High Occupancy Vehicles (HOV) lanes to prioritize bus travel and provide dedicated lanes on arterial streets and highways will also be studied in the plan.

Included in the plan will be updated information on GET's bus yard relocation. The land for the relocation of the bus yard has already been procured, further details will be discussed in the plan. The update will evaluate existing fixed routes to determine which if any should be eliminated or altered to increase effectiveness and efficiency.

Although GET's metropolitan Bakersfield service will be the initial focus of the Plan, disadvantaged communities in pockets of metropolitan Bakersfield such as Oildale will benefit from an analysis of coordination with the GET fixed-route, On-demand microtransit, and Get-a-Lift paratransit service for elderly and disabled riders. Disadvantaged communities such as Lamont, Arvin, Lake Isabella, etc.) will also be offered to participate through cooperation with Kern Transit staff. Kern COG will invite staff from Caltrans (Districts 6&9), CSUB, the City of Bakersfield, the County of Kern, and all other stakeholders interested in the proposed Plan.

## Project Stakeholders

Kern COG staff will provide the primary management of the project. Kern COG will contract with a qualified consulting firm to assist in the delivery of the project. Kern COG will form a project steering committee to assist with developing the draft and final plans. The Steering Committee will be made up of staff from Caltrans (Districts 6 & 9 staff), Kern COG, GET, representatives of social services organizations, environmental justice-focused organizations, the Tejon Tribe (federally recognized Native American Indian tribe), and other stakeholders interested in the project.

## Overall Project Objectives

Update the Golden Empire Transit District (GET) Long-Range Plan to become a mobility management property and decide when and how to introduce a Bus Rapid Transit service by:

- Consideration of reducing route frequency-changing headways from 30- minutes to 20-minutes;
- Consider switching GET from a coverage-based service to a frequency service;
- Consider re-examination of the existing grid-based system to a new route structure (GET cannot afford a route a route-frequency improvement using the existing grid-based system);
- Consider how to increase a broader public outreach process;
- Consider GET's moving from a traditional fixed route/paratransit public transportation property to a mobility management property;
- Consider GET introducing a bus rapid-transit service when feasible; and
- Consider how best GET can connect current and future services with county-wide and statewide public transit, privately owned bus services, passenger rail services (including the proposed downtown Bakersfield's proposed high-speed rail station), and airline services.

## Summary of Project Tasks

Project Management activities must be identified within the task they occur.

### Task 01: Project Administration

Kern COG will hold a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing,

quarterly reporting, and all other relevant project information. The meeting summary will be documented.

<b>Task Deliverables</b>
Upon notice of the project award, Kern COG staff will contact Caltrans District 6&9 staff to arrange a project kick-off meeting
Kick-off meeting with Caltrans - Meeting Notes will include, quarterly invoices and progress reports, DBE reporting (federal Grants only) protocols.

## **Task 02: Consultant Procurement**

[Provide a detailed narrative of activities to be completed in this Task]

Kern COG, using its consultant procurement policy, will procure a consultant, consistent with state and federal requirements, the Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee.

<b>Task Deliverables</b>
Kern COG will provide Caltrans staff with a copy of its consultant request for proposal qualification/proposal policy for review and approval. Once approved, Kern COG staff will issue a request for proposal solicitation to contract with a consulting firm to assist in the preparation of the Plan.

A draft consultant contract to prepare the Plan will be submitted to Caltrans staff for review and approval. Kick-off meeting notes and subsequent comments from Caltrans' staff regarding Kern COG's consultant procurement policy and consultant contracts will be included.

### **Task 1: Existing Conditions**

<b>Task Deliverables</b>
The consultant will interview GET staff and identify and record GET's current services, fleet inventory, administrative operation, and maintenance operation. The consultant will also review all of GET's short and long-range planning strategies and plans.
Task 1 will produce the following deliverable: Meeting notes: Monthly meeting Notes (as the project develops) Summary of Existing Conditions

### **Task 2: Analysis**

<b>Task Deliverables</b>
The consultant will use the information and data from the existing conditions and analyze current route 21 and 22 services and begin a recommendation as to when and how to convert the routes from the existing service to a bus rapid transit (BRT). Once the proposed BRT Plan is drafted, the consultant will prepare recommendations as to changes in the remaining fixed-routes, paratransit, micro-transit, and non-emergency transit services to introduce the transformation of GET from a traditional fixed-route centric property to a mobility management property. The study will also examine current equipment and purchase and/or repurposing required to implement the Plan.
Task 2 analysis section of the Plan will include: a draft plan to implement a BRT for routes 21 and 22 and evaluation of additional routes with potential for BRT; a draft plan to re-assess the remaining fixed-route and paratransit service; and a draft plan to guide GET from a traditional fixed- route/paratransit property. Assessment of equipment conditions, future equipment needs, and financial strategy to fully implement the Plan will be included in the section.

### **Task 3: Public Outreach**

[Provide a detailed narrative of activities to be completed in this Task]

<b>Task Deliverables</b>
The Consultant will prepare a public outreach schedule to inform and update project stakeholders on the progress of the Plan.

Task 3 deliveries will include PowerPoint Presentations, flyers, website announcements, sign-in sheets, community surveys, conceptual drawings, bilingual services, and receipts for light snacks (Caltrans approval required before purchase. No full meals)

**Task Deliverables**

The Consultant and Kern COG staff will form an Advisory Committee (Project Steering Committee) to review and comment on the project as it develops.

Task 4 deliverables will include a written record of Advisory Committee agendas, meeting notes, a list of attendees, list of action items.

**Task 5: Draft and Final Plan**

**Task Deliverables**

The Consultant will prepare a draft and final Plan for review and comments.

Task 5 deliverables will include a Draft Plan, a Public Review – list of comments, a Final Plan that includes a summary of next steps towards implementation, a financial element to identify facility and fleet purchases, credits FHWA, FTA, and/or Caltrans on the cover or title page, submitted to Caltrans in an ADA-accessible electronic copy.

**Task 6: Board Review/Approval**

**Task Deliverables**

The Consultant and Kern COG staff will prepare a draft final plan and submit the plan to Kern COG's Transportation Technical Advisory Committee (TTAC) for review and comments. Once approved by Kern COG's TTAC, the Final Plan will be prepared by the Consultant and submitted to Kern COG's Transportation Planning Policy Committee (TPPC) for adoption. The draft and final plan will also be presented to GET's Board of Directors for adoption into its planning strategy.

Task 6 deliverables will include Kern COG and GET Board agendas, presentation materials, and meeting minutes with board acceptance/approval. The Final Plan will be sent to Caltrans and posted on Kern COG's website.