

**REQUEST FOR PROPOSAL  
FOR FRESNO COUNTY RURAL TRANSIT AGENCY  
TRANSIT FEASIBILITY STUDY**

**DUE Tuesday January 3, 2023 4:00 P.M. (PST)**



**Fresno County Rural Transit Agency  
2035 Tulare Street, Suite 201 Fresno, CA 93721  
(559) 233-6789**

Additional background information on this proposal can be found on  
the FCRTA website

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

**Date: November 29, 2022**  
**REQUEST FOR PROPOSAL**  
**FOR FRESNO COUNTY RURAL TRANSIT AGENCY**  
**TRANSIT FEASIBILITY STUDY**

Fresno County Rural Transit Agency (FCRTA) is requesting proposals from qualified consultants to conduct an analysis to evaluate the physical/financial feasibility of developing low- or zero-emissions light rail, monorail, exclusive ROW BRT, arterial BRT.

**Background:** The Fresno County Rural Transit Agency (FCRTA) is the primary provider of public transit services in the rural areas of Fresno County including each of the thirteen (13) incorporated Cities; City of Coalinga; City of Firebaugh; City of Fowler; City of Huron; City of Kerman; City of Kingsburg; City of Mendota; City of Orange Cove; City of Parlier; City of Reedley; City of Sanger; City of San Joaquin; City of Selma. Many unincorporated rural communities are also served by FCRTA, including: Alder Springs; Auberry; Biola; Burrough Valley; Cantua Creek; Caruthers; Del Rey; Easton; El Porvenir; Five Points; Friant; Halfway; Jose Basin; Lanare; Laton; Marshall Station; Meadow Lakes; Mile High; New Auberry; O'Neill's; Prather; Raisin City; Riverdale; Sycamore; West Park; Three Rocks; Tollhouse; Tranquility; and the Native American Indian Rancherias of: Big Sandy; Cold Springs; and Table Mountain.

The FCRTA has been a leader in advancing energy efficient transportation, as it has purchased numerous zero emissions buses and installed public charging infrastructure throughout the County. FCRTA has been working on multiple aspects of reducing emissions and the transition to EVs/zero emission vehicles (ZEVs) including receipt of 31 EVs to date as well as an electrical grid analysis study funded by the FY 2019-20 Caltrans Sustainable Communities Grant to analyze the electrical grid infrastructure and prepare for charging infrastructure installation as well as a Microgrid Study that is currently underway. Although FCRTA has already begun to add EVs to the fleet, there have been many challenges associated with the deployment of EV's including the range on high-mileage rural routes, charger installation, infrastructure required, timing of charging, temperature related issues, extra staff training required and the extra costs and extra time associated with these challenges.

The study would evaluate the physical/financial feasibility of developing low- or zero-emissions light rail, monorail, exclusive ROW BRT, arterial BRT or other that utilizes existing medians/shoulders along Golden State Boulevard to connect Southern Fresno with the cities of Malaga, Fowler, Selma, and Kingsburg, with extensions to downtown Fresno, Sanger, and Reedley. The feasibility study would evaluate multiple alternatives, including light rail, bus rapid transit (BRT), and monorail, to determine which alternative would best serve the community. The study would also determine how the service would operate as zero emissions and coordinate with FCRTA's existing electric vehicle fleet and future microgrid development.

One of the primary objectives of the potential transit service is to provide an alternative to driving on SR 99, which is one of the most congested corridors in Fresno County. SR 99 is one of the most congested corridors because it is a vital access route to jobs and other essential destinations. While there are existing FCRTA transit services connecting rural Fresno County communities with the City of Fresno, the current fixed route service does not provide a real alternative to driving. The proposed transit service would provide a more reliable, frequent, and faster fixed-route service and connect to other FCRTA fixed-route, microtransit, and on-demand service, to provide a viable transit option to attract more riders. This effort is a viable option to move the needle on traffic congestion and emissions in this disadvantaged area.

This feasibility study will be conducted in coordination with other local transit planning efforts, including FCRTA's testing of zero emissions microtransit that provides first-mile/last-mile service, in addition to regional planning efforts including the proposed High Speed Rail station in Fresno. The study will also be coordinated with efforts to promote an all-electric zero emissions fleet including the forthcoming Microgrid/Distributed Energy Resource Feasibility Study, funded by an FY 2021-2022 Caltrans Sustainable Communities grant and FCRTA's Electrical Grid Analysis Study.

Objectives of the study:

The objective of the potential transit service would be to provide an alternative, low- or zero-emissions mode of transportation to driving on the SR 99 corridor, which would reduce traffic congestion, reduce vehicle miles traveled (VMT), decrease transportation costs, increase safety, reduce Greenhouse Gas (GHG) emissions pollution, and increase the ability of freight trucks to deliver to market. This would also forward the State's and regional goals to reduce GHG emissions. The transit service would improve accessibility by providing people, including those with disabilities, an alternative transportation option. Disadvantaged communities would be served by the potential transit service, providing access to employment, housing, healthcare, and other quality of life services. The transit service would integrate with existing and potential transit services including FCRTA regional bus routes and EV microtransit, Fresno Area Express, and future high-speed rail.

The transit service would spur economic development through transit-oriented development (TOD) at stations along the corridor. This includes potential dense mixed-use development with retail, office, and affordable housing at stations and park and rides. TOD promotes living and working with close access to transit and amenities, that saves people money, expands access to jobs and opportunity, improves public health, and supports local business. FCRTA can build on their existing partnerships with affordable housing developers on TOD planning.

**I. SCOPE OF WORK**

Please refer to Appendix A and B for the proposed scope of work and timeline as submitted to Caltrans in the grant application.

Appendix A and B should be followed in developing project tasks and the timeline for completing the tasks. Minor adjustment to the proposed scope and timeline will be accepted subject to Caltrans' approval.

**II. COORDINATION**

The consultant will take primary direction from the FCRTA Project Manager. It is intended that all work will be completed within twenty two months of negotiating a contract in accordance with the schedule component and that the consultant's work will begin immediately upon receiving a notice to proceed.

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.

File copies of all correspondence, technical memoranda, and reports should be delivered to the FCRTA Project Manager on flash drive or electronically via email in Microsoft Word format. Ten hard copies of the final report should be made available upon completion of the project.

All data, maps and all other materials prepared or collected under this contract will become the property of FCRTA. A monthly progress report should be provided to the project manager along with the invoice. The progress report should provide information on the work that has been completed previous month, and the work expected to be conducted in the coming month. A brief summary should be provided each month reporting the progress of each task (percent completion) and whether the task is on schedule and on budget. A monthly meeting/conference call should be held between the consultant and the project manager to discuss the progress of the project and issues that need to be addressed.

**III. PROPOSED TIME AND SCHEDULE**

<i>Activity</i>	<i>Date</i>
Request for Proposals released	Tuesday, November 29, 2022
Deadline for submitting questions	Thursday, December 8, 4:00 P.M.
Deadline for proposal submittal	Tuesday, January 3, 4:00 P.M.
Oral interviews/selection process	Week of January 9(Tentatively)
Notice to Proceed	Week of January 30 -Subject to FCRTA Board approval and contract/agreement signing
Completion of project	February 2025

**IV. PROPOSAL REQUIREMENTS**

Clarity and succinctness are essential and will be considered in assessing the consultant's capabilities. Proposals that show creativity and new ideas will be highly considered. All consultant proposals submitted in response to this request will be screened by a review committee. The committee will determine, through the screening process, which consultants will be invited to make formal presentations and be interviewed by the selection committee. The selection committee reserves the right to make a final selection without an interview.

One reproducible (unbound) and five copies of the proposal plus an electronic copy on a CD or flash drive must be received at the Fresno County Rural Transit Agency by **Tuesday, January 3, 4:00 P.M. local time.** Proposals not received by that date and time *will not be considered.*

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 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 the 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 consultant's understanding of 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. Appendix A & B should be followed in identifying the tasks and the time frame for each task. Minor adjustments to Appendix A & B will be accepted subject to Caltrans' approval.

This section should include the following components:

**1. Task Description**

Include a full description of each step to be followed in carrying out the project as detailed in Appendix A. Minor adjustment to the proposed scope of work in Appendix A is allowed subject to Caltrans' approval. The work description should be presented in sufficient detail (tasks, subtasks, etc.) to show a clear understanding of the work and the proposed approach.

**2. Deliverables**

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

**3. Schedule**

A schedule showing the expected sequence of tasks, subtasks, etc. should accompany the work description. Important milestones should be identified on the schedule. Minor adjustment to the proposed schedule in Appendix B is allowed subject to Caltrans' approval.

**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 prior approval of FCRTA.**

Include the name and qualifications of all professional personnel to be employed, a resume for each professional (included in an appendix), 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 understanding of skills required and commitment of proper resources. **The selected consultant will not substitute members of the project team without prior approval of FCRTA.**

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

A cost analysis of the proposed budget will be done by FCRTA staff. Under various circumstances the budget could be subject to Preaudit and/or the final cost subject to Post audit by FCRTA or Caltrans division of Audits and Investigations. The allowability of individual items of 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 cost 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.

### **1. 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 of, 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.

### **2. Project Budget**

A maximum of \$238,000 has been budgeted for consultant services for this project.

### **3. Task Budget**

A schedule of estimated costs to complete each task should add down to the total cost of the project (see Table 1 & 2). The task budget should include a subsidiary breakdown by 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 amount of hours key personnel will be used in each task.

### **4. 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 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 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 cost 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 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 rates 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, incremental direct cost attributable to final objectives must be separated and not included in the overhead calculation. All direct cost 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 prior written consent of FCRTA.

**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.

The hypothetical cost format example given below is to illustrate required components of the cost proposal only, and may have to be tailored to fit individual cost structures.

HYPOTHETICAL  
COST ESTIMATE

Table 1.- Direct cost by Task

Cost Items	Task 1	Task 2	Task 3	Total
1. Direct Labor	3,700	17,053	5,502	26,255
2. Overhead (___% of Line 1)	1,480	6,821	2,201	10,502
Total Salary Burden	5,180	23,874	7,703	36,757
3. Direct Expenses				
Telephone/FAX	35	28	15	78
Postage/Shipping	12	8	35	55
Graphics/Printing	11	11	75	97
Travel	350		500	850
Misc.	45	45	45	135
Total Direct Expenses	453	92	670	1,215
4. Subconsultant Fees *	4,244	22,276	2,726	29,246
5. Fixed Fee (___% of Lines 1,2,3)	764	1,524	1,132	3,420
Total	10,640	47,766	12,231	70,638
				70,638

Table 2 - Project Task Costs by Key Personnel

Task No. and Description	Key Staff #1	Key Staff #2	Staff Support	Total Hours
Task 1. Establish Parameters	25	75		100
Task 3. Data Collection and Analysis		400	250	650
Task 4. Final Report and Presentation	15	50	175	240
Total Hours	40	525	425	990
Billing Rate	\$75.00	\$44.06	\$25.00	
Memo Total	3,000	23,132	10,625	36,757

\* Subconsultants must provide required cost components found in Tables 1 & 2



## **G. Insurance requirements**

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

1. Comprehensive general liability insurance with coverage of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Comprehensive general liability insurance policies shall name FCRTA, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under the terms of the contract are concerned. Such coverage for additional insured shall apply as primary insurance or self-insurance and any other insurance, maintained by FCRTA, its officers, agents, and employees, shall be given excess only and not contributing with insurance provided under the consultant's policies herein.
2. Comprehensive automobile liability insurance with limits for bodily injury of not less than \$25,000 per person, \$250,000 per accident, and for property damages of not less than \$50,000, or such coverage with a combined single limit of \$250,000.
3. Professional liability insurance of at least \$1,000,000.
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 FCRTA. The consultant shall provide certification of said insurance to FCRTA within twenty-one (21) days of the date of the execution of the contract. Such certification shall show, to FCRTA's satisfaction, that such insurance coverages have been obtained and are in full force; that FCRTA, its officers, agents, and employees will not be responsible for any premiums on the policies; that as and if required such insurance names FCRTA, 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 FCRTA, its officers, agents, and employees, shall be excess only and not contributing with insurance provided under the 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 FCRTA.

In the event the consultant fails to keep in effect at all times insurance coverage as herein provided, FCRTA 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**

DBE Bidders Listing (Attachment B) must be completed for all contractors and subcontractors regardless of DBE affiliation.

The FCRTA fully anticipates that it will consistently meet and exceed its adopted DBE overall goal under 49 CFR Part 26 using Race-neutral measures exclusively.

Only DBE firms currently certified per 49 CFR Part 26 will participate as DBEs in our program. Such certification must be issued by Caltrans, FHWA, FTA, DOT, MPO, City, County, or State in accordance with 49 CFR Part 26.

FCRTA will not deny award to contractors on the basis of DBE participation, who demonstrate that they have used good faith efforts to achieve DBE participation.

Contractors selected on the basis of DBE participation must provide the following information with the initial proposal or before entering into a contractual agreement with FCRTA:

1. The names and addresses of the DBE firms.
2. A description of the work each DBE will provide.
3. The dollar amount of participation by each DBE.
4. Proof of DBE certification.
5. Written confirmation that the DBE will participate.
6. If DBE participation is not achieved, evidence of good faith efforts must be provided.

Prime contractors are required to maintain records and document payments to all subcontractors for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative on FCRTA, Caltrans, FHWA, or DOT. This reporting requirement also extends to any certified DBE subcontractor. The contractor shall maintain records showing the name and address of each subcontractor, the date of payment, and total dollar figure paid to each subcontractor.

FCRTA will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with federal, state, or local laws.

**I. Conflicts of Interest**

The prospective contractor shall disclose any financial, business, or other relationship with FCRTA 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: DBE Participation
- Attachment C: Budget and Cost Breakdown

## **V. PROPOSAL SUBMITTAL**

### **A. Preparation of Proposal**

The proposal shall be formatted in accordance with the requirements specified in *Section III: Proposal Requirements* of this RFP. Proposal forms shall be executed by an authorized signatory as described in *Section III-K: Signing of Proposal/Authorization to Negotiate*. All proposals shall be prepared by and at the expense of the proposer.

### **B. Examination of RFP Document**

The proposer shall be solely responsible for examining, with appropriate care, the RFP, including 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.

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

One reproducible master, an electronic file on CD/flash drive and five copies of all proposals must be delivered to FCRTA no later than **Tuesday, January 3, 4:00 P.M.** Proposals will not be accepted after 4:00 P.M. PDT. Postmarks will not be accepted. Proposals should be delivered to:

Janelle Del Campo, Project Manager  
Fresno County Rural Transit Agency  
2035 Tulare Street, Suite 201  
Fresno, CA 93721

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 FCRTA and a part of its official records without obligation on the part of FCRTA.

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

### **D. 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 FCRTA are authorized and binding.

### **E. Rejection of Proposals**

Failure to meet the requirements for the request for proposals will be cause for rejection of the proposal. FCRTA may reject any proposal if it is conditional, incomplete, or contains irregularities or inordinately high cost rates. FCRTA may waive an immaterial deviation in 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.

## **VI. CONSULTANT SELECTION**

All consultant proposals submitted in response to this request will be screened by a selection committee. The committee will determine, through the screening process, which consultants will be invited to make formal presentations and be interviewed by the committee. **The selection committee reserves the right to make a final selection without an interview.**

The actual award of the contract will be by the FCRTA Board. Proposal opening does not constitute the awarding of a contract. The contract/agreement is not in force until it is awarded by FCRTA and executed by the FCRTA designees.

## **VII. 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 FCRTA'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 FCRTA a written explanation of the basis for the objection. Deadlines for 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 contract award is authorized or the date the proposer is notified that it was not selected, whichever is later, for objections to proposer selection.

If the proposer does not state any objections, FCRTA will assume that the RFP scope of services are acceptable to the proposer and have been fully factored into its response. If the proposer intends to negotiate with FCRTA concerning any part of the scope of services that the proposer finds objectionable, the proposer must provide specific language in its response that will address or cure its objections.

## **VIII. FCRTA Rights**

FCRTA 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.

FCRTA reserves the right to:

1. Reject any or all of the proposals if it deems such action is in the public interest;
2. Issue subsequent Requests for Proposals;
3. Cancel the entire Request for Proposal;
4. Remedy technical errors in the Request for Proposals process;
5. Appoint an evaluation committee to review the proposals;
6. Seek the assistance of outside technical experts in proposal evaluation;
7. Approve or disapprove the use of particular subcontractors;
8. Establish a short list of proposers eligible for interviews after review of written proposals;
9. Negotiate with some, all, or none of the respondents to the RFP;
10. Solicit best and final offers from all or some of the proposers;
11. Award a contract to one or more proposers;

12. Accept an offer other than the lowest price offer; and
13. Waive informalities and irregularities in proposals and the bid process.

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

FCRTA 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.

#### **IX. RFP QUESTIONS**

All questions on the RFP should be submitted in writing by Thursday, December 8th to:

Janelle Del Campo, Project Manager  
Fresno County Rural Transit Agency  
2035 Tulare Street, Suite 201  
Fresno, CA 93721  
[delcampo@fresnocog.org](mailto:delcampo@fresnocog.org)

All questions and answers will be posted on the FCRTA website at:  
[www.ruraltransit.org](http://www.ruraltransit.org) by Thursday, December 15th.

**Attachment A**

**TITLE VI ASSURANCE**

The Fresno County Rural Transit Agency, 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 insure 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 nation origin in consideration of an award.



## Attachment C

### BUDGET AND COST SCHEDULE TEMPLATE

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

**DIRECT COSTS**

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

**SUBCONSULTANTS**

Subconsultants		Total Cost
<b>Subconsultants Subtotal</b>		

<b>PROPOSAL GRAND TOTAL</b>		
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### SCOPE OF WORK: FCRTA TRANSIT FEASIBILITY STUDY

#### Introduction

The Transit Feasibility Study would evaluate the physical/financial feasibility of developing low- or zero-emissions light rail, monorail, exclusive ROW BRT, arterial BRT or other that utilizes existing medians/shoulders along Golden State Boulevard to connect Southern Fresno with the cities of Malaga, Fowler, Selma, and Kingsburg, with extensions to downtown Fresno, Sanger, and Reedley. The feasibility study would evaluate multiple alternatives, including light rail, bus rapid transit (BRT), and monorail, to determine which alternative would best serve the community. Attachment B shows the potential transit service alignment.

One of the primary objectives of the potential transit service is to provide an alternative to driving on SR 99, which is one of the most congested corridors in Fresno County. As identified in the 2020 Route 99 Business Plan Final Report, "Route 99 faces many challenges, notably increases in Average Daily Traffic (ADT) including truck traffic, encroaching development, and lack of adequate funding." Further, there is concern with safety on the corridor, as "there are several segments on the Route which experience recurrent congestion as a result of bottlenecks in the system. Bottlenecks increase the likelihood of vehicle conflicts."

In addition, there are limited adequate alternatives to driving for residents along this corridor. Currently, the only reliable way to travel along the corridor is driving, which is both unsustainable and costly. Given the traffic forecasts for SR 99 estimate an increase from 42,000-165,000 trips to 62,000-243,000 trips in 2040, a 50 percent increase, it is imperative that people have another, more sustainable, option to get around. This is also important because SR 99 provides an essential route for the delivery of time-sensitive agricultural goods to market, so when traffic bottlenecks, there are serious consequences for the state and local agricultural economy. The potential transit service would help reduce commuter traffic on SR 99, benefiting the overall State's economy.

A majority of the census tracts that would be served by the potential transit service are considered disadvantaged communities, or communities that are disproportionately burdened by multiple sources of pollution. According to CalEnviroScreen, 78 percent of census tracts in the study area are considered disadvantaged by SB 535 (communities in the top 25 percent scoring areas from CalEnviroScreen along with other areas with high amounts of pollution and vulnerable populations – see Attachment D). The potential transit service would provide critical access for these disadvantaged communities to services such as employment opportunities, healthcare, grocery stores, retail, and other quality of life amenities. The potential transit service would also serve as an economic development catalyst for local communities from transit-oriented development around the stations, which would build on FCRTA's existing partnerships with affordable housing developers.

The State has a GHG reduction target of 40 and 80 percent below 1990 levels by 2030 and 2050, respectively. In 2010, as part of its mandate under SF 375, the California Air Resources Board (CARB) set specific GHG emission reduction targets for cars and light trucks for each of the state's 18 metropolitan planning organizations from a 2005 base year. The GHG targets set for the Fresno region in 2010 called for a five percent per capita reduction by 2020 and a ten percent per capita reduction by 2025. The potential low- or zero-emissions transit service would help the Fresno region and the State of California meet its GHG emission goals by reducing vehicle miles traveled and transportation emissions.

SR 99 is one of the most congested corridors because it is a vital access route to jobs and other essential destinations. At the same time, there is no regular, reliable transit service along this corridor. While there are existing FCRTA transit services connecting rural Fresno County communities with the City of Fresno, service in this area is not adequate to provide a real alternative to driving. For example, the FCRTA Southeast route, that provides service between Kingsburg and Fresno is relatively infrequent, with only two departures from Kingsburg to Fresno in the morning and two departures from Fresno to Kingsburg in the afternoon/early evening. Another example is the FCRTA Orange Cove route, which connects Orange Cove, Reedley, Parlier, and Sanger to Fresno, but only has one departure in the morning and one in the evening. The proposed transit service would provide a more reliable, frequent, and faster fixed-route service and connect to other FCRTA fixed-route, microtransit, and on-demand

service, to provide a viable transit option to attract more riders. This effort is a viable option to move the needle on traffic congestion and emissions in this disadvantaged area.

This feasibility study will be conducted in coordination with other local transit planning efforts, including FCRTA's testing of zero emissions microtransit that provides first-mile/last-mile service, in addition to regional planning efforts including the proposed High Speed Rail station in Fresno. The study will also be coordinated with efforts to promote an all-electric zero emissions fleet including the forthcoming Microgrid/Distributed Energy Resource Feasibility Study, funded by an FY 2021-2022 Caltrans Sustainable Communities grant and FCRTA's Electrical Grid Analysis Study. FCRTA is also pursuing funding to install inductive charging units along its fixed routes. The feasibility study supports many of the goals and objectives outlined in the Fresno Council of Government's 2018 Regional Transportation Plan, including its overall vision for 2042 of "A region of diverse transportation options that foster sustainable growth and a vibrant economy, and contribute to improved air quality and healthy communities."

## Project Stakeholders

FCRTA with the assistance of a consulting firm will perform the transit feasibility study. The consultant will be responsible for the analysis, coordination of public outreach efforts, and drafting of the feasibility study.

The project stakeholders that will be involved in the project advisory committee and throughout the community engagement process (described in Tasks 3 and 4 of the Scope of Work), will include, at a minimum: non-profit community-based organizations, social service organizations, workforce development agencies, local chambers of commerce, business owners/employers, local resident associations, government agencies, and representatives of the cities along the corridor. Specific organizations include, but are not limited to the following:

- Fresno County
- Local Transit Service Providers
  - Clovis Transit
  - Fresno Area Express
- San Joaquin Valley Air Pollution Control District
- Caltrans
- Cities of Fresno County
  - City of Fresno
  - City of Reedley
  - City of Mendota
  - City of Kingsburg
  - City of Fowler
  - City of Selma
  - City of Parlier
- United Health Care
- Community Organizations including:
  - Children's Protective Services
  - Fresno Housing Authority
  - Proteus, Inc
  - Catholic Charities
  - Centro La Familia Advocacy Services
  - Fresno IMPACT A Program of Mental Health Systems
  - West Fresno Family Resource Center
  - Central California Legal Services
  - California Rural Legal Assistance
  - Fresno County Self Help Center
  - Fresno Regional Workforce Development Board
  - Leadership Council for Justice and Accountability
  - Fresno Economic Opportunities Commission
  - Self Help Enterprises
  - City of Fresno Black Chamber of Commerce
  - Valley LEAP

- o Calstart

## Overall Project Objectives

The objective of the potential transit service would be to provide an alternative, low- or zero-emissions mode of transportation to driving on the SR 99 corridor, which would reduce traffic congestion, reduce vehicle miles traveled (VMT), decrease transportation costs, increase safety, reduce Greenhouse Gas (GHG) emissions pollution, and increase the ability of freight trucks to deliver to market. This would also forward the State's and regional goals to reduce GHG emissions. The transit service would improve accessibility by providing people, including those with disabilities, an alternative transportation option. Disadvantaged communities would be served by the potential transit service, providing access to employment, housing, healthcare, and other quality of life services. The transit service would integrate with existing and potential transit services including FCRTA regional bus routes and EV microtransit, Fresno Area Express, and future high-speed rail.

The transit service would spur economic development through transit-oriented development (TOD) at stations along the corridor. This includes potential dense mixed-use development with retail, office, and affordable housing at stations and park and rides. TOD promotes living and working with close access to transit and amenities, that saves people money, expands access to jobs and opportunity, improves public health, and supports local business. FCRTA can build on their existing partnerships with affordable housing developers on TOD planning.

## Summary of Project Tasks

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

### Task 01: Project Administration

#### Project Kick-off Meeting

FCRTA will hold a kickoff meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing, quarterly reporting, and all other relevant project information. Meeting summary will be documented.

#### Invoicing

Submit Complete invoice packages to Caltrans district staff based on milestone completion- at least quarterly, but no more frequently than monthly.

#### Quarterly Reports

Submit quarterly reports to Caltrans district staff providing a summary of project progress and grant/local match expenditures.

Task Deliverables
Kick-off meeting notes
Invoice packages
Quarterly reports

### Task 02: Consultant Procurement

#### RFP for Consultant Services

FCRTA will complete an RFP process for selection of a consultant or consultant team using procedures that comply with State Contracting Manual, Chapter 5, the Local Assistance Procedures Manual, Chapter 10, and the terms of the agreement with Caltrans.

#### Staff Coordination

FCRTA will hold monthly in person project team meetings with consultants to ensure good communication on upcoming tasks and to make sure the project remains on time and within budget. Caltrans staff will be invited to the project team meetings.

<b>Task Deliverables</b>
Copy of procurement procedures
Copy of executed consultant contract
Copies of any and all amendments to the consultant contract
Meeting notes from monthly consultant meetings

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

Conduct a robust technical analysis of quantifiable and a research deep-dive to understand existing conditions in the project area and begin to evaluate market demand, including:

- Population demographics and socio-economic characteristics – people, households, families, housing, vehicle ownership
- Housing affordability and/or trends – housing costs, trends in housing construction
- Employment characteristics - labor market, major employers, distribution and concentration, projections
- Travel demand characteristics - work and non-work travel patterns, origin-destination, modeling outputs, generation and attraction tables
- Existing mobility landscape - transit services, bicycle and pedestrian plans, carpooling and vanpooling programs, transportation demand management (TDM)
- Land use - zoning regulations and development opportunities

The purpose of this task is to develop a complete profile of the market, population growth projections and opportunity to serve unmet and future transit needs.

<b>Task Deliverables</b>
Summary of Existing Conditions with GIS mapping, tables, and graphs to identify population demographics and socioeconomic characteristics, employment characteristics, travel demand characteristics, the existing mobility landscape, and land use that can help evaluate potential demand for transit service.

### **Task 2: Analysis**

#### Transit Oriented Development Opportunities

Identify opportunities for TOD at stations based on feedback from the public outreach efforts, project advisory committee, and existing conditions analysis. TOD could include commercial or housing (affordable and market rate) development near transit stations Identify potential private partners for development opportunities and any related financing opportunities to fund the new transit service as a result of development. Determine how TOD would be planned and coordinated with park and rides. This task will help evaluate the cost-benefit of service routes and transit modes to economic/urban development.

#### Alignment Options and Stop/Station Locations

Use the findings of Task 1 and the TOD analysis to develop potential alignment options for the transit service. Strategically identify the nodes that should be served by the transit system and identify the access points to the system. This analysis will take into account potential microgrid and inductive charging locations.

#### Review Right of Way/As-Builts

Review existing completed as built-drawings for Golden State Corridor to evaluate alignment and right-of-way needs for the transit service. At a high level for planning purposes, determine potential infrastructure improvements necessary within the right-of-way.

#### Level of Service Parameters

Identify level of service parameters including days and hours of operation, and frequency of service.

#### Ridership

Develop ridership projections and identify capacity per hour needs. Develop ridership forecasting for short-term, mid-term, and long-term ridership projections based on projected land uses, VMT, employment and population trends, level of service and service models, and transit fares. Evaluate any impacts related to Covid-19 on ridership.

#### Service Modes

Analyze proposed service modes whether light rail, monorail, exclusive ROW BRT, arterial BRT or other to meet ridership projections.

#### Evaluate Zero Emissions Service

- Determine how the service would operate as zero emissions and coordinate with FCRTA's existing electric vehicle fleet and future microgrid development. This analysis will be done concurrently with the other work completed in Task 2 to determine: An assessment of current operations and future needs to operate electric and zero emissions service; Current and future facilities for optimal placement of charging infrastructure including a microgrid; A facilities and charging infrastructure phasing plan; An assessment of optimal timing and length of charging based on productivity and coverage goals for the route.
- Evaluate how an on-site microgrid at or near stations and all or partial EV/ZEV vehicle would operate the service.
- Based on the above analysis, establish preliminary recommendations for how this service network can increase its productivity, effectiveness, and appeal to new riders within a new electric powered and zero emissions service and the appropriate phasing of EVs/ZEVs along the route.

#### Identify Capital and Operational Costs

Identify projected capital and operational costs for light rail, monorail, exclusive ROW BRT, arterial BRT or other including possible timeline and phases for development.

#### Cost/Benefit Analysis

Analyze the potential costs (including capital, operations, and maintenance) and benefits of implementing a light rail, monorail, exclusive ROW BRT, arterial BRT or other transit service.

#### Identify Potential Funding Sources

Review and identify potential funding sources for future implementation of the Project including farebox revenue with an analysis of various fare scenarios, up-front or long-term grants, loans, allocations of local, regional, state, federal or private funds or innovative financing mechanisms that are proposed to be made available for achieving project goals. Develop a financial model for the preferred implementation strategy and identify gaps for capital, operations, and maintenance.

<b>Task Deliverables</b>
Service implementation strategies report. This analysis will inform draft and final deliverables discussed in Task 5

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

#### Stakeholder Identification and Meetings

At the onset of the study, FCRTA and the consultant will develop a list of stakeholders to reach out to and gather initial feedback and discuss their desired involvement in the project. Some stakeholders may only be interested in interviews and draft deliverable review, while others may want to be part of the Project Advisory Committee and

provide input throughout the feasibility study process. Some stakeholders may want an update on the study at a regularly scheduled organization meeting or gathering. FCRTA and the consultant will tailor stakeholder involvement to the specific stakeholder. Stakeholders may include but not limited to; non-profit community-based organizations, social service organizations, local housing authorities, workforce development agencies, local Chambers of Commerce, business owners/employers, local resident associations, developers, local school districts, Fresno Council of Governments, the cities of Fresno County, including the County of Fresno. A full potential list of stakeholders is provided in the "Project Stakeholders" section above. Hold up to 15 one-on-one and group stakeholder meetings to gain input.

Community Survey

FCRTA will issue at least two (2) community surveys. One survey will be focused on resident's existing transportation patterns and the other survey will be focused on gathering feedback about route alignment, transit types, and route stops. Hard copies of surveys will be available to take in person at community events, and at local gathering places such as libraries, community centers, and grocery stores. The survey will also be issued online.

Community Workshops and Focus Groups

Host a series of six (6) Community Pop-up Workshops (two in each area of the corridor) to engage the communities served by the transit corridor. It is envisioned that these events will be interactive and open to the public. Meetings will occur at accessible times and meeting locations. FCRTA will coordinate with Caltrans staff on planning the events (and offer in person or digital meetings, depending on Covid-19 orders). In order to target outreach to disadvantaged communities, FCRTA and the consultant will work with local social services organizations to plan the workshops and notice the community.

These events will introduce the project to the public and project stakeholders, define project parameters, inform the community of project opportunities and constraints, and identify and solicit opinions from the community/stakeholders to help shape this plan. Feedback that will be sought from these workshops will include origins and destinations, proposed station locations, route alignment, route schedule, mobility options, opportunities for TOD, station area design and features, first/last mile transit connections, and transit service features to understand the level of service necessary to generate demand. To facilitate engagement, interactive activities will be incorporated for the participants that get people moving, thinking, learning, and contributing insight to the project. For example, participants may be split into break-out groups with opportunities to mark-up proposed transit routes or design their own, and report back to the group.

To encourage participation in the surveys, workshops, and focus groups, the consultant should devise a set of "rewards incentives" including gift cards and other prizes.

*Note: All public meetings will be publicly noticed to ensure maximum attendance. All public notices will be in English and Spanish. Spanish translators and sign language interpreters (if requested) will be present at all workshops. For those unable to attend the in-person meetings for any reason, including a physical or mental disability, virtual participation options will be available.*

Alternatively, if the COVID-19 environment does not allow for in-person community workshops, develop, prepare for, and execute a digital charette using Zoom or similar platform. The charette will also feature interactive exercises and small-group breakouts conducted digitally, such as live surveys, interactive route planning, and vision boarding. The Consultant Team will work with FCRTA to advertise the meetings as appropriate; digital access to the meetings will be provided. A captioned recording of each session will be provided on FCRTA's website. The consultant should provide options for those who do not have internet access to attend a digital meeting.

<b>Task Deliverables</b>
Public Outreach Report summarizing public outreach efforts, including community workshops, focus groups, and community surveys.

**Task 4: Advisory Committee Meetings**

Invite interested stakeholders to join an advisory committee for the feasibility study, consisting of, at minimum, representatives from the following entities:

- Fresno County
- Local Transit Service Providers
  - Clovis Transit
  - Fresno Area Express
- San Joaquin Valley Air Pollution Control District
- Caltrans
- Cities of Fresno County
  - City of Fresno
  - City of Reedley
  - City of Mendota
  - City of Kingsburg
  - City of Fowler
  - City of Selma
  - City of Parlier
- United Health Care
- Community Organizations including:
  - Children’s Protective Services
  - Fresno Housing Authority
  - Proteus, Inc
  - Catholic Charities
  - Centro La Familia Advocacy Services
  - Fresno IMPACT A Program of Mental Health Systems
  - West Fresno Family Resource Center
  - Central California Legal Services
  - California Rural Legal Assistance
  - Fresno County Self Help Center
  - Fresno Regional Workforce Development Board
  - Leadership Council for Justice and Accountability
  - Fresno Economic Opportunities Commission
  - Self Help Enterprises
  - City of Fresno Black Chamber of Commerce
  - Valley LEAP
  - Calstart

It is anticipated that the consultant and FCRTA will facilitate a minimum of four advisory committee meetings (one per quarter) with the advisory committee to guide the feasibility study from initiation to completion. One meeting will occur at project kick-off, two to present interim findings and gather input, and one to review and approve the report. Caltrans district staff will be included in the planning for the advisory committee meetings and will be invited to serve on the advisory committee. Meetings should be interactive and provide opportunities for input from all attendees. Meetings should be offered in person and digital (depending on Covid-19 orders).

<b>Task Deliverables</b>
Meetings agendas for each advisory committee meeting
List of attendees and meeting minutes for each advisory committee meeting

**Task 5: Draft and Final Plan**

Develop Draft Feasibility Study

Based on the feedback from the community engagement, advisory committee, and analysis, a draft feasibility study report will be prepared to include all project components and aspects to date.

FCRTA Review & Comment on Draft Study

FCRTA staff reviews and comments on Draft Report and discuss their findings, concerns, and recommendations with the consultant. Consultant to revise report based on FCRTA comments.

Advisory Committee Meeting

Solicit feedback, respond to any questions and resolve any critical issues from the project advisory committee.

Public Comment

Issue the draft report for review and comment by the public.

Complete Final Feasibility Study

Revise the report based on comments from the advisory committee and the public. The revised report is a completed Final Feasibility Study Report. The financial contribution of the grant program will be credited on the cover of the report.

<b>Task Deliverables</b>
Draft feasibility study report that includes, current conditions analysis, analysis of service operational models, ridership projection, project design, capital and operation costs, funding opportunities, stakeholder and community engagement review, and cost/benefit analysis.
Draft feasibility study report
Written agency and public comments on draft report
Final feasibility study report

**Task 6: Board Review/Approval**

Present Final Feasibility Study Report at the FCRTA Board meeting. Resolve any critical issues. Prepare next steps for implementation based on the study. Adopt Final FCRTA Report.

<b>Task Deliverables</b>
FCRTA Board Agenda
FCRTA presentation materials
FCRTA Board meeting minutes indicating board acceptance/approval of feasibility study.



# Appendix B

California Department of Transportation  
**Sustainable Transportation Planning Grant Program**  
**COST AND SCHEDULE**

**Grant Category** Sustainable Communities Competitive  
**Grant Fiscal Year** FY 2022-2023  
**Project Title** Fresno County Transit Feasibility Study  
**Organization** Fresno County Rural Transit Agency  
 (legal name)

Task #	Task Title	Grant Amount*	Estimated Local Cash Match*	Estimated Local In-Kind Match*	Estimated Total Project Cost*	FY 2022/23					FY 2023/24					FY 2024/25										
						J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
01	Project Administration (no more than 5% of total grant funds)		\$5,000	\$0	\$5,000																					
02	Consultant Procurement		\$4,000	\$0	\$4,000																					
1	Existing Conditions	\$50,000	\$5,735	\$0	\$55,735																					
2	Analysis	\$150,000	\$17,205	\$0	\$167,205																					
3	Public Outreach	\$15,000	\$1,721	\$0	\$16,721																					
4	Advisory Committee Meetings	\$5,000	\$574	\$0	\$5,574																					
5	Draft and Final Plan	\$17,000	\$1,950	\$0	\$18,950																					
6	Board Review/Approval	\$1,000	\$115	\$0	\$1,115																					
<b>Totals</b>		<b>\$238,000</b>	<b>\$36,299</b>	<b>\$0</b>	<b>\$274,299</b>																					

\* Use only whole dollars in the financial information fields. Dollar amounts must be rounded up/down and decimals should not be shown.  
 Does your agency plan to request reimbursement for indirect costs?  Yes  No If yes, what is the estimated indirect cost rate? \_\_\_\_\_  
 Does your agency plan to use the Tapered Match approach for invoicing purposes?  Yes  No