



Fresno Council
of Governments

REQUEST FOR PROPOSALS

**REGIONAL EARLY ACTION PLAN 2.0
PLAN/PROJECT APPLICATION PROCESS**

**Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721
(559) 233-4148**

Additional background information on this proposal can be found at
www.fresnocog.org

REGIONAL EARLY ACTION PLAN (REAP) 2.0 PLAN/PROJECT APPLICATION PROCESS

REQUEST FOR PROPOSALS

The Fresno Council of Governments (Fresno COG) is requesting proposals from qualified consultants to work with a diverse group of regionwide stakeholders and the community to guide application development, scoring, and approval of planning and implementation project applications that accelerate infill housing and reductions in per capita Vehicle Miles Traveled (VMT).

Background

[REAP 2.0](#) is a program funded by the State General Fund as part of the California Comeback Plan (AB 140), administered by the California Department of Housing and Community Development (HCD), in collaboration with the Governor's Office of Planning and Research (OPR), the California Strategic Growth Council (CSGC), and the California Air Resources Board (CARB). REAP 2.0 is explicitly intended to meet multiple objectives – infill development, housing for all incomes, VMT reduction, and Affirmatively Furthering Fair Housing (AFFH) in ways that lead to transformative policy outcomes and accelerate the implementation of regional and local plans to achieve these goals. REAP 2.0 provides funds to regional governments to accelerate Housing production and facilitate compliance with the 6th cycle of the Housing Element, including Regional Housing Needs Assessment. In addition, REAP 2.0 is specifically designed to provide Metropolitan Planning Organizations (MPOs) such as Fresno COG, and other eligible entities with tools and resources to help implement and advance plans, primarily by furthering the Sustainable Communities Strategies (SCS) adopted as part of Regional Transportation Plans, to pursue greenhouse gas emission reduction targets through land use and transportation strategies. The Fresno County region is set to receive approximately \$13 million in grant funds through REAP 2.0, to be administered by Fresno COG through an application process to begin October 1, 2023, and commence by March 1, 2024.

The Fresno Region

Fresno is an agriculture-based region, with a largely spread-out land use pattern. Single-family homes comprise the region's main housing type. It is estimated that the average housing density in Fresno County is currently less than four units/acre. Employment is also dispersed throughout the region apart from downtown Fresno. Due to the nature of the land use pattern, residents in Fresno County have largely relied on private automobiles for transportation. Currently, high-density housing isn't near public transportation, which increases reliance on private automobiles. Residents who lack access to a private vehicle rely on public transportation for their employment, medical needs, and other daily necessities. The land use pattern makes it challenging for residents to access this public service. According to State travel surveys, transit in Fresno County accounts for about 1% of total trips. Therefore, REAP 2.0 seeks to increase affordable housing near public transit to accommodate housing and climate goals.

Fresno County is the second largest county in the San Joaquin Valley, encompassing around 6,000 square miles. There are approximately a million people residing in the 15 incorporated cities and the unincorporated County areas. The region has historically been plagued with higher-than-average unemployment rates. According to 2021 ACS one-year estimates, Fresno County had an unemployment rate of **9.1%** in **2021** in contrast to **8.3%** for the State and **6.3%** for the nation. The Fresno region has a below-average median household income (MHI) of **\$63,656**, far below the national level of **\$69,717** and the state MHI of **\$84,907**. The region also suffers from a high poverty rate of approximately **20%**, meaning nearly one out of every **5** residents in Fresno County lives in poverty.

Resources

REAP 2.0 Grants of 2021, CA Dept. of Housing and Community Development:

<https://www.hcd.ca.gov/grants-and-funding/programs-active/regional-early-action-planning-grants-of-2021>

REAP 2.0 Final Guidelines for Metropolitan Planning Organizations:

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/MPO-REAP-2-0-Final-Guidelines.pdf>

Fresno COG's REAP 2.0 program information: <https://www.fresnocog.org/project/fresno-cogs-housing-planning/>

Scope of Work

In coordination with Fresno COG, the consultant will ensure that Fresno County's REAP 2.0 objectives will be achieved. As part of the scope of work and in compliance with the [REAP 2.0 guidelines](#), the consultant will identify stakeholders and find creative ways to engage the public throughout the process. With the help of stakeholders, the consultant will formulate a methodology to score applications and form a scoring committee that will recommend eligible plans/projects. To fulfill the criteria, the consultant will need to become familiar with REAP 2.0 guidelines outlining goals, objectives, threshold requirements and eligible uses. Familiarization with the grant will allow the consultant to form a scoring committee that can efficiently identify projects to be awarded for funding.

The consultant will be responsible for the following:

A. Project Initiation

To ensure prompt completion of tasks and to maintain clear communication, the consultant will schedule, host, and attend a kick-off meeting with Fresno COG staff within the first two weeks of receiving a notice to proceed.

B. Community Engagement Plan

Working with the project team, the consultant will create a community engagement plan designed to inform, educate and receive input from stakeholders and the public while encouraging eligible entities and their partners to submit REAP 2.0 plan/project applications. The plan should include a variety of innovative outreach and education methods to reach the public, government, business, community-based organizations, housing developers, organizations tasked with furthering fair housing, advocates seeking to accelerate infill housing development, reduce vehicle miles traveled (VMT), increase housing supply at all affordability levels, affirmatively further fair housing, and facilitate the implementation of adopted regional and local plans to achieve these goals.

C. Stakeholder Contact Listing

The consultant will create a stakeholder contact listing that identifies eligible entities and interested parties to provide input and feedback for the deliverables throughout the process. The list should include names, email addresses, and other information necessary to engage the stakeholders in the application process and selection. Stakeholders should include local jurisdictions' planning staff, representatives from disadvantaged communities, housing advocates, developers, non-governmental organizations, and other relevant entities. The stakeholders will provide input throughout the process and work collaboratively with Fresno COG and the consultant on how to best implement infill development, reduce vehicle miles traveled and affirmatively further fair housing.

D. Plan/Project Application Development and Release

- a. The consultant will develop a project application that conforms to Fresno COG's approved metrics, methodologies, scoring and weighting criteria for plans or projects seeking REAP 2.0 funding. The application must also conform to the REAP 2.0 Application Guidelines. After Fresno COG's project team approves the application, the consultant will release the application to stakeholders and the public.
- b. The consultant will also review applications received for REAP 2.0 and ensure the applications meet the following REAP 2.0 program objectives at a minimum:
 1. Accelerate infill development that facilitates housing supply, choice, and affordability
 2. Affirmatively Further Fair Housing (AFFH)
 3. Reduce Vehicle Miles Traveled (VMT)
 4. Transformative projects or policy outcomes that accelerate the implementation of regional and local plans

E. Community Engagement Plan Implementation

The consultant will implement the Community Engagement Plan to educate rural and urban communities of Fresno County on the REAP 2.0 program and widely circulate the REAP 2.0 application to stakeholders and the public encouraging application submittals. As part of the implementation the consultant will do the following:

- Create all outreach communications, written materials and graphics
- Schedule and attend pre-set meetings/workshops
- Provide adequate budget to cover all outreach included in the plan
- Coordinate with Fresno COG staff to use available outreach resources

F. Scoring Committee

The consultant will form a scoring committee to determine project application eligibility. This work includes identifying potential committee membership, recruiting members, communication with the committee, forwarding all necessary documents to the committee and Fresno COG staff, and facilitating the scoring committees' rating and selection process, resulting in a final list of recommended plan or project applications.

G. Plan/Project Recommendations

The consultant will provide Fresno COG staff with a final list of recommended plans or projects. The list should include each plan/project application's eligibility criteria and explain how each proposed use accomplishes the REAP 2.0 goals, included in each proposed uses' REAP 2.0 application, in the following ways:

- How the proposed use will meet the definition of transformative planning and implementation activities and, as applicable, constitute high-impact and innovative projects
- How the proposed use will implement and achieve housing goals that also result in per capita VMT reductions in furtherance of the region's SCS or Alternative Planning Strategy, as applicable
- Sufficient evidence that demonstrates a nexus between a proposed use and meeting all REAP 2.0 goals and objectives
- Explain how each proposed use has a significant geographic or regionwide benefit for disadvantaged and historically underserved communities
- How each proposed use focuses implementation in areas that satisfy an applicable definition of infill development (See Attachment 2: Definitions in the REAP 2.0 Final Guidelines for MPOs)

- How proposed uses will advance equity by benefiting disadvantaged and historically underserved communities

H. Final Plan/Project Fresno COG Board Approval

The consultant will create and deliver a presentation on the final scoring committee plan/project recommendations to Fresno COG’s Transportation Technical Committee (TTC), Policy Advisory Committee (PAC) and Policy Board for approval.

Coordination

The consultant will take primary direction from the Fresno COG project manager. It is intended that all work will be completed within **nine** months of negotiating a contract in accordance with the schedule component and that the consultant’s work will begin immediately upon receiving 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 Fresno COG project manager in electronic format.

All data, maps and all other materials prepared or collected under this contract will become the property of Fresno COG. Provide monthly progress reports to the Fresno COG project manager. These monthly status reports will include descriptions of work tasks completed that month and will identify any issues that may affect project schedule or project deliverables.

RFP and Implementation Schedule

Activity	Deadline
Request for Proposals (RFP) released	May 22, 2023
Deadline for proposal submittal questions	June 7, 2022
Deadline for proposal submittal	June 22, 2023, 4 p.m. PST
Oral interviews/selection process (if needed)	June 26 - June 30, 2023
Fresno COG Policy Board approval	July 27, 2023
Notice to Proceed – Subject to contract signing	July 28, 2023
Kick-off meeting	August 11, 2023
Community engagement plan	September 15, 2023
Stakeholder contact listing	September 22, 2023
Project application release	October 1, 2023
Implement community engagement plan	October 1, 2023
Project applications due	December 1, 2023
Scoring committee formation	December 1, 2023
Application scoring completion	January 12, 2024
Application scoring results and recommendations	January 17, 2024
Fresno COG committees’ approval	February 9, 2024
Fresno COG Policy Board approval	February 29, 2024
Completion of contract work	February 29, 2024
Final billing/invoices due	April 1, 2024

All RFP Q&A received by June 7, 2023, will be posted on the Fresno COG website at this link: <https://www.fresnocog.org/project/fresno-cogs-housing-planning/>

III. 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.

The proposal must be received by email by **4 p.m. PST on June 22, 2023.** *Proposals not received by that date and time will not be considered.*

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, if different from the provided proposed project timeline (Appendix B), 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.

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. 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.

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 Fresno COG.**

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 Fresno COG.**

F. Budget and Billing Format

Fresno COG staff will conduct a cost analysis of the proposed budget. Under various circumstances, the budget could be subject to preaudit and/or the final cost subject to post audit by Fresno COG 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 Title 2, CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and 2 CFR, Part 1201, Uniform Administrative Requirements Costs Principles, and Audit Requirements for Federal Awards. 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 RFP 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

Consultant should submit a budget proposal for the cost of services necessary 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 "Hyothetical"). 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 costs not readily assignable to cost objectives specifically benefitted. 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 costs 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 FCOG. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration as specified by the California Department of Transportation's Travel Policy unless written verification is supplied that hotel rates were not then commercially available at the time and location required.

d. Subconsultant Fees – Subconsultants 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 Fresno COG'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 \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Comprehensive general liability insurance policies shall name Fresno COG, 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 Fresno COG, 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 Fresno COG. The consultant shall provide certification of said insurance to Fresno COG within twenty-one (21) days of the date of the execution of the contract. Such certification shall show, to Fresno COG's satisfaction, that such insurance coverages have been obtained and are in full force; that Fresno COG, its officers, agents, and employees will not be responsible for any premiums on the policies; that as and if required such insurance names Fresno COG, 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 Fresno COG, 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 Fresno COG.

In the event the consultant fails to keep in effect at all times insurance coverage as herein provided, Fresno COG 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 Fresno COG 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. All contractors or subcontractors claiming to be a certified DBE must provide a valid DBE certification.

Fresno COG will not deny award to contractors based on DBE participation, who demonstrate that they have used good faith efforts to achieve DBE participation.

Contractors must provide the following information with the initial proposal or before entering into a contractual agreement with Fresno COG:

1. The name, addresses, & phone number of all bidding firms.
2. NAICS code by firm.
3. The dollar amount of participation by each firm.
4. Proof of DBE certification if claimed.
5. Written confirmation named DBE's will participate.
6. If DBE participation is not achieved, evidence of good faith efforts may be required.

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 Fresno COG, Caltrans, FHWA, FTA 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.

Fresno COG 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 Fresno COG 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

IV. 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

Proposals must be received by Fresno COG in electronic form no later than 4 p.m. PST **June 22, 2023**. Proposals will not be accepted after 4 p.m. PST. Postmarks will not be accepted. Proposals may be emailed or delivered to:

Robert Phipps, Deputy Director
rhipps@fresnocog.org
Fresno Council of Governments
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 Fresno COG and a part of its official records without obligation on the part of Fresno COG.

This RFP is not to be construed as a contract of commitment on the part of Fresno COG. Fresno COG 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 Fresno COG 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. Fresno COG may reject any proposal if it is conditional, incomplete, or contains irregularities or inordinately high cost rates. Fresno COG may waive an immaterial deviation in a proposal. A 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.

V. 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 Fresno COG Policy Board. Proposal opening does not constitute the awarding of a contract. The contract is not in force until it is awarded by Fresno COG and executed by the Fresno COG designees.

VI. 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 Fresno COG'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 Fresno COG 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, Fresno COG 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 Fresno COG 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.

VII. FRESNO COG RIGHTS

Fresno COG 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.

Fresno COG 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 Fresno COG to enter into a contract, nor does it obligate Fresno COG 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.

Fresno COG 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.

VIII. RFP QUESTIONS

All questions on the RFP should be submitted in writing by **June 7, 2023** to:

Robert Phipps, Deputy Director
Fresno Council of Governments
2035 Tulare Street, Suite 201
Fresno, CA 93721
rhipps@fresnocog.org

All RFP Q&A received by June 7, 2023, will be posted on the Fresno COG website at this link:
<https://www.fresnocog.org/project/fresno-cogs-housing-planning/>

Attachment A

TITLE VI ASSURANCE

The Council of Fresno County 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, 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		
Tasks Subtotal								

DIRECT COSTS

Direct Cost		Amount
Direct Costs Subtotal		

SUBCONSULTANTS

Subconsultants		Total Cost
Subconsultants Subtotal		

PROPOSAL GRAND TOTAL		
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