



REQUEST FOR QUALIFICATIONS

FOR

Transportation Funding Expertise and Government
Relations

April 23, 2024

Capital SouthEast Connector
10640 Mather Boulevard, Suite 120
Mather, CA 95655
(916) 876-9094
www.ConnectorJPA.com

SUMMARY

- SOQ Due Date:** **Thursday, May 16, 2024, by 4:00 p.m.**
SOQ packages received after the time and date stated above will be returned unopened to the consultant.
- Contract Budget:** **\$10,000 per month for 12 months**, with an option to extend.
- Submittals:** E-mail electronic copy of SOQ response to MinnemaD@SacCounty.gov or mail a flash drive containing an electronic copy of the SOQ response. Please keep SOQs to less than 15 pages. Submissions mailed in will not be accepted if received after the submission deadline regardless of when submission is postmarked.
- Addressed to:** Derek Minnema
Executive Director
Capital SouthEast Connector
10640 Mather Boulevard, Suite 120
Mather, CA 95655
MinnemaD@SacCounty.gov
- Notification List:** The full content of the RFQ is available through the JPA website. If addendums are necessary, they will be posted onto the JPA website as well.
- Pre- Meeting:** A pre-submittal meeting is not scheduled.
- Inquiries:** Requests for clarification regarding this RFQ must be submitted in writing via e-mail to MinnemaD@SacCounty.gov and received no later than **Friday, May 10, 2024 by 4:00 p.m.** No other direct contact with JPA staff will be accommodated during this RFQ period.
- Anticipated Consultant Selection and Contract Award:** **May 31, 2024, Connector JPA Board Meeting**

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1. INTRODUCTION

Description of the Elk Grove-Rancho Cordova-El Dorado Connector Authority

The Elk Grove-Rancho Cordova-El Dorado Connector Authority (“Connector JPA”) was formed in December 2006 and includes the cities of Elk Grove, Folsom and Rancho Cordova, and El Dorado and Sacramento Counties. The JPA and its board of directors are responsible for the SouthEast Connector Expressway (“SouthEast Connector Expressway”) planning, environmental clearance, engineering design, and construction. Visit www.ConnectorJPA.com for more information.

Description of the SouthEast Connector Expressway

The SouthEast Connector Expressway is a 34-mile limited-access roadway spanning from the Interstate 5 / Hood-Franklin interchange, south of Elk Grove, to U.S. 50 at the Silva Valley Parkway interchange, east of El Dorado Hills. It will feature four traffic lanes and accommodate bicycle, pedestrian, bus, truck, and automobile travel. Visit <https://connectorjpa.com/project-overview> for more information.

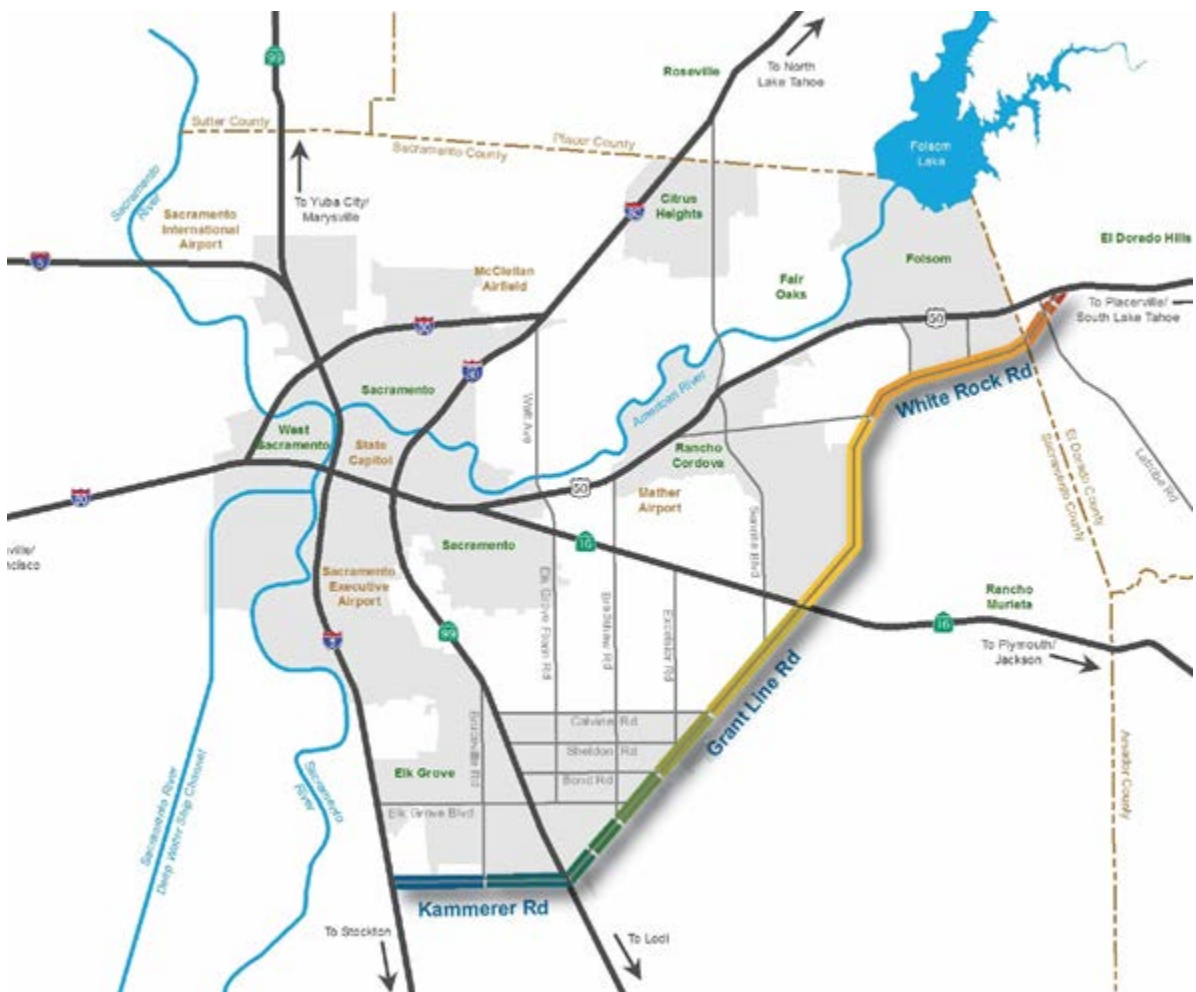


Figure 1: SouthEast Connector Expressway Vicinity Map

2. PURPOSE OF THE RFQ

The JPA is issuing this Request for Qualifications (RFQ) to solicit a Statement of Qualifications (SOQ) from qualified businesses or individuals to provide consulting services in transportation funding expertise and government relations. We are specifically interested in obtaining qualifications in the following areas:

- Transportation Funding Experience
- State-wide Transportation Policy
- Local Transportation Funding Initiatives

Consultants submitting SOQs must show that they have the depth and variety of skills to support the requested services.

Costs of the preparation of consultant qualifications in response to this solicitation are the sole responsibility of the Consultant and will not be paid by the JPA.

The schedule and budget for this contract is one year, at a budget of \$10,000 per month for a total of \$120,000 per year. The JPA will maintain the ability to extend the contract after one year.

3. REQUESTED STATEMENT OF QUALIFICATIONS (SOQ)

A qualified consultant will demonstrate experience in capturing project funding at all levels of transportation project delivery: federal, state, regional, and local. Please submit a comprehensive overview of your qualifications addressing the points below. Additionally, please include any relevant certifications, affiliations, or accolades that demonstrate your firm's expertise in transportation.

- Relevant Experience: Provide details of past projects or work experiences that demonstrate the firm's capabilities and expertise in transportation funding measures. This may include descriptions of similar efforts completed, their scale, complexity, and outcomes.
- Key Personnel Qualifications: Highlight the qualifications, experience, and expertise of key personnel who will be involved. This could include resumes or CVs of key staff.
- Technical Expertise: Describe the firm's technical expertise related to transportation funding.
- Capacity and Resources: Detail the firm's capacity and resources available to support the JPA, including personnel and any proposed partnerships or subcontractors.
- Client References: Provide references from past clients or customers who can attest to the firm's capabilities, performance, and reliability. These references should ideally be relevant to the services being sought in the RFQ.
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4. SOQ FORMAT AND CONTENT REQUIREMENTS

These guidelines were developed to standardize the preparation of SOQs, to help assure consistency in format and content.

General Guidelines and Submission Instructions

Please keep SOQs to less than 15 pages. Each page of the SOQ must be numbered. Pages must have a minimum of 1" margins. All references to the maximum number of pages are to a single side, not including tabs or section dividers. The minimum font size for the body text shall be 10 point although 11 point is preferred. The use of 11"x17" sheets of paper is acceptable and will only be considered a single page. Divider tabs that follow the order specified below are encouraged.

E-mail electronic copy of SOQ response to MinnemaD@SacCounty.gov or mail a flash drive containing an electronic copy of the SOQ response. Submissions mailed in will not be accepted if received after the submission deadline regardless of when submission is postmarked.

Transmittal Letter

The Transmittal letter should be on the Consultant's letterhead and addressed to the JPA Executive Director, as indicated on the Summary page of this RFQ. The letter should indicate the Consultant's basic understanding of the JPA's needs and the Consultant's understanding of the work required. The letter shall be signed by an official or representative authorized to negotiate and contractually bind the Consultant firm with the JPA. Please also provide the telephone number, e-mail, and office location of the Consultant's point of contact for contract negotiation.

Required Statements

The following information is required as part of the Transmittal Letter (a separate page is acceptable):

Addendums: If an Addendum has been issued by the JPA, the Consultant must acknowledge receipt of the Addendum.

Duration: The Consultant shall provide a brief statement affirming that the SOQ terms shall remain in effect for ninety (90) days following the date SOQ submittals are due.

Conflicts of Interest: Consultant shall not enter into any contract or agreement during the term of this Agreement which will create a conflict of interest with Consultant's duties to the Authority or that in any way compromises the services to be performed by Consultant under this Agreement.

A conflict of interest arises when Consultant directly, or indirectly renders services, or undertakes any employment or consulting agreement with a third party with whom the Authority's interests are adverse.

A personal conflict of interest arises in situations where financial or other personal or professional considerations compromise Consultant's objectivity, professional judgment and/or ability to perform services pursuant to the terms of this Agreement.

Consultant shall immediately notify the Authority of any potential conflicts of interest upon becoming aware of the conflict including any contracts or potential contracts with landowners directly adjacent to the Connector alignment or any contracts or potential contracts with member agencies of the Authority wherein the interests of the parties are adverse. If such conflicts are discovered during the term of this Agreement, Authority may, in Authority's sole discretion, terminate this Agreement.

Standard Agreement: The consultant shall indicate his/her/its acceptability of the terms and conditions of the draft consultant agreement included as Attachment 1. Any requested deviations from the standard agreement should be noted using Track Changes in the Draft Consultant Agreement Word file with blue font, underlined text for additions and red strike-out text for deletions.

II Statement of Qualifications

This section is intended for the Consultant to illustrate to the JPA, the Consultant's or Consultant team's ability to deliver the services requested through past experience and unique qualifications.

Firm and Staff profile: Provide an overview of your firm and key staff including services and expertise. Emphasize the abilities relevant to the specific services described in this RFQ. Emphasize your working knowledge of the federal transportation funding and legislative process. Describe the availability of the firm or key staff to provide the services.

Relevant Qualifications and Experience: Provide a brief summary of past work that the firm and Key Staff have completed. The summary should include:

- Experience or past work and Key personnel involved
- Relevant aspects related to this RFQ and Current status (i.e. active, completed, etc.);
- Client name, contact person, and his/her current telephone number and e-mail address

IV Additional Relevant Information

Provide additional relevant information that may be helpful in the selection process.

V Appendix (Supplemental Information)

The Appendix must contain the following information:

- A. Resumes of Key Staff only -- Resumes of Key Staff to be assigned to the project should include a brief biography of the individual's experience, their registration information, their education, professional affiliations and information on specific projects the individual has been involved with, clearly showing and highlighting relevant experience. Resumes can be two pages each, maximum.

5. EVALUATION AND SELECTION

In determining which SOQ is the most advantageous, the JPA will make an award based on a “Best Value” basis. Evaluation factors will include:

- What are the professional qualifications of the personnel that the firm will commit to the project?
- What is the team’s working knowledge of transportation funding opportunities in the Sacramento region?

The JPA will review the SOQs for completeness, clarity, and content quality. Each SOQ will be reviewed to determine if it meets the requirements contained in “SOQ FORMAT AND CONTENT REQUIREMENTS.” The JPA may reject any SOQ if it is conditional, incomplete or contains irregularities.

The JPA may waive an immaterial deviation in a SOQ. A waiver of an immaterial deviation shall not modify the SOQ documents, and it shall not exempt the consultant from any terms of an executed consultant services agreement, should one be awarded. If necessary, interviews may be scheduled. The evaluation worksheet will be similar to the sample worksheet is shown below.

Aside from the selection process described herein, Consultants or their representatives are prohibited from attempting to influence this consultant selection by contacting Selection Committee members, elected officials, JPA staff, or other individuals and entities involved in selecting the Consultant or awarding the consultant agreement. Any such attempt to influence selection outside of the prescribed process will be grounds for disqualification.

EVALUATION WORKSHEET				
	WRITTEN SOQ	MAXIMUM POINTS	REVIEWER SCORE	REVIEWER NOTES
I	Compliance with requirements of RFO	10		
II	Qualifications & Experience – Proposer’s demonstrated qualifications and experience of the firm and key staff	60		
III	Knowledge and Experience with Transportation projects and local, state and federal funding	20		
IV	References	10		
	Total:	100		

6. GENERAL CONDITIONS

Limitations

This RFQ does not commit the JPA to award a contract or to procure a contract for services or supplies. The JPA is not responsible for any costs incurred in the preparation of SOQs in response to this request, as further explained below. The JPA expressly reserves the right to reject any and all SOQs or to waive any irregularity or informality in any SOQ or in the RFQ procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. The JPA reserves the right to withdraw this RFQ at any time without prior notice. Furthermore, the JPA reserves the right to modify the RFQ schedule described above.

Until award of a contract, the SOQs shall be held in confidence and shall not be available for public review. No SOQ shall be returned after the date and time set for the opening thereof. All SOQs shall become the property of the JPA, and shall be subject to disclosure following the award of a contract, pursuant to the California Public Records Act.

RFQ Addendum

Any changes to the RFQ requirements will be made by written addenda issued by the JPA and shall be considered part of the RFQ. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

Pre-contractual Expenses

Pre-contractual expenses include any expenses incurred by proposers and selected consultant in:

1. Preparing SOQs in response to this RFQ.
2. Submitting SOQs to the JPA.
3. Negotiations with the JPA on any matter related to SOQs.
4. Other expenses incurred by a Consultant or proposer prior to the date of award of any agreement.

In any event, the JPA shall not be liable for any pre-contractual expenses incurred by any proposer or selected Consultant. Proposers shall not include any such expenses as part of the price proposed in response to this RFQ. The JPA shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFQ.

Signature

The SOQ shall also provide the following information: name, title, address, e-mail address, and telephone number of individual with authority to bind the consultant or consultant team and also who may be contacted during the period of SOQ evaluation. The SOQ shall be signed by an official authorized to bind the consultant or consulting team and shall contain a statement to the effect that the SOQ is a firm offer and remains in effect for at least a ninety (90) day period.

Contract Arrangements

1. Title VI of the Civil Rights Act of 1964: The consultant must agree to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
2. Equal Employment Opportunity: In connection with the performance of the contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national original. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Conflict Of Interest

Consultants and consultant firms submitting SOQs in response to this RFQ must disclose to the JPA any actual, perceived, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFQ. If the consultant has no conflict of interest, a statement to that effect shall be included in the transmittal letter.

Compliance with Applicable Laws

The JPA is governed by the Political Reform Act, Government Code Section 1090, Government Code Section 84308, and other requirements governing conflicts, campaign contributions, and gifts. Consultants are required to review all applicable conflict of interest laws.

The successful consultant will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws, including Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful consultant will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agrees to immediately notify the JPA if it becomes aware of any such fact during the term of the Agreement.

Insurance Requirements

The successful consultant shall provide a summary of the firm's insurance coverage for Comprehensive General Liability, Automotive Liability, Professional Liability, and Worker's Compensation. The limits of insurance coverage shall be as specified in the JPA's Draft Consultant Agreement in Attachment 1.

7. ATTACHMENTS

Attachment 1 – Draft Consultant Agreement

Attachment 2 - Levine Act Disclosure Statement