

**Request for Proposal**  
**SYTIA Comprehensive Implementation Strategy**  
**SYTIA Capital Improvement Projects**



**County of Yuba**  
**Department of Public Works**  
**8<sup>th</sup> Street, Suite 125**  
**Marysville, CA 95901**

**To be on the proposal holder list and to be assured of receiving all addendums and Requests For Information (RFI's) responses the following information must be submitted to Yuba County via e-mail at: [yubacountyprojects@co.yuba.ca.us](mailto:yubacountyprojects@co.yuba.ca.us)**

**All RFI's must also be submitted via e-mail to this address.**

Project Name            SYTIA Comprehensive Implementation Strategy

Company Name            \_\_\_\_\_

Mailing Address            \_\_\_\_\_

Primary Contact Name            \_\_\_\_\_

Primary Contact e-mail address            \_\_\_\_\_

Primary Contact phone number            \_\_\_\_\_

Secondary Contact Name            \_\_\_\_\_

Secondary Contact e-mail address            \_\_\_\_\_

Secondary Contact phone number            \_\_\_\_\_

Addendums and RFI's will be sent via e-mail to both the primary and secondary contacts submitted. The proposal holder's list will be placed on the Yuba County website at: [https://www.yuba.org/departments/community\\_development/public\\_works/project\\_solicitation.php](https://www.yuba.org/departments/community_development/public_works/project_solicitation.php)

The South Yuba Transportation Improvement Authority (SYTIA) is accepting proposals for preparing a Comprehensive Implementation Strategy for SYTIA's planned capital improvement projects.

**Project Description:**

The South Yuba Transportation Improvement Authority (SYTIA) is a Joint Powers Authority formed in 2018 by the County of Yuba and the City of Wheatland to address regional transportation infrastructure needs in southern Yuba County. In the fall of 2019, SYTIA completed a nexus study and established a SYTIA traffic impact fee to generate a local share of funding for the planned capital improvement projects. With a local revenue source now in place, SYTIA desires to initiate the planned projects. A first step identified by SYTIA to implement the projects is to develop a Comprehensive Implementation Strategy (CIS) that takes into consideration a number of factors including costs, funding sources (including various potential external funding sources), traffic demand/needs, connectivity, and other implementation needs/challenges. SYTIA envisions the CIS as a document that outlines funding strategies, individual project steps, timelines and costs, and overall SYTIA program delivery priorities based on the various factors influencing implementation of the individual projects.

The SYTIA planned capital improvement projects are currently described as:

- Constructing a new high capacity roadway from the terminus of the Lincoln Bypass (State Route 65) in Placer County to State Route 65 at South Beale Road (commonly referred to in the past as the Wheatland Bypass, but based on ultimate functional configuration of the roadway will more than likely have a different name);
- Constructing a new freeway interchange at State Route 65 and South Beale Road;
- Constructing a new connection to State Route 65 north of Sheridan in Placer County at the southern terminus of the "Wheatland Bypass"; and
- Constructing a high capacity roadway between the new South Beale Road Interchange and the Plumas Lake Blvd Interchange on State Route 70.

Upon approval of the selected consultant by SYTIA, a mutually acceptable price will be negotiated, a written Agreement will be prepared, executed by the consultant, and reviewed by the County for approval and execution. The Consultant will begin work immediately upon execution of the Agreement by the County.

**Three copies of the Proposal for Engineering Services for Preparation of a SYTIA Comprehensive Implementation Strategy shall be submitted to Yuba County prior to 4:00 P.M. on March 26, 2020.** Proposals shall be submitted in a sealed package clearly marked "SYTIA Comprehensive Implementation Strategy" and addressed as follows:

Mike Lee  
Public Works Director  
Yuba County Department of Public Works  
915 8<sup>th</sup> Street, Suite 125  
Marysville, CA 95901

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

### **Scope of Services**

As stated in the Project Description, SYTIA expects the selected consultant to gather the information necessary to prepare a CIS for the SYTIA planned capital improvement projects. The overall purpose of the CIS will be to provide direction and a roadmap to SYTIA on how best to proceed with the projects.

Considerations in the preparation of the CIS will include: pulling together preliminary information on and identifying planned project components, identifying optimum phasing of project components, the steps required for each project component (PSR, PR, design, etc...), and estimates of timeline and general range of costs. The strategy should also consider types of infrastructure and phasing (for example building a highway that may become a freeway, or an urban arterial that may begin as a rural collector; or building a signalized intersection prior to building an interchange). Consultant shall work with SYTIA staff and the Board to prioritize the order of projects. The SYTIA Board will ultimately adopt the CIS as a roadmap for moving forward the project components.

The strategy should consider budgeting, set performance goals, address the what and why of activities, responsibility for various aspects of the plan, communication methods, short and long term goals, accountability, motivation, and identify potential roadblocks.

Preliminary agency and stakeholder coordination between Caltrans, Yuba County, Public Utilities, Beale Air Force Base, Union Pacific Railroad, SYTIA, City of Wheatland, Placer County, Placer County Transportation Planning Agency, and others.

Consultant will be responsible to coordinate public outreach if any is recommended by the consultant.

The above is a partial list of tasks. It is the proposer's responsibility to expand upon this list and clearly define the tasks required to successfully complete the project.

### **Consultant Selection Process**

After the period has closed for receipt of proposals, each proposal will be opened and examined to determine compliance with the requirements specified in the Request for Proposal (RFP). Any proposal that does not meet the format requirements will be eliminated from competition and

returned to the consultant. SYTIA may reject any proposal if it is conditional, incomplete, or contains irregularities. SYTIA may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the consultant from full compliance with the contract requirements if awarded the contract.

This Request for Proposal does not commit SYTIA to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. SYTIA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of SYTIA to do so.

The selection panel will review each proposal that meets the format requirements. Panel members will individually evaluate each technical proposal in accordance with the evaluation criteria shown herein.

The panel members will meet to tally and average scores for each proposal. The technical proposals will be ranked based on the average scores and the consultants will be notified in writing. The selection panel will prepare the final ranking based on the criteria contained herein.

SYTIA will then enter into negotiation with the top ranked consultant. If agreement is reached, the firm will be recommended for award subject to approval by the SYTIA Board. If agreement cannot be reached with the top ranked firm, SYTIA will close negotiations and may enter into negotiations with the second ranked firm. The final contract will need to be approved by Counsel and the authorized representative to sign the contract. A sample agreement has been attached to the RFP for your use as Appendix C. The Consultant will adhere to the provisions of this agreement. The Consultant will advise SYTIA in the proposal of any provisions for which they have alternative wording or any provisions which they cannot accept.

### **ADDITIONAL INFORMATION**

For additional proposal submittal or technical information, please contact Mike Lee at (530) 749-5420.

Sincerely,

Mike Lee  
Yuba County

Public Works Director

**ATTACHMENTS:**

Appendix A – Proposal Requirements

Appendix B - Evaluation Criteria

Appendix C - Sample Agreement

**APPENDIX A – PROPOSAL REQUIREMENTS**

Request for Proposal

SYTIA Comprehensive Implementation Strategy

Due Date	Prior to 4:00 p.m. – March 26, 2020
Required Copies	Technical Proposal: Three (3) copies Fee Proposal One (1) copy (separate, marked, sealed envelope)
Submit To	County of Yuba Department of Public Works 915 8 <sup>th</sup> Street, Suite 125 Marysville, CA 95901
Submittal Identification	The submittal package shall be clearly marked “Proposal for SYTIA Comprehensive Implementation Strategy”

These guidelines are provided for standardizing the preparation and submission of proposals by all Consultants for professional services. The intent of these guidelines is to assist consultants in preparation of their proposals, to simplify the review process by the County, and to provide standards to better compare proposals.

A maximum of fifteen (15) single sided pages will be submitted (excluding the introductory letter and resumes).

Proposals will contain the following information in the order listed:

1. Introductory Letter:

The Introductory (or transmittal) letter shall be addressed to:

Mike Lee, Director  
Yuba County Department of Public Works  
915 8<sup>th</sup> Street, Suite 125  
Marysville, CA 95901

The letter will include the consultant's contact name, mailing address, telephone number, and email address. The letter will address the consultant's understanding of the project and any other pertinent information the consultant believes should be included.

The letter should also indicate any conflicts or non-acceptability of the terms and conditions of the contract agreement enclosed herein. Proposed deviations and modifications to the contract agreement should be noted and supporting reasons provided.

Changes to the agreement will not be considered by the County once consultant selection has been completed.

2. Office Location Where Work Will be Performed:

3. Qualifications and Experience:

Identify key staff and subconsultants proposed for the project team and their availability. Describe the responsibilities of the staff and extent of involvement with the project. Any changes in key personnel and subconsultants after the award of contract must be requested in writing and approved by SYTIA before the change is made. Three references are to be listed for each subconsultant. References will be contacted as part of the selection process.

The proposal must clearly describe the consultant's ability for undertaking and performing the work. It must list projects of very similar work performed by the proposed project team. These projects must illustrate the quality and past performances of the project team. A discussion of challenges faced, and solutions developed by the team are recommended. Contact names and current telephone numbers are to be provided for each project. The projects listed should include the names of staff and other team members involved in the work.

Supportive information and references in support of the Consultant's qualifications may include graphs, charts, photographs, resumes, references, etc., and is at the Consultant's discretion.

The Consultant is reminded that the proposal must be specific and concise.

4. Federal and State Requirements:

Consultant and subconsultants must meet all Federal and State requirements as may be applicable. Consultant should address such requirements in the proposal.

5. Supporting Information:

The consultant may include resumes, brochures, and other supporting information in this section.

6. Man-hour Estimate:

In this section, provide a list of specific tasks and an estimate of man-hours to complete each task.

7. Fee Proposal:

Consultant shall provide a fee proposal that includes billing rates per hour for each craft needed to complete the various tasks. The fee proposal shall be submitted in a separate, sealed envelope and marked "Fee Proposal".

Proposals must be submitted prior to 4:00 P.M. on March 26, 2020. Proposals received after the time and date specified above will not be considered and will be returned to the proposer.

Any proposal received prior to the time and date specified above may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be received prior to the specified deadline.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective consultant will be rejected.

This Request for Proposal does not commit SYTIA to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. SYTIA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of SYTIA to do so.

The prospective consultant is advised that should this Request for Proposal result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the SYTIA Board.

All products used or developed in the execution of any contract resulting from this Request for Proposal will remain in the public domain at the completion of the contract. Compensation under any contract resulting from this Request for Proposal will be on a time and expense basis at rates stated in the fee proposal with a not to exceed amount.

A sample of the proposed contract agreement is attached herewith as Appendix C. The Consultant will adhere to the provisions of this agreement. The Consultant will advise the County in the proposal of any provisions for which they have alternative wording or any provisions which they cannot accept.

Any contract awarded as a result of this request for proposal will be awarded without discrimination based upon race, color, religion, age, sex, or national origin.