Tuolumne County Transportation Council

Request for Proposals

Triennial Performance Audits of the

TCTC and Regional Public Transit System

Proposal Submission Deadline: 2:00 p.m. December 30, 2019

Tuolumne County Transportation Council
2 South Green Street (mailing)
975 Morning Star Dr. Suite A (physical)
Sonora, CA 95370

November 15, 2019

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NOTICE INVITING PROPOSALS

Notice is hereby given that proposals will be received by the Tuolumne County Transportation Council (TCTC) at its office located at 975 Morning Star Dr. Suite A in Sonora, California; (mail: 2 South Green Street, Sonora, CA, 95370), until 2 p.m. December 30, 2019 for the following:

To Conduct Triennial Performance Audits of the TCTC and Regional Public Transit System

The TCTC hereby notifies all proposers that it will affirmatively ensure that in regard to any agreement entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation, and that proposers will not be discriminated against on the grounds of race, religion, creed, medical condition, color, marital status, ancestry, gender, age, national origin, or physical or mental disability in consideration for an award.

A Request for Proposals document containing general conditions, specifications, instructions for proposers and all necessary proposal forms may be found on the Tuolumne County Transit website @ http://www.tuolumnecountytransportationcouncil.org/, or by submitting a letter of interest to:

Tuolumne County Transportation Council
Senior Administrative Analyst
2 South Green Street
Sonora, CA 95370
lshinn@co.tuolumne.ca.us

Please review these documents thoroughly, and if you desire to submit a proposal, take care to ensure that your proposal contains all required forms prepared in accordance with the instructions, that it is correctly executed and submitted to the Tuolumne County Transportation Council no later than 2:00 p.m. on Monday December 30, 2019.

Thank you for your interest. We look forward to the successful award of this Performance Audits Agreement.

TUOLUMNE COUNTY TRANSPORTATION COUNCIL

Board Members

Michael Ayala, Chairman..... Citizen at Large Representative

John Gray, Vice Chairman.....County Board of Supervisors Representative

Ryan Campbell .....County Board of Supervisors Representative

Jim Garaventa .....Sonora City Council Representative

Matt Hawkins.....Sonora City Council Representative

Staff

Darin Grossi..... Executive Director

Laura Shinn .....Senior Administrative Analyst

Tyler Summersett.....Senior Transportation Planner

Alex Padilla.....Senior Transportation Planner

Denise Bergamaschi ..... Administrative Technician

Legal

Carlyn Drivdahl.....Legal Counsel

INTRODUCTION

The Tuolumne County Transportation Council (TCTC) is soliciting proposals to conduct performance audits of the TCTC and the Regional Public Transportation System. The TCTC is statutorily required by Section 99246 of the California Public Utilities Code to designate entities other than itself, a county transportation commission, a transit development board or an operator to make a performance audit of its activities. The TCTC also desires a performance audit of the region's public transit system, Tuolumne County Transit. The intent of this Request for Proposals (RFP) is to procure performance audits of the TCTC and Tuolumne County Transit for Fiscal Years 2016/17 through 2018/19.

The audits must be conducted for the period of Fiscal Year 2016/17 through 2018/19 and must be in compliance with relevant sections of the Transportation Development Act. The TCTC further requires that the performance audits be conducted consistent with the "Performance Audit Guidebook for Transit Operators and Regional Transportation Entities" issued by the California Department of Transportation.

Background

Tuolumne County, established in 1850, is located in the center of the California Mother Lode area along the western slope of the Sierra Nevada mountain range. The County extends from the foothills to the Sierra crest and is bordered on the north by Calaveras County, on the South by Mariposa County, on the west by Stanislaus County and on the east by Alpine and Mono Counties. Sonora is the only incorporated city in Tuolumne County and is also the County Seat.

The population of Tuolumne County is presently 54,590. The Department of Finance projects the population will increase to 63,947 by the year 2060.

Tuolumne County Transportation Council

The Tuolumne County Transportation Council, at that time called the Tuolumne County and Cities Area Planning Council (TCCAPC), was established in 1967 pursuant to Government Code 65601 through a Joint Powers Agreement between the County Board of Supervisors and Sonora City Council. In July 1972, the TCTC was designated as the Regional Transportation Planning Agency for the County of Tuolumne by the Director of the Business, Transportation and Housing Agency. The TCTC is responsible for the development and management of the Regional Transportation Plan (RTP) and Regional Transportation Improvement Program (RTIP) as well as various transportation funding programs, such as: Transportation Development Act (TDA), which includes Local Transportation Funds (LTF) and State Transit Assistance Funds (STAF); Rural Planning Assistance (RPA); Planning, Programming and Monitoring (PPM); Regional Improvement Program (RIP); Regional Surface Transportation Program (RSTP) Exchange; Congestion Mitigation and Air Quality (CMAQ); and various grant programs.

The TCTC is comprised of two members from the County Board of Supervisors, two members from the Sonora City Council and one citizen at large appointed by the other members. The TCTC is provided input from three advisory committees; the Technical Advisory Committee, Citizens Advisory Committee and the Social Services Transportation Advisory Council.

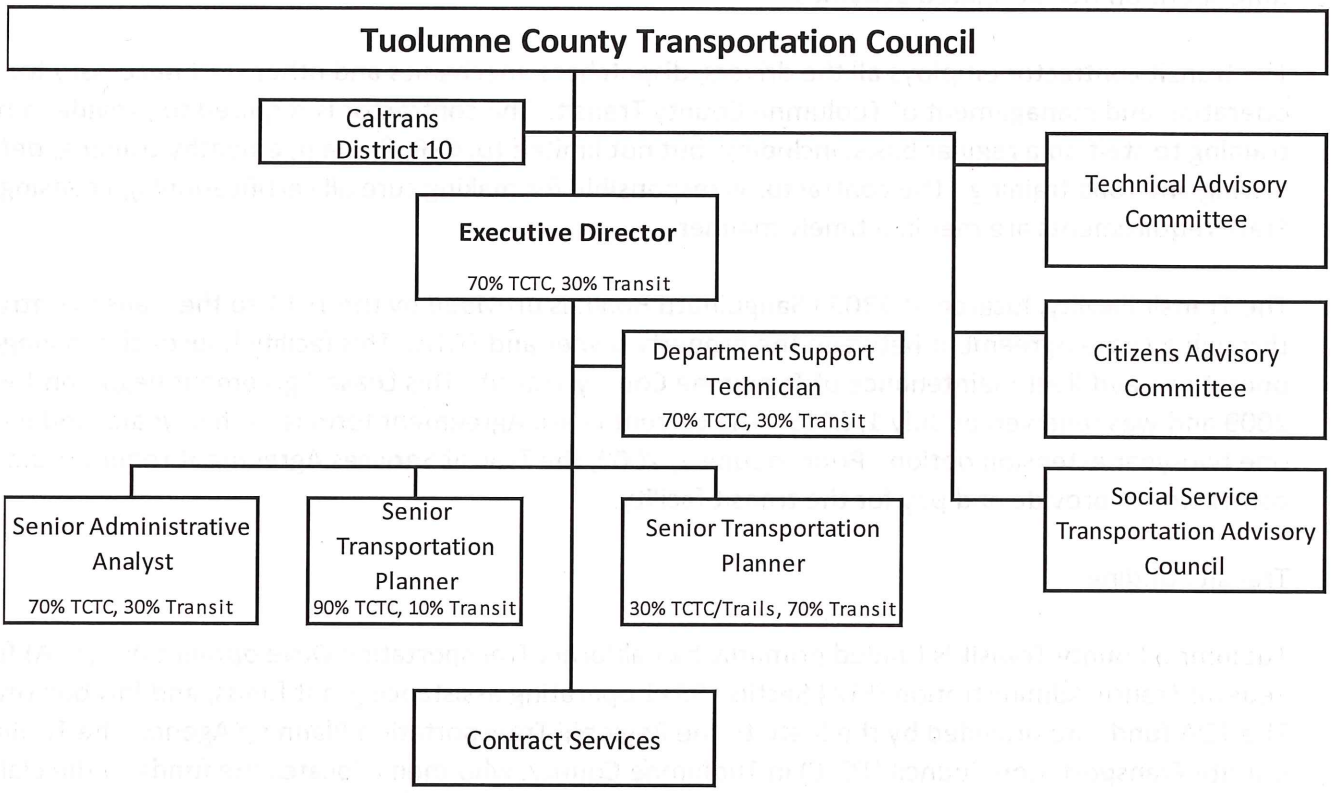
The Technical Advisory Committee (TAC) membership consists of the TCTC Executive Director, County Community Resources Agency Director, County Airports Manager, County Administrator, City Administrator, City Community Development Director, City Engineer, Caltrans District 10 – Transportation Planner, the area California Highway Patrol (CHP) Commander and a representative appointed by the Tribal Council of the area Native American community. Other City, County and Caltrans staff members do attend and participate in TAC meetings. The TAC is the clearinghouse and technical review body for all items that go before the TCTC.

The Citizens Advisory Committee (CAC) is typically comprised of eight members from the public at large with staggered four year terms. The Sonora City Council appoints two members and the Tuolumne County Board of Supervisors appoints six members. Each County Board member, with the exception of the District Four Supervisor, appoints one person from their respective district. The District Four Supervisor appoints two individuals, one from the Groveland area and one from the East Sonora area. The CAC is intended to be an advisory committee to the TCTC on all matters relating to the regional transportation system.

The Social Services Transportation Advisory Council (SSTAC) was first formed in 1987. The SSTAC is comprised of a myriad of representatives of potentially transit dependent segments of the community (i.e., senior citizens, persons with disabilities, persons of limited means, etc.) and transit operators. TCTC staff and the Caltrans District 10 Transit Representative are ex-officio members of the SSTAC. The composition of the SSTAC, the terms of SSTAC appointments and precise responsibilities of the SSTAC are found in and controlled by Section 99238 of the Public Utilities Code (PUC). The SSTAC is intended to be an advisory committee to the TCTC on matters pertaining to the transit needs of transit dependent and transit disadvantaged persons. The SSTAC's input is considered in and made an integral part of the TCTC's annual "Unmet Transit Needs" process.

Funding for TCTC programs and administration is received from a variety of sources including, but not limited to: RPA; PPM; LTF; RSTP Exchange; Traffic Impact Mitigation Fees (TIMF); and grants. This funding is programmed each year to specific work activities and projects in the TCTC Overall Work Program (OWP).

Organizational Chart



Regional Public Transit System

The Regional Public Transit System, Tuolumne County Transit, was first established in December 1976 through a Section 147 grant under the County Board of Supervisors. In August 2011, a Joint Powers Agreement between the County Board of Supervisors and Sonora City Council created the Tuolumne County Transit Agency (TCTA) and transferred the responsibilities of Tuolumne County Transit to this new agency. The TCTA fulfills the role of the transit system operator under the Transportation Development Act (TDA) and is, thereby, eligible to receive transit funding. The TCTA is governed by the same Board members as the Tuolumne County Transportation Council.

The County operated Tuolumne County Transit from December 1976 through November 1985, at which time the County began contracting out the management and operation of the Transit Service based upon competitive proposals received. The Transit Services Agreement with the current Contractor, Storer Transit Systems, began on July 1, 2009. A two-year extension to the Agreement was executed, extending the term to June 30, 2015. After considering all proposals received through the next competitive bid process, the Tuolumne County Transit Agency awarded the current Transit Services Agreement to Storer. This Agreement began July 1, 2015 and will expire on June 30, 2019. A two-year extension has been executed, and the term will be extended to June 30, 2021.

The Tuolumne County Transportation Council provides staff to administer the Transit Services Agreement and to provide other transit related administrative duties including; budgeting, invoicing, agreement amendments, coordination of various transportation funding programs and the development of plans and

reports to meet Federal and State requirements. The TCTA reimburses the TCTC for the portion of staff time spent on transit related activities.

The transit contractor employs all the drivers, dispatchers, mechanics and other staff necessary for the operation and management of Tuolumne County Transit. The contractor is required to provide in-house training to staff on a regular basis, including, but not limited to; CPR, first aid, empathy training, defensive driving and road training. The contractor is responsible for making sure all certification(s), licensing and State requirements are met in a timely manner.

The Transit Facility, located at 13033 Sanguinetti Road, is provided by the TCTA to the transit contractor through a Lease Agreement between the property owner and TCTA. This facility houses the management, operations and fleet maintenance of Tuolumne County Transit. This Lease Agreement began on June 1, 2009 and was renewed on July 1, 2015. The current Lease Agreement term is for five years, and includes one two-year extension option. Prior to June 1, 2009, the Transit Services Agreement required the contractor to provide and pay for the transit facility.

Transit Funding

Tuolumne County Transit is funded primarily by California Transportation Development Act (TDA) funds, Federal Transit Administration (FTA) Section 5311 operating assistance grant funds, and farebox revenue. The TDA funds are provided by the State to the Regional Transportation Planning Agency, the Tuolumne County Transportation Council (TCTC) in Tuolumne County, who then allocates the funds to the claimants. Both the County of Tuolumne and City of Sonora contribute funds to provide public transportation services in the Tuolumne County Region. The Transit System has also received FTA Section 5310, Congestion Mitigation and Air Quality (CMAQ) and Transit Bond funding for various capital purchases.

Regular Transit Services

Tuolumne County Transit serves the communities of Sonora, Columbia, Jamestown, Tuolumne, Twain Harte, Mi-Wuk Village and Sierra Village. Tuolumne County Transit (TCT) is available to the general public, including those who are transportation disadvantaged, and provides Fixed Route and Dial-A-Ride (demand response) services.

Tuolumne County Transit is in full compliance with the Americans with Disabilities Act (ADA) and currently operates a total of twenty one buses, all equipped with wheelchair lifts. All fixed route buses are also equipped with bicycle racks.

Fixed Route Services

The Tuolumne County Transit Fixed Route operates Monday through Friday from approximately 6:00 a.m. to 9:00 p.m. This system connects residents of Sonora, Columbia, Jamestown, Tuolumne, Twain Harte and Sierra Village with adjoining communities, shopping and entertainment areas, medical facilities, schools and Columbia Community College. Interregional opportunities are provided through connections with Calaveras Transit at Columbia College.

Dial-A-Ride Service

Tuolumne County Transit operates demand response (dial-a-ride) services Monday through Friday during the same time hours as fixed route services within designated service areas in the County. This system is designed to connect the elderly and disabled residents of Tuolumne County who are unable to use the Fixed Route with shopping and entertainment areas, medical facilities and Columbia Community College. Priority scheduling is given to our ADA (Americans with Disabilities Act) certified riders.

Weekend Service

Tuolumne County Transit operates a general public dial-a-ride service on Saturdays between the hours of 9:00 a.m. and 4:00 p.m. This Service is provided within a limited service area, including the Sonora, Jamestown, Columbia, Twain Harte, Soulsbyville, Standard and Tuolumne areas. Saturday Service is provided through a curb-to-curb dial-a-ride service, requiring advance reservations.

Premium Services

Dodge Ridge Ski Bus

The Dodge Ridge Ski Bus began in Fiscal Year 2008/09, taking passengers from Sonora up Highway 108 to the Dodge Ridge Ski Resort, located on Dodge Ridge Road in Pinecrest. The Dodge Ridge Ski Resort is approximately 30 miles from the Transit Facility in Sonora. The SkiBus stops at numerous locations between Sonora and Dodge Ridge to pick up passengers. The success of this service greatly depends upon the winter weather conditions. In the years where there was ample snow, the service had strong ridership and averaged farebox recovery ratios have been in the 40+% range. This past year had record breaking snow falls with a strong ridership on many snow days, averaged a 28.4% farebox recovery ratio.

Special Events

To support and encourage community events, Tuolumne County Transit provides transportation to several local events throughout the year. These events are preapproved by the TCTA and must meet certain criteria adopted by the TCTA, such as being open to the general public, hosted locally and designed to highlight the local heritage, cultural uniqueness, history or strengthen relationships within the community. Eligible applicants for these services are limited to charitable, non-profit and service organizations or public agencies. Over 2,400 passengers used this service to access community events last year.

Tuolumne Trip Service

Due to the low ridership and high cost of the Tuesday Groveland to Sonora Dial-A-Ride Service, the TCTA considered more cost effective alternatives for those few passengers. It was found that the Tuolumne Trip Program could serve those passengers appropriately and for less cost. Therefore, the TCTA replaced the Groveland/Sonora DAR Service with Tuolumne Trip in the fall of 2013.

The Tuolumne Trip service is designed as a low-cost, low-maintenance, customer driven approach for providing transportation for those that have needs not being met by other transportation programs. Tuolumne Trip was the outcome of a collaborative partnership between many local agencies in Tuolumne

County such as Sierra Senior Providers, Area 12 Agency on Aging, Interfaith, Catholic Charities and the Senior Resource Services.

The Tuolumne Trip Program is modeled after the successful southern California Trip Trans model. Trip Trans is a volunteer driver service that began providing transportation assistance for seniors and people with disabilities in 1993. The efficiency and effectiveness of the TRIP Model has been proven in cities, suburban and rural areas.

The three basic elements of the model (sponsor, passengers and drivers) interact in a manner that results in administrative efficiency and cost effectiveness. The model creates an "arm's length relationship" between the program sponsor and the driver. According to risk management professionals and insurers, this characteristic has the potential of limiting liability because: (1) drivers are not recruited or managed by the program; (2) the program does not own vehicles; and (3) staff does not schedule rides.

Yosemite Transit Service

Through a collaborative effort between TCTC staff, Yosemite National Park, the Yosemite Gateway Partnership, Yosemite Area Regional Transit System (YARTS) and a local project team composed of Chambers of Commerce, Visitors Bureaus, Lodging establishments, local agency representatives, the district Supervisor and others, Yosemite Transportation Service in Tuolumne County began in 2012. To try and positively affect traffic and congestion in Yosemite Valley and improve the visitor experience, Yosemite National Park has provided funding to operate the service from May through September each year. Daily round trips are provided from Tuolumne, to Sonora, through Jamestown and Groveland, with the final destination in Yosemite Valley. Additional routes are added to the peak of the summer season to accommodate the increase in ridership. The peak season runs from mid-June to mid-August.

Tuolumne County Transit is not directly involved in delivering this service. However, since staff has expertise in operating transit services, they have worked closely with those involved to create efficient and effective route plans, an appropriate pricing structure, a marketing plan, as well as developing and distributing marketing materials to promote the service.

Agency Contributions, Passes and Ticket Purchases

The Valley Mountain Regional Center (VMRC) is one of twenty-one State and Federally funded regional centers in California that serves developmentally disabled persons. VMRC covers San Joaquin, Stanislaus, Amador, Calaveras and Tuolumne Counties. VMRC coordinates day programs, transportation, medical assessments and, basically, monitors and tries to ensure that the special needs of their clients are met. VMRC purchases monthly passes and tickets from Tuolumne County Transit for their clients to use public transit services. Although VMRC has their own transportation program, over 100 of their clients utilize Tuolumne County Transit fixed route and/or dial-a-ride services for their transportation needs.

In addition to VMRC, other agencies from time to time, such as the Amador Tuolumne Community Action Agency (ATCAA), Area 12 Agency on Aging, Community Compass, Department of Social Services, Kingsview, Mother Lode Job Training and Sierra Senior Providers purchase tickets and/or passes from Tuolumne County Transit for their program participants to utilize Transit.

RFP PROCESS

RFP Schedule, Award Process

1. Request for Proposals Issued.....November 15, 2019
2. Last Day for Written Questions on RFP .....November 27, 2019
3. Responses to Questions Posted on website.....December 1, 2019 (tentative)
4. Proposals Due .....2:00 p.m. December 30, 2019
5. Complete interviews with finalists (optional) .....January 20, 2020 (tentative)
6. Selection process concluded .....January 27, 2020 (tentative)
7. Agreement negotiations concluded .....February 10, 2020 (tentative)
8. Letters sent to proposers not selected.....February 13, 2020 (tentative)
9. Agreement executed and Notice to Proceed issued .....February 27, 2020 (tentative)

Project Schedule

1. Consultant begins gathering necessary data.....February 28, 2020 (tentative)
2. Progress report meeting with TCTC staff .....March 27, 2020 (tentative)
3. Submit Administrative Draft Audits.....May15, 2020 (tentative)
4. Submit Draft Final Audits.....May 29, 2020 (tentative)
5. Present Draft Final Audits to TCTC .....June 24, 2020 (tentative)
6. Submit Final Audits.....July 8, 2020 (tentative)
7. Present Final Audits to TCTC.....July 29, 2020 (tentative)

Communications

As it is the TCTC's intent to provide the same information to all proposers, questions will not be answered individually by telephone or email. Any oral responses to questions are not binding on the TCTC. The TCTC will post the questions received, along with written responses, to the Tuolumne County Transportation Council website, www.tuolumnecountytransportationcouncil.org. **It is the responsibility of the proposers to check the TCTC website to review the questions and responses**. Except for questions that might render the award of the Performance Audits Agreement invalid, the TCTC will not respond to any questions submitted after December 1, 2019. Any communications related to this RFP should be directed in writing to:

Darin Grossi, Executive Director, or
Laura Shinn, Senior Administrative Analyst
Tuolumne County Transportation Council
Mailing: 2 South Green Street, Sonora, CA, 95370
Physical: 975 Morning Star Dr., Suite A, Sonora, CA
Email: lshinn@co.tuolumne.ca.us

Addenda

Any changes to the Request for Proposals documents will be made by written addendum. Upon issuance, such addenda shall be incorporated in this Request for Proposals document, and shall prevail over inconsistent provisions of earlier issued documentation. Addenda will be posted on the TCTC website. It is the responsibility of the proposers to check the TCTC website for any addenda. Proposers must certify receipt of the addenda on the appropriate form (see ADDENDA ACKNOWLEDGMENT, pg. 20), which must be submitted with their proposal.

Proposal Submission & Deadline

All proposals and accompanying materials shall become the property of the Tuolumne County Transportation Council upon submittal.

Proposers must submit one (1) unbound original and five (5) copies of their technical and cost proposal. The technical and cost proposal shall be sealed in an envelope, marked "Technical and Cost Proposal for Performance Audits of the Tuolumne County Transportation Council and Tuolumne County Transit." The envelope must also be marked clearly with the proposer's name, address and telephone number, and with a proposer contact person's name, phone number and email address.

Proposals should be addressed to Tuolumne County Transportation Council, Senior Administrative Analyst, at the address identified under the "Communications" section of this RFP, if delivered by mail or courier, and must be received and date stamped no later than 2:00 p.m. on Monday, December 30, 2019. It is the sole responsibility of the proposer to send or deliver its proposal so that it is received by the time and date required, regardless of postmark. The TCTC time confirmation shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals. No faxed or emailed proposals will be accepted. The TCTC has no authority to accept proposals submitted after the above date and time, and will return unopened proposals that are received late.

After the time and date for receipt of proposals, each proposal will be evaluated as described below. Until the award of the Performance Audits Agreement is on the agenda of the TCTC Board, the proposals shall be held in strict confidence and shall not be available for public review.

Form of Agreement

A draft copy of the Performance Audits Agreement to be executed between the parties follows as Attachment A of this RFP. It is imperative that the prospective proposers familiarize themselves with each of the provisions contained in the Agreement form prior to preparing and submitting a proposal. **If substantive revisions to the Agreement will be proposed by the consultant if selected, these items/issues should be clearly specified in the proposal.**

Evaluation Criteria

The Selection Committee, appointed by the TCTC Executive Director, shall review and rate each firm's proposal and identify the rank of proposals in a selection order based upon the following criteria:

1. Understanding of the purpose and requirement of the audit as evidenced in the written and/or oral proposal. (20 points possible)

2. Approach to be following and the tasks to be performed, including detailed steps and resources required, and proposed project schedule. (20 points possible)

3. Relative allocation of resources, in terms of quality and quantity, to key tasks, including the time and skills of personnel assigned to the task and the consultant's approach to managing resources and project output. (20 points possible)

4. Specialized experience, qualifications and technical competence as related to the services required. (20 points possible)

5. Candidate's lump sum cost proposal and personnel hours allocated to each task. (20 points possible)

The TCTC reserves the right to award the Performance Audits Agreement to the proposer whose experience and proposal best satisfies the TCTC's needs rather than the proposer with the lowest cost proposal. Additional criteria other than the above may be considered as necessary in the selection process. The award of the Performance Audits Agreement will be subject to the availability of funds. The TCTC reserves the right to reject any or all proposals and to waive any irregularities in the bidding.

Consultant Selection

The Selection Committee shall review each proposal as described above and, if necessary, will conduct an interview with the consultant's management and key personnel. Should the TCTC desire to conduct oral interviews, those proposers to be invited shall be tentatively scheduled for an interview on January 16th or 17th, 2020.

An interview and/or negotiations may or may not be conducted with the proposer. The proposer should take care to complete the proposal documents in a thorough and detailed manner.

Upon completion of the rating of the consultant firms, the Executive Director may negotiate a draft agreement with the top-ranked consultant. A draft agreement to be executed by the parties is included as Attachment A to this Request for Proposals document. The goal of negotiation is to agree on a final agreement that will deliver the services and products required at a fair and reasonable cost to the TCTC.

If a draft agreement cannot be reached with the top ranked candidate, the negotiations will be terminated. Negotiations then may be opened with the second choice and the process repeated. When negotiations are terminated with the consultant, negotiations will not be reopened with them during this process. If an agreement cannot be reached with any of the consultants recommended by the Selection Committee, the Selection Committee will be asked to make additional recommendations.

The TCTC hereby notifies all proposers that it will affirmatively ensure that in regard to any agreement entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation, and that proposers will not be discriminated against on the grounds of race, religion, creed, medical condition, color, marital status, ancestry, gender, age, national origin or physical or mental disability in consideration for award. In addition, the TCTC requires that any consultant hired by the TCTC to perform any work activity does not discriminate against any employee or applicant for employment because of race, religion, creed, medical condition, color, marital status, ancestry, sex, age, national origin or disability.

The TCTC retains the right to withdraw this Request for Proposals at any time, without prior notice, to reject any or all proposals submitted, and/or to waive any irregularities or informalities in the proposal or in the proposal procedure.

INSTRUCTIONS TO PROPOSERS

Each proposal should be limited to specific discussions of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements, and which propose the best methods to accomplish the work within their stated budget. Proposers are encouraged to utilize local vendors. Where possible, incorporate into your proposal how this will be achieved (Item 6 below).

The organization of proposals should follow the general outline below. Each proposal should consist of a Technical Proposal (Items 1-7 below) and a Cost Proposal (Item 8 below).

1. **Transmittal Letter**
   The transmittal letter should include the name, title, mailing address, email address, phone number and original signature of an individual with authority to negotiate on behalf of and to contractually bind the proposer, and who may be contacted during the period of proposal evaluation. Documentation supporting the individual's authority must be included with the proposal. Only one transmittal letter need be prepared to accompany all copies of the Technical and Cost Proposals.

2. **Table of Contents**
A listing of the major sections in the proposal and the associated page numbers.

3. **Introduction**
In this section, the Proposer should demonstrate an adequate understanding of the roles and relationships of the TCTC, TCTA, the Transit Contractor and the local conditions within the Tuolumne County area.

4. **Audit Plan and Technical Approach**
The audit plan should include:

a. A description of the overall audit program being submitted, including an explanation of the basic purpose and general focus of the audits.

b. An explanation of the consultant's intended role as auditor, as related to the role of the TCTC and the operator, including the division of work between the TCTC staff and the consultant.

c. A thorough explanation of the consultant's proposed course of action. References should be made to RFP requirements and the consultant's plans for meeting those requirements. If the consultant proposes major changes in the RFP approach, those changes should be clearly specified. The consultant should specify techniques, especially data elements to be sampled, staff to be interviewed, documents to be reviewed, etc.

d. An itemized description of the proposed project schedule and the end products to be produced.

5. **Project Management**
The Proposer must prepare an explanation of the project management system and practices to be used to assure that the project is completed within the scheduled time frame and that the quality of the required products will meet the TCTC's requirements.

6. **Consultant and Subconsultant Staff**
The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A Project Manager must be designated, and an organizational chart showing the manager and all project staff must be included. A matrix must be presented indicating the effort, either in percentage of the total project or in man-hours, which will be contributed by each professional, during each phase or task making up the project. If a subconsultant will be used, the proposer must include a letter from the subconsultant committing to perform at least the work shown for subconsultant professionals in the above-described matrix. If local firms/vendors will be used they should be clearly identified.

7. **Consultant Qualifications and References**

The proposal must describe the nature and outcome of projects previously conducted by the consultant which are related to the work described within this RFP. Descriptions should include a client contact name, address, phone number, a description of the type of work performed, term of the agreement, approximate date on which the work was completed and professional staff who performed the work. If a subconsultant is proposed, two or three similar qualifications and references should be provided for the subconsultant. Up to two samples of the consultant's reports on closely related projects should also be included, if available.

8. **Cost Proposal**

In addition to a Technical Proposal, the prospective consultant shall prepare a detailed Cost Proposal for the work to be performed. The Cost Proposal shall itemize all items that will be charged to the TCTC, including travel charges that will be involved in the project and included in the bid amount. Costs shall be segregated to show specific tasks within the scope of work, staff hours allocated to each task, rates, classifications, administrative overhead and a rate schedule for extra work. Cost Proposals shall be submitted in a separate sealed envelope.

If subconsultants are to be used, the prospective consultant must indicate any markup that the prospective consultant plans to take on subcontracts. The same breakdown of subcontract costs shall be provided as is required for consultant costs above.

Failure to provide detailed cost breakdowns will be cause for rejection of the proposal.

Performance Audit Project Requirements

The following are brief lists of the items to be addressed in the Performance Audits of the TCTC and Public Transit System. A more detailed description may be found for each item in the Scope of Work, attached hereto as Exhibit B of the Draft Agreement (see Attachment A).

Performance Audit of the TCTC

1. Review of the TCTC's compliance with legal and regulatory requirements.
2. Reporting of follow up on prior performance audit recommendations.
3. A report on functions performed and required by the TCTC in the following areas:
   a. Administration and management;
   b. Transportation planning and regional coordination;
   c. Claimant relationships and oversight;
   d. Marketing and transportation alternatives;
   e. Grant applications and management;
   f. Analysis and evaluation in regard to the TCTC's established goals, policies, committees and organizational procedures;
   g. Analysis and evaluation of staff functions, staffing levels and TCTC staff needs;
   h. A discussion of future roles of the TCTC.
4. A summary of the major issues and concerns identified in the audit report and specific strategies and/or recommended solutions to address these issues and concerns should be addressed in the audit.
5. Prepare an Administrative Draft of the Performance Audit.

6. Prepare a Draft Final Performance Audit.
7. Prepare Final Performance Audit.

Performance Audit of the Public Transit System

1. Review the Transit System's compliance with the statutory and regulatory requirements.
2. Reporting of follow up on prior performance audit recommendations.
3. Examine major functions of the Transit Contractor in the following areas:
   a. General management and organization;
   b. Administration;
   c. Systems/methods of monitoring system performance, including efficiency and accuracy;
   d. Systems/methods of developing, calculating and reporting data, including efficiency and accuracy;
   e. Service planning;
   f. Dispatch and operations;
   g. Scheduling;
   h. Maintenance; and
   i. Personnel management and training.
4. Summarize the major issues and concerns identified in the Audits along with specific strategies and/or recommended solutions to address these issues and concerns.
5. Prepare an Administrative Draft of the Performance Audit.
6. Prepare a Draft Final Performance Audit.
7. Prepare Final Performance Audit.

Required Deliverables

The successful consultant may be requested to attend monthly progress meetings and present a written report of the accomplishments to date. The reports shall also disclose any issues that may affect the progress of the work.

The consultant must provide five (5) copies of an Administrative Draft of each Performance Audit (TCTC and Public Transit System) to the Executive Director for staff level review and comment prior to the draft final report. The Administrative Draft Audits must address the performance audit project requirements outlined above and be delivered by the date identified on the Project Schedule in the Final Agreement.

The consultant must deliver one (1) unbound original and twenty (20) copies of each of the Draft Final Triennial Performance Audits and an electronic copy in Microsoft WORD format to the Executive Director for review and comment by the TCTC. The Draft Final Audits must address the comments received from TCTC staff on the Administrative Drafts and be delivered by the date identified on the Project Schedule in the Final Agreement. The consultant shall present the Draft Final Audits at a regularly scheduled TCTC meeting.

The consultant must deliver one (1) unbound original and twenty (20) copies of each of the Final Triennial Performance Audits and an electronic copy in Microsoft WORD format to the Executive Director by the date identified on the Project Schedule in the Final Agreement. Comments received by the consultant from the TCTC should be addressed in the Final Triennial Performance Audits. The consultant shall present the Final Audits at a regularly scheduled TCTC meeting.

As an independent, objective and comprehensive review of the economy, efficiency and effectiveness of the TCTC and Transit System, the reports will be utilized as supporting documents of future Overall Work Programs of the TCTC and the Damages and Incentives Program of the Public Transit System. The Performance Audits may also serve as supporting documents to possible amendments to the TCTC's Organization and Procedures Manual and the Tuolumne County Transit Management and Operations Agreement.

The consultant shall make themselves available for consultation subsequent to the submission of the final reports at the request of the TCTC on an "as requested" basis. These post final report services shall be paid for as extra work, but the consultant must acknowledge in their proposal that they are available for this service if so required. In addition, consultant must include a rate schedule for extra work in their proposal (see above, "Contents of Proposals", Item 8).

Fee and Method of Payment

The TCTC is requesting a payment schedule based upon work tasks for all services requested be negotiated after final ranking of the proposals. Progress payments will be made no more frequently than at monthly intervals by the Executive Director and will be based upon the work completed by task at the close of the billing period. Progress payments will be limited to 90% of the budget for the tasks completed. The 10% retention will be released upon completion, presentation and approval by the TCTC of the final reports. Payment for work completed can be expected within thirty (30) days of invoice receipt and verification of work performed.

Agreement to Conduct Performance Audits

This request for proposals does not obligate Tuolumne County Transportation Council to award an agreement to conduct performance audits, nor does it commit the TCTC to pay for any costs associated with the preparation and submittal of a proposal. The Scope of Work is subject to modification as work progresses on each element.

Insurance Requirements

The successful consultant will be required to maintain, throughout the term of the Performance Audits Agreement, insurance of the type and amount indicated in Exhibit A of the Draft Agreement (Attachment A).

Policy

The consultant shall comply with Title VI of the Civil Rights Act of 1964, as amended from time to time, the Americans with Disabilities Act, 49 CFR Part 40 through Appendix H.

Protest/Appeals Process

The following procedure is provided in the event that a potential proposer wishes to protest the RFP process or appeal the recommendation to award an agreement to conduct Triennial Performance Audits once the Notices of Award/Non-Award have been issued.

• Any protest/appeal must be submitted in writing to the Tuolumne County Transportation Council, 2 South Green Street, Sonora, CA, 95370, Attention: Executive Director or email: dgrossi@co.toulumne.ca.us; and

• The protest/appeal must be received by the Executive Director not more than Ten (10) calendar days following the date of the Notice of Award; and

• The written protest/appeal must set forth, in detail, all grounds for the protest/appeal, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the protest/appeal; any matters not set forth in the written protest/appeal shall be deemed waived. All factual contentions must be supported by competent, admissible and credible evidence.

• The protest/appeal must include the name, address, telephone number and email address of the person legally authorized to represent the protesting/appealing party; and

• The procedure and time limits are mandatory and are the potential proposer's sole and exclusive remedy in the event of a protest/appeal.

The potential proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest/appeal, including filing a Government Code claim or legal proceeding.

Upon receipt of written protest/appeal, the TCTC Executive Director will review and provide an opportunity to settle the protest/appeal by mutual agreement. The Executive Director will schedule a meeting to discuss or issue a written response to advise of a protest/appeal decision within five (5) business days of the receipt of the written protest/appeal. The TCTC Executive Director will render the final determination on protests/appeals. The Executive Director's final determination may be appealed to the TCTC Board. Action by the TCTC Board relative to a protest/appeal shall be final and not subject to appeal or reconsideration by the TCTC Board, Executive Director or any employee of the TCTC.

ADDENDA ACKNOWLEDGMENT

(To be submitted with proposal packet)

Receipt of the following addenda is hereby acknowledged:

Addendum No. _____ Proposer's Initials _____

Addendum No. _____ Proposer's Initials _____

Addendum No. _____ Proposer's Initials _____

Addendum No. _____ Proposer's Initials _____