



TO: Consultants

DATE: April 24, 2025

**SUBJECT: Request for Proposals –
Supplemental Environmental Impact Report for the 2026 Regional
Transportation Plan (RTP) and Sustainable Communities Strategy
(SCS)**

The Kings County Association of Governments (KCAG) seeks proposals from qualified consultants or firms to develop a Supplement to the Program Environmental Impact Report (EIR), in accordance with the California Environmental Quality Act (CEQA), for the 2026 Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS). The EIR will also be prepared in order to comply with all recent State and Federal legislation and surface transportation authorizations. It is anticipated that the document will be Supplemental, based upon the Program EIR that was prepared for the 2022 RTP/SCS.

This contract will be funded with Federal Highway Administration Metropolitan Planning (FHWA PL) funds. As such, FHWA requirements applicable to such contracts will apply. Firms interested in this project should send their proposals for the attention of:

Kayley Clay, Regional Planner
Kings County Association of Governments
339 W. D Street, Suite B
Lemoore, CA 93245

The deadline for submitting proposals to KCAG is no later than Friday, May 30, 2025, at 5:00 p.m. A copy of this RFP has been posted on the KCAG website along with certain related documents at www.kingscog.org.

If you should have any questions or require additional information regarding this project, please feel free to contact me at (559) 852-2584, or by email at Kayley.Clay@co.kings.ca.us.

Sincerely,

KINGS COUNTY ASSOCIATION OF GOVERNMENTS
Terri King, Executive Director

Kayley Clay, Regional Planner

Encl.

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REQUEST FOR PROPOSAL

SUPPLEMENT TO AN ENVIRONMENTAL IMPACT REPORT
FOR THE
KINGS COUNTY
2026 REGIONAL TRANSPORTATION PLAN AND SUSTAINABLE
COMMUNITIES STRATEGY

As Requested By:

KINGS COUNTY ASSOCIATION OF GOVERNMENTS
339 W. D Street, Suite B
Lemoore, CA 93245



PROPSALS DUE: May 30, 2025

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I. INTRODUCTION

The Kings County Association of Governments (KCAG) invites proposals from professional consulting firms for the preparation of a Supplement to the Environmental Impact Report (EIR) for the 2026 Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS). The EIR for the 2026 RTP/SCS will build on the PEIR for the 2022 RTP/SCS. The document will evaluate the impacts of the proposed projects and programs in the RTP/SCS in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA). It will identify and analyze the related cumulative impacts of the proposed transportation projects, coordinated land use, and housing data, and related programs and suggest mitigation measures where necessary.

II. OVERVIEW OF KINGS COUNTY

Kings County is located in the south-central San Joaquin Valley, encompassing approximately 1,400 square miles with predominantly rural, sparsely settled agriculture. Kings County, as one of the smallest counties in California, has a population of approximately 152,627 residents, projected to grow to 170,105 residents by the year 2030. Of the current population, persons with a disability comprise approximately 18%, and about 37% of those disabled are aged 65 years or older. The City of Hanford, the County seat, has a population of 59,286 per the latest U.S. Census. Hanford is located centrally within Kings County along State Highway 198, between State Highway 99 and Freeway 5.

KCAG is the state recognized Regional Transportation Planning Agency (RTPA) and the federally designated Metropolitan Planning Organization (MPO) for Kings County. KCAG operates under a Joint Powers Agreement (JPA) between the four incorporated cities of Avenal, Corcoran, Hanford, and Lemoore, and the County of Kings. KCAG provides the opportunity and an impartial setting for the state, regional, and local governments to coordinate and solve current issues and plan for the future. KCAG works with local agencies, transit agencies, the Tribal Government, and the public to build consensus, prepare regional and strategic plans, obtain and allocate resources, and provide information on a broad range of topics pertinent to Kings County's quality of life.

III. PROJECT BACKGROUND

A. Environmental Impact Report (EIR)

The RTP/SCS addresses all modes of transportation including motor vehicles, transit (commuter and local), intercity rail, goods movement, (rail freight and trucking), bicycle and pedestrian facilities, aviation and systems management. A Program EIR (PEIR) was prepared during the 2022 RTP update. Pursuant to the California Environment Quality Act (CEQA), a Supplement to the EIR will be necessary to evaluate the potentially significant environmental effects of the 2026 RTP/SCS and to identify strategies to avoid or mitigate significant environmental effects.

B. Regional Transportation Plan (RTP)

California Government Code §65080 et seq. and Title 23 United States Code (USC) §134 require RTPAs and MPOs to prepare long-range transportation plans to: 1) establish regional goals, 2) identify present and future needs, deficiencies and constraints, 3) analyze potential solutions, 4) estimate available funding, 5) propose investments, and 6) reduce greenhouse gas inventories. State statutes require that the RTP serve as the foundation for the short-range transportation planning documents: the Regional and Federal Transportation Improvement Programs (RTP and FTIP)

The RTP is the long-range planning, policy, action, financial, and sustainability document for the Kings County region. The 2026 RTP will cover a 20+ year period from 2026 to 2049. The RTP identifies the region's transportation, land use, and housing needs, and issues and sets forth actions, programs, and projects to address those needs and issues. The RTP adopts policies, sets goals, and identifies financial resources to encourage and promote the safe and efficient management, operation, and development of a regional intermodal transportation system that will blend with the land uses and housing decisions of our local agencies to establish a sustainable region while serving the mobility needs for people and goods.

C. Sustainable Communities Strategy (SCS)

In 2006, the State Legislature passed, and the Governor signed Assembly Bill (AB) 32, the California Global Warming Solutions Act of 2006. This law's overall goal is to reduce the state's emissions of greenhouse gases (GHG) back to 1990 levels by 2020. In the Fall of 2008, the Legislature passed, and the Governor signed Senate Bill (SB) 375, a bill that addresses the specific portion of GHG emissions related to the regional transportation planning process.

SB 375 linked transportation planning and land use planning more closely and requires the MPO to prepare a SCS within the first RTP adopted after September 30, 2010. KCAG developed the first SCS as part of the 2014 RTP/SCS. The SCS was then updated during the 2022 RTP/SCS process making it the third iteration of the strategy. The 2026 RTP will be required to include the SCS element, per SB 375.

IV. SCOPE OF WORK

KCAG is currently preparing the RTP and SCS for the Kings County area and plans to contract with a consultant to prepare a Supplement to the EIR pursuant to CEQA. The RTP addresses all modes of transportation including motor vehicles, transit (commuter and local), intercity rail, goods movement (rail freight and trucking), bicycle and pedestrian facilities, aviation and systems management. In accordance with State and federal guidelines, the RTP is updated every four (4) years. With the last RTP update (2022), a Program EIR (PEIR) was prepared. A Supplement to this PEIR for the 2026 RTP and SCS is necessary to evaluate potentially significant environmental effects of the plan and to identify strategies to avoid or mitigate significant environmental effects.

The RTP will identify the regional transportation network and significant corridors, and the integration of transportation modes with a focus on mobility opportunities. The EIR will provide analysis sufficient to meet all CEQA requirements, including (but not limited to):

- Aesthetics
- Air Quality
- Agricultural and Forest Resources
- Biological Resources
- Cultural Resources
- Energy
- Environmental Justice
- Geology / Soils
- Green House Gas Emissions (GHG)
- Hazards and Hazardous Materials
- Hydrology / Water Quality
- Land Use / Planning
- Mandatory Findings of Significance
- Mineral Resources
- Noise
- Population / Housing
- Public Health & Services
- Recreation
- Transportation / Traffic
- Utilities / Service Systems
- Visual Resources
- Transportation

KCAG seeks a qualified consultant to develop a Supplemental EIR for the 2026 RTP and SCS. The EIR must conform to the requirements of the CEQA and NEPA and may also require coordination with or reference to:

- Infrastructure Investment and Jobs Act (IIJA)
- The Federal Clean Air Act
- The California Clean Air Act
- California Senate Bill 375 (Steinberg)
- Additional Executive Orders and/or legislation, as appropriate

The RTP EIR will be a program-level document that will analyze the cumulative effects of proposed actions, as well as other transportation improvements to be included in the 2026 update of the Kings County RTP and SCS. The consultant will provide all work products in hard copy and digital format, including all maps, charts, figures and graphs. Approval of the final Supplemental EIR by the KCAG Transportation Policy Committee must be completed no later than August 30, 2026 (see schedule below).

The consultant will be responsible for the following tasks:

A. Project Initiation / Data Collection

To ensure prompt completion of tasks and to maintain clear communication, applicable consultant staff will attend a kick-off meeting with KCAG within the first two-weeks of the project (see schedule). There, the project schedule will be finalized, and communication protocols will be agreed upon. Roles and responsibilities as well as internal deadlines will be established. Data collection will be accomplished in coordination with KCAG staff to obtain relevant existing reports and all materials related to implementation of the RTP and SCS as they are developed. KCAG will provide all available descriptions of the SCS future land use scenarios, air quality and traffic modeling results, publications, resource maps, and the PEIR from the 2022 RTP, as applicable.

B. Prepare Notice of Preparation (NOP) and Initial Study

The consultant will prepare and issue the NOP and the Initial Study, including a project description, location map, and a list of probable environmental effects of the project and facilitate at least one public scoping meeting. In addition, the consultant will review and assess NOP comments and prepare responses. The consultant shall also be responsible for noticing the NOP and submitting all CEQA documents and notices to the State Clearinghouse and budget for any associated fees.

C. Prepare Draft EIR

The consultant will prepare an administrative draft of the document for internal KCAG staff review and comment. KCAG comments will then be incorporated into the draft EIR. The draft EIR will include all required sections that are described in Article 9, Sections 15120-15132 of the CEQA Guidelines, applicable NEPA sections, SB 743, and all elements of AB 32 and SB 375.

KCAG Staff will work with the Consultant, should further refinement of the alternatives be considered. The EIR will establish that the projects listed in the RTP do not exceed the emissions budgets set forth in the State Implementation Plan (SIP) and that the RTP/SCS meets air quality conformity. The EIR will contain CEQA analysis of the 2026 Kings County RTP/SCS, including, but not limited to, the following components:

1. A description of the project.
2. A description of the environmental setting and baseline conditions.
3. Identification of any major implementation issues of the RTP, including any issues to be resolved.
4. Identification of known areas of concern or controversy regarding the type or nature of potential environmental impacts, measurement of those impacts, or the significance of those impacts.
5. Identification of potential environmental including, but not limited to, project-specific, cumulative, growth-inducing, environmental justice, induced travel demand and socioeconomic impacts.
6. Evaluation of and the significance of potential impacts and recommendation of feasible mitigation measures and mitigation monitoring efforts that would reduce significant impacts to a less than significant levels, or if this is not possible, produce a substantial lessening of such impacts.
7. List unavoidable significant impacts, if any, of the implementation of the plan, with all implemented mitigation measures and a mitigation monitoring program.
8. A summary table of environmental impacts, their significance and mitigation measures.
9. Analysis of the proposed RTP and project alternatives: a) No project, b) Programmed projects and preferred SCS scenario, c) Planned projects-multimodal, d) SCS alternative scenarios
10. Discussion of the RTP and consistency with other plans. Analysis and identification of any potential conflicts or inconsistencies which may result from implementation of the 2026 RTP and any mitigated alternatives with the adopted goals, objectives or policies contained within:
 - a) Comprehensive, general, regional or local transportation plans
 - b) Comprehensive, general, regional or local land use plans
 - c) Local coastal programs
 - d) Local or regional Short Range Transit Plans.

The consultant also will be responsible for preparing an electronic as well as print-ready hard copy of the draft report. The consultant will produce an electronic copy and enough printed copies of the Draft EIR such that public review through the State Clearinghouse can be accomplished. The number of copies required could be as many as 20.

The EIR shall be a legally defensible document in compliance with CEQA, SB 375 and other relevant legislation, as appropriate. The EIR also will describe how the CEQA streamlining provisions of SB 375 can be used by KCAG member agencies through the certification of this EIR.

D. Public Outreach / Attend Public Meetings and Hearings

The Consultant will be responsible for attending no more than two (2) KCAG Transportation Policy Committee (TPC) meetings (one of which will be a public hearing) and two (2) KCAG Technical Advisory Committee (TAC) meetings. The Consultant also will prepare and conduct public workshops and hearings, prepare notices and displays. The Consultant will work with KCAG staff in the development of presentation materials for all meetings. The Consultant will be responsible for preparing written responses to comments received during the EIR public review period. Comments and responses to comments are to be included in the EIR document.

E. Agency Coordination

The Consultant will meet and confer with KCAG and various additional agencies as necessary to identify and address concerns and comments.

F. Prepare Response to Comments

The Consultant will be responsible for recording all comments and preparing written responses to comments received during the EIR public review period and including a summarization of comments and responses in the EIR. In addition, the EIR will include a list of persons, organizations and agencies commenting on the EIR.

G. Prepare a Mitigation Monitoring and Reporting Program (MMRP)

The consultant will prepare an MMRP to ensure the implementation of mitigation measures identified to mitigate any adverse environmental effects of the project. The MMRP shall be included in the EIR as an appendix.

H. Prepare the Final EIR Consistent with the Requirements of CEQA Guidelines Section 15132, SB 375, and Other Applicable Legislation

The Consultant will prepare the Final EIR, which will include a summary of any changes made to the draft EIR that were incorporated into the Final EIR, as an appendix. The Consultant will prepare an electronic copy, as well as a camera-ready hard copy, of the Final EIR, which will include comments and responses, and a summary of any changes made to the draft EIR that were incorporated into the final EIR. The Consultant also will be responsible for preparing a PDF of the final report to be posted on the KCAG website.

I. Prepare Findings and Statement of Overriding Considerations

The consultant will prepare findings and a statement of overriding considerations (if applicable) for approval by the KCAG Transportation Policy Committee.

V. AVAILABLE RESOURCES

The following background, resource, and reference information materials are available for use by consultants for the preparation of the Program Environmental Impact Report (EIR) for the KCAG Regional Transportation Plan (RTP) / Sustainable Communities Strategy (SCS). KCAG staff will work with the selected consultant to integrate key existing resources as part of this effort.

Legislative Actions:

- SB 1456, CEQA, Reference prior EIR SOC
- SB 743, CEQA criteria for transportation impacts in transit priority areas
- SB 97, CEQA Greenhouse Gas Emissions
- SB 375, Regional Transportation Plans - Sustainable Communities Strategies
- AB 32, California Global Warming Solutions Act of 2006
- SB 1771, Greenhouse Gas Emission Reductions: Climate Change
- SB 325, Transportation Development Act of 1971, 2018 Transportation Development Act Statutes & California Code of Regulations
- SB 535, Disadvantaged Communities
- Executive Order B-30-15: New California Goal Aims to Reduce Emissions 40 Percent Below 1990 Level by 2030

KCAG Resources:

- 2022 RTP Program Environmental Impact Report
https://www.kingscog.org/2022rtp_update
- 2022 KCAG Regional Transportation Plan
https://www.kingscog.org/2022rtp_adopted
- 2022 Regional Transportation Plan Update Process
https://www.kingscog.org/2022rtp_update
- 2025 Federal Transportation Improvement Program
https://www.kingscog.org/2025_ftip

Publications, Briefs, and Guidance:

- 2024 RTP Guidelines for MPOs
<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning/rtp-guidelines-update>
- CARB SCS Evaluation Guidelines
<https://ww2.arb.ca.gov/resources/documents/scs-evaluation-resources>
- KART Transit Station Site Selection Study 2018
https://www.kartbus.org/wp-content/uploads/2019/11/Appendix-B_KART-Site-Selection-Study.pdf
- California High Speed Rail – Hanford Station
<https://hsr.ca.gov/high-speed-rail-in-california/station-communities/kings-tulare/>
- High-Speed Rail Business Plan
<https://hsr.ca.gov/wp-content/uploads/2024/05/2024-Business-Plan-FINAL.pdf>
- Cross Valley Rail Corridor
<https://tularecog.org/tcag/planning/transit-planning/cross-valley-corridor/>
- California Transportation Plan (CTP 2040)
<https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/ctp-2050-v3-a11y.pdf>
- City of Hanford General Plan, Zoning Ordinance
<https://www.ci.hanford.ca.us/1288/General-Plan>
- Kings County General Plan and related planning documents
www.countyofkings.com/departments/community-development-agency
- City of Lemoore General Plan
<https://lemoore.com/communitydevelopment/general-plan/>
- City of Avenal General Plan
<https://cityofavenal.com/370/General-Plan>
- City of Corcoran General Plan
https://www.cityofcorcoran.com/departments/community_development/planning_division.php

VI. REQUIRED DELIVERABLES

The Consultant must provide hard copies and an electronic copy of the administrative draft and subsequent public draft reports to KCAG for review and comment prior to finalization. As many as 20 hard copies of the administrative and public drafts may be required. The

Consultant should be prepared to make oral presentations of the reports to the KCAG Transportation Policy Committee and the KCAG Technical Advisory Committee. After the public review and comment upon the draft, the Consultant must respond to comments and prepare a final document and deliver bound copies, one unbound copy, and one electronic copy of the final written reports to the Executive Director of KCAG. Similar to the draft phase, as many as 20 hard copies of the final document may be required.

VII. CONSULTANT SELECTION SCHEDULE AND PROJECT TIMELINE

Request for Proposals Distributed.....	April 24, 2025
Deadline for Proposer Questions	May 2, 2025
Responses to Questions Posted Online.....	May 3, 2025
Proposals Due to KCAG	May 30, 2025
Consultant Interviews (If needed).....	June 11-13, 2025
KCAG to Select Consultant.....	June 25, 2025
Contract Approval and Notice to Proceed	June 30, 2025
Consultant/KCAG Kick-off Meeting	July 2025
Notice of Preparation (NOP)	September 26, 2025
NOP Comments Due (30-day comment period).....	October 27, 2025
Administrative Draft EIR Released	April 1, 2026
Draft EIR Notice of Completion	April 13, 2026
Release Draft EIR for Public Review (55-day comment period)	May 1, 2026
Present Draft EIR to Technical Advisory Committee (TAC).....	May 13, 2026
Draft EIR Public Hearing #1 at TAC Meeting.....	May 13, 2026
Present Draft EIR to Transportation Policy Committee (TPC)	May 27, 2026
Draft EIR Public Hearing #2 at TPC Meeting.....	May 27, 2026
Close Draft EIR Comment Period (55-date comment period).....	June 25, 2026
Address Comments and Compile Final EIR	June 29-July 31, 2026
Final EIR TAC Approval	August 12, 2026
Final EIR TPC Adoption.....	August 26, 2026

VIII. CONTACT PERSON

Prospective proposers shall direct any questions concerning this project to the following person:

Kayley Clay, Regional Planner
Kings County Association of Governments
339 West D Street, Suite B
Lemoore, CA 93245
PH: (559) 852-2584
FAX: (559) 924-5632
Kayley.Clay@co.kings.ca.us

IX. PROPOSAL SUBMITTAL REQUIREMENTS

Proposers must submit one (1) unbound and five (5) hard copies of their proposal, including one (1) electronic copy. Proposals should be addressed to the above KCAG contact person if delivered by mail or courier and must be received by KCAG no later than 5:00 p.m., on **Friday, May 30, 2025**. KCAG has no authority to accept proposals submitted after the time and date. Postmarks, email submittals, and faxes will not be accepted in lieu of this requirement.

X. QUESTIONS/CLARIFICATIONS

Questions and/or clarifications to this RFP must be submitted in writing by email to Kayley.Clay@co.kings.ca.us, prior to the deadline specified in Section VII. Proposer questions should clearly identify the relevant section of the RFP and page number(s) related to the question(s) being asked.

Questions received after the date and time specified will be answered at the option of the KCAG. Please mark all questions/clarifications as “Written Questions to “EIR for KCAG 2026 RTP/SCS”. KCAG’s responses to the questions received by the date and time will be posted on KCAG’s website at www.kingscog.org/rfp.

XI. BUDGET

A total of \$125,000 has been budgeted for this project.

XII. PROPOSAL EVALUATION AND CONSULTANT SELECTION

Proposals submitted by each consultant that meet the proposal requirements will be evaluated separately by a proposal review panel made up of KCAG staff and various representatives of its partner and member agencies as deemed necessary to determine the necessity for oral interviews in the first phase of the proposal evaluations. The evaluation will be based on information provided in response to the RFP and information provided by former clients for whom work of a similar scope has been done. Evaluation considerations include the following:

1. Responsiveness of the proposal in clearly stating the understanding of the work to be performed.
2. Cost, although a significant factor, may not be the dominant factor. Cost is particularly important when all the other evaluation criteria are relatively equal.

3. Approach to be followed and the tasks to be performed, including detailed steps and resources required and proposed project schedule.
4. Experience in regional transportation planning and environmental requirements, and the issues and functional areas to be analyzed.
5. 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.
6. Past performance of the proposer on work previously performed for similar governmental agencies.

KCAG reserves the right to select a consultant based solely on the written proposals and not convene oral interviews. If oral interviews are needed, the top three (3) consulting firms will be invited to make a formal presentation to a selection committee in the second phase of the proposal evaluations. Interviews will take place on one day to be determined as necessary. At the oral interviews, proposers will be requested to make a formal presentation. A maximum of thirty (30) minutes will be made available to the consultant to present the firm's qualifications and approach to the project.

Proposals submitted by each proposer shall be evaluated separately based on how well each proposal meets the criteria listed below:

<u>CRITERIA</u>	<u>POINTS</u>
<u>Proposal Content</u>	
Comprehension of RFP Project.....	5
Thoroughness of Proposal	15
Meeting Objectives of RFP.....	10
<u>Consultant Qualifications</u>	
Prior Relevant Experience.....	25
Qualifications and Commitment of Staff	25
References.....	5
DBE Participation Level.....	5
<u>Cost</u>	
Reasonableness of Cost	10
<u>Total</u>	100

XIII. PROPOSAL CONTENT AND ORGANIZATION

Proposals should meet the stated requirements and propose the best methods to accomplish the work within the stated budget. The organization of proposals should follow the general outline below:

1. Transmittal Letter and Signature

The transmittal letter should include the name, title, 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. The letter should include a brief overview of the consulting firm(s), including location, size and expertise. The letter shall also contain a statement to the effect that the proposal is a firm offer for a 90-day period. Only one transmittal letter need be prepared to accompany all copies of the proposal.

2. Title Page

Indicate RFP subject, name of proposer's firm, local address, telephone number, name of contact person and date of proposal.

3. Table of Contents

A listing of the major sections in the proposal and the associated page numbers.

4. Understanding of the Project

The proposal should include a brief narrative introducing the proposer's understanding of the project requirements. The contents of this section are to be determined by the particular respondent, but should demonstrate understanding of the unique characteristics of this project and the requirements of the project in the scope of work contained in the RFP.

5. Project Methodology

The proposer shall describe the overall approach to the project, specific techniques that will be used and the specific administrative and operational management expertise that will be employed.

6. Schedule of Tasks

The proposal shall contain a detailed schedule identifying major tasks to be undertaken to conduct the work and time frame for each task.

7. Project Management

Prospective consultants shall designate by name the project manager to be employed. The selected consultant shall not cause substitution of the project manager without prior approval by the Executive Director of KCAG.

8. Project Personnel

The prospective consultant shall describe the qualifications of all professional personnel which will be assigned to the project, including a summary of similar work or studies performed, a resume for each professional, a statement indicating how many hours each professional will be assigned to the contract and what tasks each professional will perform. The contractor shall not cause members of the project team to be substituted without prior approval of KCAG.

9. Subcontractors

If any subcontractors are to be used, prospective consultants shall submit a description of each person or firm and the work to be done by each subconsultant. The cost of the subcontract work is to be itemized in the cost proposal.

10. Disadvantaged Business Enterprise

If the prospective contractor is Disadvantaged Business Enterprise (DBE) certified, proof that the company has been certified shall be included in the proposal. Certification will be from an agency authorized to make such determinations (i.e., Small Business Administration, State of California, etc.). Caltrans has established a FFY Overall DBE program goal of 22.2 percent. Therefore, a separate contract goal may be assigned on future procurements. A form titled “DBE Program Bidder’s List” is provided in Appendix B of this RFP.

The proposal must list the percentage of work (by cost expended) to be completed by DBE certified firms, prime or subcontractors. An explanation of the attempt to obtain DBE firms must be provided. Failure to provide the requested information may disqualify a proposal.

Proposers must complete a DBE Program Bidder’s List regardless of DBE status or participation. Any firm that is identified as a DBE for this project will be required to provide a copy of a printout from the DBE Database found on Caltrans’ website (http://www.dot.ca.gov/hq/bep/find_certified.htm). See Section XVII for more information regarding DBE requirements.

11. Consultant Qualifications and References

The prospective consultants shall provide names, addresses and telephone numbers for at least three clients for whom the prospective consultant has performed work of similar complexity to that proposed in the RFP. A summary statement for each assignment shall be provided.

12. Project Costs

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 KCAG. Costs shall be segregated to show actual salary costs including hours, rates, classifications, administrative and overhead rates, and direct and indirect expenses. The cost proposal shall also include the Cost Summary table included as a sample in this RFP in Appendix C. In no event will the cost of this contract exceed \$125,000.

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

Under various circumstances the budget could be subjected to Pre-audit and/or the final cost subject to Post-audit by KCAG 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 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. The Contractor and Subcontractors shall 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.

13. Insurance

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

- a. 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 KCAG, their 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 KCAG, their officers, agents, and employees, shall be given excess only and not contributing with insurance provided under the CONTRACTOR's policies herein.
- b. 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.
- c. 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 KCAG. CONTRACTOR shall provide certification of said insurance to KCAG within twenty-one (21) days of the date of the execution of the contract. Such certification shall show, to KCAG's satisfaction, that such insurance coverages have been obtained and are in full force; that KCAG, their officers, agents, and employees will not be responsible for any premiums on the policies; that as and if required such insurance names KCAG, their 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 KCAG, their officer, agents, and employees, shall be excess only and not contributing with insurance provided under the CONTRACTOR's policies herein; and that this insurance shall not be canceled or changed without a minimum of thirty (30) days advance, written notice given to KCAG.

In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein provided, KCAG may, in addition to other remedies it may have, suspend or terminate the contract upon the occurrence of such event.

XIV. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS

Any proposal received prior to the date and time specified above may be withdrawn or modified by written request of the consultant. All verbal modifications of these conditions or provisions are void as ineffective for proposal evaluation purposes. Only written changes issued by consultants to the Executive Director of KCAG are authorized and binding.

XV. REJECTION OF PROPOSALS

Failure to meet the requirements of the RFP will be cause for rejection of the proposal. KCAG may reject any proposal if it is conditional, incomplete, contains irregularities, or has inordinately high costs. KCAG reserves the right to reject any and all proposals without cause. KCAG may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFP's documents or excise the proposer from full compliance with the contract requirements, if the proposer is awarded the contract.

XVI. CONTRACT AWARD

The selected consultant will execute a contract with KCAG. The official selection of the consultant will be made by the KCAG Transportation Policy Committee at its June 25, 2025 meeting. The execution of the contract and notice to proceed shall take place on or about June 30, 2025.

XVII. DISADVANTAGED BUSINESS ENTERPRISES

KCAG has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 Code of Federal Regulations (CFR) Part 26. KCAG has received federal financial assistance from the DOT and as a condition of receiving this assistance, KCAG will sign an assurance that it will comply with 49 CFR Part 26.

It is the policy of KCAG to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

- To ensure non-discrimination in the award and administration of DOT-assisted contracts;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards and are registered with the State of California as DBEs are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT-assisted contracts; and
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

If the prospective contractor is DBE certified, proof that the company has been certified shall be included in the proposal. Certification will be from an agency authorized to make such determinations (i.e., Small Business Administration, State of California, etc.). Certified DBE's must be verifiable and currently listed in the California Unified Certification Program (CUCP) on the following website:

http://dot.ca.gov/hq/bep/find_certified.htm

Contract Assurance

KCAG ensures that the following clause is placed in every DOT-assisted contract and subcontract:

A prime contractor or subcontractor shall pay a subcontractor not later than 10 days of receipt of each progress payment in accordance with the provision in Section 7108.5 of the California Business and Professions Code concerning prompt payment to subcontractors. The 10 days is applicable unless, a longer period is agreed to in writing. Any violation of Section 7108.5 shall subject the violating contractor or subcontractor to the penalties, sanction and other remedies of that section. Federal regulation (49 CFR 26.29) requires that any delay or postponement of payment over 30 days of receipt of each payment may take place only for good cause and with the agency's prior written approval. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the prime contractor or subcontractor in the event of a dispute involving late payment, or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE prime contractors and subcontractors.

The consultant or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as recipient deems appropriate.

Prompt Payment

KCAG ensures that the following clauses or equivalent will be included in each DOT-assisted prime contract:

Satisfactory Performance

A prime contractor or subcontractor shall pay a subcontractor not later than 10 days of receipt of each progress payment in accordance with the provision in Section 7108.5 of the California Business and Professions Code concerning prompt payment to subcontractors. The 10 days is applicable unless, a longer period is agreed to in writing. Any violation of Section 7108.5 shall subject the violating contractor or subcontractor to the penalties, sanction and other remedies of that section. Federal regulation (49 CFR 26.29) requires that any delay or postponement of payment over 30 days of receipt of each payment may take place only for good cause and with the agency's prior written approval. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise, available to the prime contractor or subcontractor in the event of a dispute involving late payment, or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE prime contractors and subcontractors.

Release of Retainage

The agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the agency of the contract work and pay retainage to the prime contractor based on these acceptances. The prime contractor or subcontractor shall return all monies withheld in retention from a subcontractor within 30 days after receiving payment for work satisfactorily completed and

accepted including incremental acceptances of portions of the contract work by the agency. Federal regulation (49 CFR 26.29) requires that any delay or postponement of payment over 30 days may take place only for good cause and with the agency's prior written approval. Any violation of this provision shall subject the violating prime contractor or subcontractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise, available to the prime contractor or subcontractor in the event of a dispute involving late payment, or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE prime contractors and subcontractors.

XVIII. TITLE VI ASSURANCE

The Kings County Association of Governments, 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, 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.

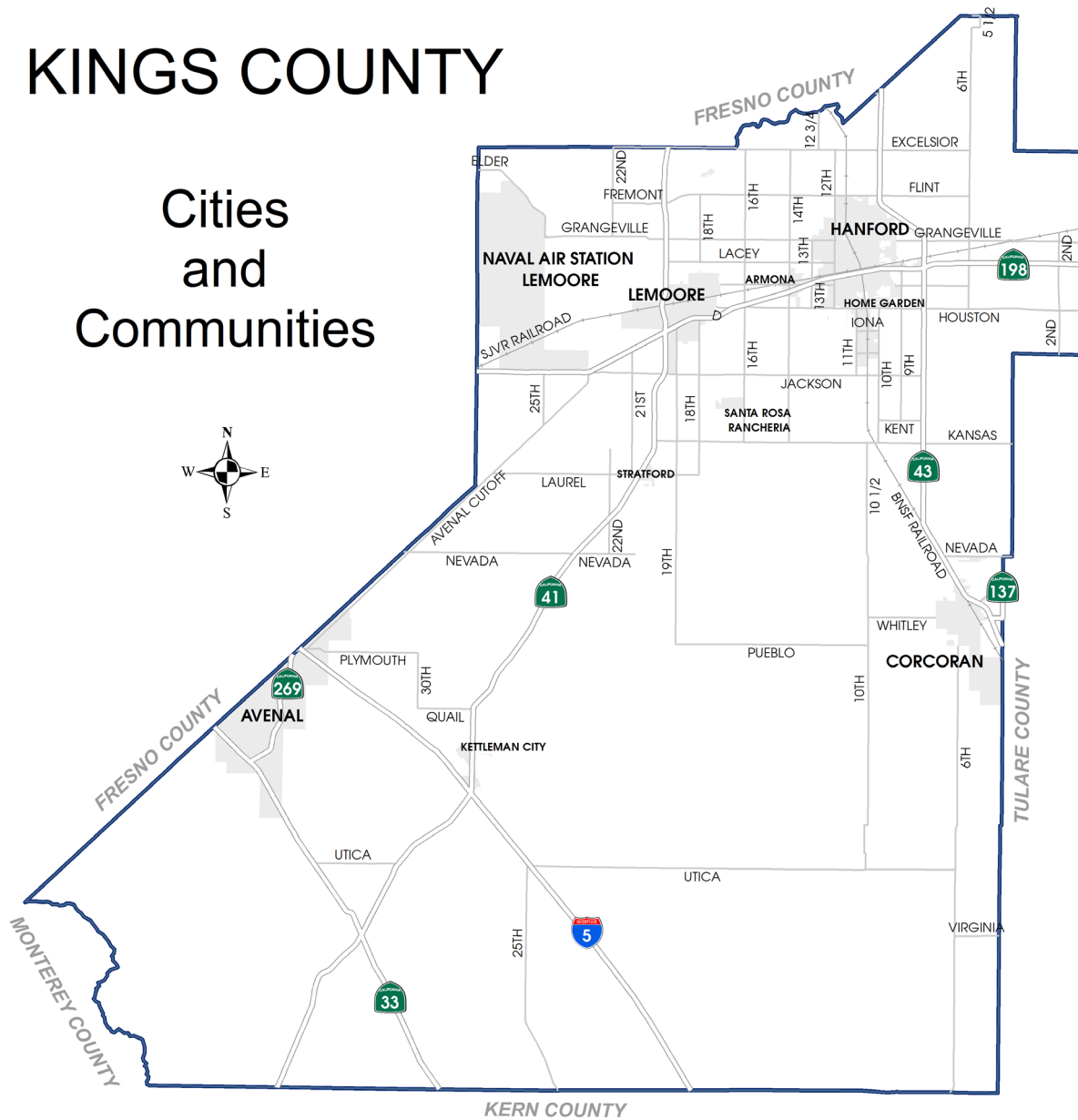
XIX. PAYMENT SCHEDULE

The consultant will be paid based on work actually performed during the preceding month. The consultant should forward a copy of all invoices for payment for work performed and associated expenses, including salaries and overhead, travel, printing costs, postage, telephone, etc., by the 10th day of each month. KCAG will withhold ten percent (10%) of the payments due until the successful completion of the project and the delivery and acceptance of all final products by the KCAG Transportation Policy Committee.

APPENDIX A

KINGS COUNTY

Cities and Communities



APPENDIX B

DBE PROGRAM BIDDERS LIST

1. Agency: Kings County Association of Governments

2. Project: _____

Contractor Name, Address, and Contact Information			Brief Description of Work, Service, or Materials Supplied	Annual Gross Receipts	DBE Status (Y/N)	DBE Certification Number**	Project Budget
Age of Firm: _____ Years				<\$500,000			
				<\$1 million			
				<\$2 million			
				<\$5 million			
				>\$5 million			
Age of Firm: _____ Years				<\$500,000			
				<\$1 million			
				<\$2 million			
				<\$5 million			
				>\$5 million			
Age of Firm: _____ Years				<\$500,000			
				<\$1 million			
				<\$2 million			
				<\$5 million			
				>\$5 million			
Age of Firm: _____ Years				<\$500,000			
				<\$1 million			
				<\$2 million			
				<\$5 million			
				>\$5 million			
Age of Firm: _____ Years				<\$500,000			
				<\$1 million			
				<\$2 million			
				<\$5 million			
				>\$5 million			
Age of Firm: _____ Years				<\$500,000			
				<\$1 million			
				<\$2 million			
				<\$5 million			
				>\$5 million			
IMPORTANT: Identify all firms for this project (including sub-contractors), regardless of DBE status. Written confirmation of each listed DBE is required. Bidders claiming DBE status must attach a copy of a current Certification issued. Pursuant to 49 CFR Part 26					TOTAL BUDGET		
_____ Preparer's Signature			_____ Date		DBE PERCENTAGE		
_____ Preparer's Name			_____ Phone		%		
_____ Preparer's Title			NOTE: An explanation of the attempt to obtain DBE firms must be provided within the proposal.				

DISTRIBUTION: Original – Included with consultant's proposal to agency.

****Certified DBE's must be verifiable and currently listed in the California Unified Certification Program (CUCP) on the following website:**

http://dot.ca.gov/hq/bep/find_certified.htm

For each DBE firm, please attach printouts from the DBE Database found on the website mentioned above.

APPENDIX C

**SAMPLE
COST SUMMARY TABLE**

TASK	COST
Project Initiation / Data Collection (Task A)	
Notice of Preparation and Initial Study (Task B)	
Draft Supplemental Environmental Impact Report (Task C)	
Public Outreach / Attend Public Meetings and Hearings (Task D)	
Agency Coordination (Task E)	
Prepare Responses to Comments (Task F)	
Prepare a Mitigation and Monitoring Report Program (MMRP) (Task G)	
Prepare Final Supplemental Environmental Impact Report (Task H)	
Prepare a Findings and Statement of Overriding Considerations (as necessary) (Task I)	
Initial Contract Term Total	
Optional Task*	
Optional Task*	

**Discretionary Consultant's Task*

APPENDIX D

DEBARMENT AND SUSPENSION CERTIFICATION

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29, DEBARMENT AND SUSPENSION CERTIFICATION

The Consultant, under penalty of perjury, certifies that, except as noted below, it or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgement rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

KCAG reserves the right to terminate this Agreement if knowledge of debarment, suspension or other ineligibility has been withheld by the Consultant.

Date

Consultant

Signature

Title