

**AMADOR COUNTY TRANSPORTATION COMMISSION  
REQUEST FOR PROPOSALS  
ALTERNATIVE TRANSPORTATION PLANNING ASSISTANCE  
FISCAL YEAR 2008/09**

The Amador County Transportation Commission (ACTC) is soliciting qualified firms or individuals to submit proposals for Alternative Transportation Planning Assistance and Tribal outreach. The Alternative Transportation Planning Assistance will include implementation of the Amador Countywide Pedestrian Bicycle Master Plan, the 2008 Amador County Transit Development Plan, and helping to coordinate and consolidate social service transportation needs. Consultant will also assist ACTC to conduct and document outreach and communication with Native American Tribal organizations. **Interested firms or individuals should submit proposals that contain all information required herein to Charles Field, Executive Director, Amador County Transportation Commission, 11400 American Legion Dr., Jackson, CA 95642 prior to 4:00 p.m. on Tuesday, July 15, 2008.**

**BACKGROUND**

Amador County is located approximately 30 miles southeast of Sacramento on the western slope of the Sierra Nevada. The County's population is 35,100 (2000 census). Approximately 18% of this population is aged 65 or older. This population tends to be concentrated within or around the County's five incorporated cities: Ione, Amador City, Plymouth, Sutter Creek, and Jackson. Several unincorporated, higher elevation communities also contain sizable populations. These include Pine Grove, Volcano, Fiddletown, Pioneer, and Kirkwood.

Amador Regional Transit System (ARTS) was established to provide public transportation options for senior and disabled residents of Amador County. However, public transportation services are gradually expanding to meet some of the transportation needs of the general public. ARTS provides three types of public transit service: deviated fixed routes that serve general and Para-transit customers, commuter service to downtown Sacramento, and contract service for developmentally disabled.

Amador County is seeing major residential and commercial growth at levels that are unprecedented since the County's early gold rush and mining days. The 2000 census estimated there are approximately 15,000 homes in the County. More than 3,000 new single family homes are currently proposed in the western and central part of Amador County. The centralized Martell/Jackson/Sutter Creek area are also experiencing significant commercial development.

**PROPOSED TASK/METHODOLOGY**

**TASK 1**

Consultant will assist ACTC staff and consultants in implementation of Amador Countywide Pedestrian and Bicycle Transportation Plan, adopted by Amador County and all five cities.

**TASK 2**

Consultant will assist ACTC staff and consultants to provide liaison with Social Services Transportation Advisory Council (SSTAC) including assistance in fulfilling recommendations of ACTC 2004-2006 Performance Audit recommendations.

**TASK 3**

Consultant will serve as ACTC project manager for the 2008 Amador County Transit Development Plan Update and Transit Guidelines document.

**TASK 4**

Consultant will serve as ARTS and ACTC Consolidated Transportation Service Agency coordinator.

#### **TASK 5**

Consultant will serve as ACTC's project manager for the Rural Coordinated Transit Plan.

#### **TASK 6**

Consultant will assist with the 2008/09 Unmet Needs process.

#### **TASK 7**

Consultant will assist ACTC staff and consultants to document outreach and communication with Tribal organizations.

#### **TASK 8**

Consultant will perform such other specific transportation planning data collection, analysis, meeting facilitation, and follow-up activities as requested by ACTC Executive Director and/or ACTC Planner/Program Manager.

#### **PROPOSED SCHEDULE FOR COMPLETION**

1. RFP issue date	June 20, 2008
2. Closing date for proposals	July 15, 2008
3. Contract execution	July 16, 2008
4. Contract conclusion	June 30, 2009

#### **AVAILABLE FUNDING**

The approximate range of funds for this project is \$40,000 to \$50,000. If the prospective consultant determines that the work called for in this Request for Proposals cannot be carried out according to available funding or the schedule that is set forth herein, the consultant is nonetheless encouraged to submit a proposal specifying clearly the reasons why said funding level or schedule should be exceeded or which project task should be deleted in order to meet said funding limits as well as intended project purposes.

#### **ORGANIZATION OF PROPOSALS/EVALUATION CRITERIA**

The proposals shall be organized to generally conform to the following sections as these will constitute the basic areas for evaluation: (a) understanding of the Transportation Commission's needs, (b) previous experience of the firm in this and/or related work, (c) qualification of the firm and individuals who will be assigned to work on this project, (d) consultants approach to providing required services and products including personnel, tools, methods, schedules, etc., and, (e) consultant stability and support capability.

#### **CONSULTANTS COSTS**

Consultant's total cost, component costs, and hourly rates **shall be submitted in a separate sealed envelope.** Consultants cost to complete the project will be considered only after other components of the proposal are reviewed and ranked. Consultants cost proposals should include total cost, cost per task, hourly rates for assigned personnel, and other anticipated charges. The Commission intends to enter into a time and materials contract with a not-to-exceed cost based upon the consultant's estimate for completion of all tasks.

#### **CONSULTANT SELECTION**

The ACTC Executive Director will conduct a review of written proposals that are submitted by consultants pursuant to the RFP. The ACTC Executive Director will negotiate a draft contract with the top ranked consultant based on the proposals. The ACTC retains the right to reject any and all proposals which do not comply with the provisions of this request or for any other reasons deemed appropriate by the ACTC.

## **WORKERS COMPENSATION INSURANCE**

In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860) and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the Labor Code of the State of California, the consultant will be required to secure the payment of compensation to his employees and shall for that purpose obtain and keep in effect adequate Workmen's Compensation Insurance. The consultant will be aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workmen's compensation, or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the work of this contract.

## **INSURANCE**

The consultant shall take out and maintain at all times during the performance of any services to be done under the terms of any contract awarded, a policy or policies of public liability and property damages insurance naming thereon the Amador County Local Transportation Commission, its officers, agents, and employees, as insured against any liability of any kind arising out of the work to be performed by, or on behalf of, the consultant. Said policy or policies shall provide coverage in the following minimum amounts: general liability - \$500,000 per occurrence, for bodily injury, person injury, and property damage; automobile liability: \$500,000 per accident for bodily injury and property damage. Said policy or policies shall be satisfactory to the counsel of the Amador County Transportation Commission.

## **ACCEPTANCE OF PROPOSAL CONTENT**

At the option of the Amador County Transportation Commission, the proposal of the successful firm may be included as contractual obligations in applicable clauses of the contract to be awarded. Therefore, the proposer must be prepared to be bound by the proposal in the contract.

## **CLOSING DATE**

Proposals and seven copies must be submitted no later than 4:00 p.m. Tuesday, July 15, 2008, to Amador County Transportation Commission, ATTN: Charles Field, Executive Director, 11400 American Legion Dr., Jackson, CA 95642.