

SERVICE CONTRACT

This Contract is made and entered into by and between the City of Fresno, Department of Transportation, Fresno Area Express (FAX), a California municipal corporation (City), and Alta Planning + Design, Inc., a California Corporation (Contractor) as follows:

1. CONTRACT DOCUMENTS. The "Notice Inviting Proposals," "Instructions to Contractors," "Proposal" and the "Specifications" including "General Conditions," "Special Conditions," "Federal Conditions," "Functional Specifications" and "Technical Requirements" for the following: Transit Design Guidelines and Toolkit Services (Request for Proposals No. 12600774) copies of which are annexed hereto, together with all the documents specifically referred to in said annexed documents, including the Performance Bond, if required, are hereby incorporated into and made a part of this Contract, and shall be known as the Contract Documents.

2. PRICE. For the monetary consideration not to exceed THREE HUNDRED NINETY-NINE THOUSAND NINE HUNDRED THIRTY-ONE DOLLARS AND NO CENTS (\$399,931), as set forth in the Proposal, Contractor promises and agrees to perform or cause to be performed, in a good and workmanlike manner, and to the satisfaction of City, and in strict accordance with the Specifications, all of the work as set forth in the Contract Documents.

3. PAYMENT. City accepts Contractor's Proposal as stated and agrees to pay the consideration stated, at the times, in the amounts, and under the conditions specified in the Contract Documents.

4. INDEMNIFICATION. To the furthest extent allowed by law, including California Civil Code section 2782.8 (if applicable), CONTRACTOR shall indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage), and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees, litigation expenses and cost to enforce this agreement) that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CONTRACTOR, its principals, officers, employees, agents or volunteers in the performance of this Agreement.

If CONTRACTOR should subcontract all or any portion of the services to be performed under this Agreement, CONTRACTOR shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers in accordance with the terms of the preceding paragraph.

This section shall survive termination or expiration of this Agreement.

[Signatures follow on the next page.]

IN WITNESS WHEREOF, the parties have executed this Contract on the day and year here below written, of which the date of execution by the City shall be subsequent to that of the Contractor's, and this Contract shall be binding and effective upon execution by both parties.

Alta Planning + Design, Inc.,
a California Corporation

Signed by:
By: Brett Hondorp
72FC6211F2D745E...

Name: Brett Hondorp

Title: CEO
(If corporation or LLC., Board Chair, Pres.
or Vice Pres.)

Dated: 7/20/2026

Signed by:
By: Katie Mangle
53C0D0DCA05349E...

Name: Katie Mangle

Title: Vice President, as duly authorized
(If corporation or LLC., CFO, Treasurer,
Secretary or Assistant Secretary)

Dated: 7/20/2026

CITY OF FRESNO,
a California municipal corporation

By: _____
Gregory A. Barfield
Director of Transportation/FAX

Dated: _____

ATTEST:
AMY K. ALLER
City Clerk

By: _____
Deputy
Date

No signature of City Attorney required.
Standard Document **#FIN-S Formal Bid Contract – Product (05-2022)** has been used without modification, as certified by the undersigned.

By: _____
Melissa Perales
Purchasing Manager
General Services Department

Addresses:
CONTRACTOR:
Alta Planning + Design, Inc.
Attention: Sam Corbett
Principal-In-Charge
101 SW Main St, STE 2000
Portland, OR 97204
Telephone: (720) 743-2410
E-Mail: samcorbett@altago.com

CITY:
City of Fresno
Attention: Jeff Long
Senior Regional Planner
2223 G Street
Fresno, CA 93706
Telephone: (559) 621-1436
E-Mail: jeff.long@fresno.gov



FAX **FRESNO AREA**
EXPRESS

Request for Proposals (RFP)

Contractor Services for:
Transit Design Guidelines

RFP No. 12600774

Scheduled Due Date:
Friday, February 27, 2026



PROJECT MANAGER: JEFF LONG



Jeff.Long@Fresno.gov



(559) 621-1436

City of Fresno
Proposal Specifications

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I – INTRODUCTION

Request for Proposals Contractor Services for Transit Design Guidelines
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NOTICE INVITING PROPOSALS

Electronic proposals will be received via Planet Bids all in accordance with the Specifications for:

Request for Proposals for Contractor Services for Transit Design Guidelines Request for Proposals No. 12600774

The City of Fresno Department of Transportation/FAX (hereinafter "FAX") is soliciting proposals from qualified consultants for the development of a Transit Design Guidelines and Toolkit. These tools are intended to systematically document findings into a robust resource to facilitate the efficient design and standardization of station elements and amenities for FAX's transit network. The primary goal of the Guidelines and Toolkit is to consolidate essential programmatic information necessary for the development of passenger facilities, encompassing everything from small local bus stops to major neighborhood centers. The Contract shall be in effect for eighteen (18) months.

The RFP forms, Instructions to Contractors, copies of plans and/or specifications may be obtained from the City's web site: <http://www.fresno.gov>, "*Business*", "*Doing Business*", "*Bid Opportunities*".

Proposals must be submitted electronically via Planet Bids.

Proposals are to be submitted electronically using Planet Bids prior to the due date and time of 3 p.m. on Friday, February 27, 2026.

The City of Fresno hereby notifies all Contractors that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or on any other basis prohibited by law.

Services of an interpreter and additional accommodations can be made available. Requests for accommodations should be made at least five working days but no later than 48 hours prior to the scheduled meeting/event. Please contact the Project Manager, Jeff Long, listed on the cover at 559-621-1436 or Jeff.Long@Fresno.gov.

The awarded contract will be funded in part by grants from the Federal Transit Administration (FTA) of the United States Department of Transportation. The award of any contract is subject to the requirements of financial assistance contracts between the City of Fresno and the U.S. Department of Transportation.

The City of Fresno encourages all prime Contractors to utilize qualified SBE (Small Business Enterprise) sub-Contractors on the City of Fresno projects and promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available, and the price of the goods or services sought is reasonable.

The Contractor will be required to comply with all terms and conditions prescribed for third-party contracts by the U.S. Department of Transportation, Federal Transit Administration

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(FTA). If FTA requires any change to this Contract to comply with its requirements, both parties agree to amend the Contract as required by FTA. If such changes cause an increase or decrease in the work to be performed by the Contractor or the time for such performance, then the compensation to be paid the Contractor and time of performance will be equitably adjusted.

The City of Fresno reserves the right to reject any and all proposals at its sole discretion.

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INSTRUCTIONS TO CONTRACTORS

General

No proposal will be considered for award unless it is submitted on the proposal forms furnished by the Project Manager, completely filled out, properly signed by the Proposer and filed electronically via Planet Bids on or before the date and time specified in the Notice Inviting Proposals. The time clock on Planet Bids will be the official clock for documenting the time of filing.

The City will award a Contract or reject any or all proposals within the time stated in the Specifications, and no proposal may be withdrawn within that period of time. Any award of a Contract exceeding \$100,000, shall be subject to the approval of the City Council.

The City reserves the right to reject any and all proposals.

Submittal of Proposal

Each Proposer shall carefully examine each and every term of this Request for Proposals; and each Proposer shall judge all the circumstances and conditions affecting its proposal. Failure on the part of any Proposer to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Proposer did not understand the conditions of this Request for Proposals.

The Proposer shall comply with any and all federal, state, or local laws, now in effect or hereafter promulgated, which apply to the services and products herein specified.

This solicitation for proposals does not commit the City of Fresno to enter into a Contract or to pay any costs incurred in the preparation of responses to the request. The City of Fresno reserves the right to accept or reject any proposals, and to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposals. It may accept the proposal that it considers to be in the interest of the City of Fresno, with or without negotiation.

The City reserves the right to waive any informality or minor irregularity when it is in the best interest of the City to do so, to negotiate for the modification of any proposal with mutual consent of the Proposer, to re-advertise for proposals if desired, and to accept the proposal which in the judgment of the City, even though it does not offer the lowest cost, is nevertheless deemed to offer the best value for the public and City. Any proposal which is incomplete, conditional, obscure, or which contains irregularities of any kind, may be cause for rejection.

Americans with Disabilities Act

Accessibility Requirements: Supplier warrants that it complies with California and federal disabilities laws and regulations; and the Services will conform to the accessibility requirements of WCAG 2.0AA. Supplier agrees to promptly respond to and resolve any complaint regarding accessibility of its Services. The City may require Proposer to comply with these accessibility requirements if they are awarded a contract.

Public Records

The proposals received shall become the property of the City of Fresno and are subject to public disclosure. Those parts of a proposal which are defined by the Proposer as business or trade secrets as that term is defined in California Civil Code, Section 3426.1, and are reasonably marked "Trade Secrets", "Confidential", or "Proprietary", and placed in a separate envelope shall only be disclosed to the public if such disclosure is required or permitted under the California Public Records Act or

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otherwise by law. Contractors who indiscriminately and without justification identify most, or all, of their proposal as exempt from disclosure may not be considered for award.

Selection Process and Evaluation Criteria

Proposal Evaluation

The City will establish a selection committee to score proposals based on the evaluation criteria stated herein.

The Selection Committee will review and evaluate all proposals after formal receipt. To receive proper consideration, the proposal must meet the requirements of these Specifications. The evaluation process will provide credit only for those capabilities and advantages which are clearly stated in the Proposer's written proposals. In other words, advantages which are not stated will not be considered in the evaluation process.

Contractors whose proposals include a failure to comply with or take exception to these Specifications may not be considered for award and dropped from the evaluation process.

The Selection Committee will evaluate the proposals on the following criteria (in order of relative importance):

a. Qualification of Key Personnel

Describe the key personnel that will be assigned to the project, to include experience conducting design guidelines for transit agencies and demonstration of collaborative approaches with clients. Please include copies of all key personnel's resumes.

b. Firm's Past Performance

Describe the firm's overall experience and past performance in providing services of a similar size and nature. Provide at least three (3) references for which similar services have been performed.

c. Cost

The scoring for costs is based on the lowest price in relation to the price offered.

d. Approach to Work

The firm's ability to demonstrate its understanding of the project's scope and its proposed methodology to achieve the objectives of the project. The methodology should clearly demonstrate its merits by outlining the logic, advantage, and proven approach of the firm's methodology.

The City reserves the right to accept or reject any or all proposals and may select, and negotiate with one or more Contractors concurrently, and enter into a Contract with such Proposer who is determined, by the City, to provide the services which are in the interest of the City. The City may agree to such terms and conditions as it may determine to be in its interest.

The Selection Committee reserves the right to request additional information from Contractors, to negotiate terms and conditions of the Contract, to visit sites, to request demonstrations or oral

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presentations, to establish a competitive range, or ask Contractors to appear before the Selection Committee to clarify points of their proposal.

Any award shall be based on the criteria specified and made to the Proposer whose proposal is judged as providing the best value in meeting the interest of the City and the objectives of the project, in the City's sole discretion.

The City reserves the right to make the selection of a Proposer based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the Proposer to perform the services set forth herein. The City reserves the right to not award to any proposer, at its sole discretion.

Time to Award/Reject

The Proposer agrees that the City may have **ONE HUNDRED TWENTY (120) DAYS** to accept or reject proposals. It is further understood that, if the Proposer to whom any award is made fails to enter into a Contract as provided in the Specifications, award may be made to another Proposer, who shall be bound to perform as if she/he had received the award in the first instance.

Questions, Clarifications, and Concerns

The Specifications describing this project have been carefully prepared. **Any questions or concerns relating to these Specifications shall be directed in writing via Planet Bids or e-mail to Jeff.Long@Fresno.gov**. Please include the proposal file number and the title of the project in the subject heading of your e-mail.

Questions will be accepted only up to ten (10) working days prior to the proposal date to allow the City, if necessary, to issue an addendum to all contractors stating revisions, deletions, or additions to be made to the Specifications as a result of any questions. If questions arise after the deadline, please contact the Project Manager, but the City will not guarantee a response.

The City will not be responsible for verbal responses made by parties other than the FAX designee.

Any questions concerning Disadvantaged Business Enterprise (DBE) issues shall be addressed to DBE Program staff at telephone No. (559) 621-1154 or email at DBE@fresno.gov.

Contacts with City Staff

Before an award is made, any contact with City staff, other than the Project Manager or designee(s), without prior written authorization is strictly prohibited and may render the Proposer non-responsible.

Regulated Communications in City Procurement Process Ordinance

The Regulated Communications in City Procurement Process Ordinance (Article 6, Chapter 4 of the Fresno Municipal Code) became effective May 7, 2004. With certain specified exceptions, the Ordinance provides that no Respondent, Bidder, Proposer (as the case may be) shall initiate, engage in, or continue any communication to or with any City elected official concerning or touching upon any matter which is the subject of this competitive procurement process.

Any Respondent, Bidder, Proposer or elected official (as the case may be) who initiates, engages in, continues in, or receives any regulated communication shall file the written disclosure required by the Regulated Communications in City Procurement Process Ordinance.

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Any Respondent, Bidder, or Proposer violating the Regulated Communications in City Procurement Process Ordinance may be disqualified from participating in this procurement process and/or determined to be non-responsible. Additionally, the City may set aside the award of a contract, prior to its execution, to a party found to have violated the Ordinance.

Note: The full text of Fresno Municipal Code, Chapter 4, Article 6 may be viewed on the City's website at, <http://www.fresno.gov> "Departments", "City Clerk," and "Fresno Municipal Code and City Charter." Or view the Fresno Municipal Code directly at:

https://library.municode.com/ca/fresno/codes/code_of_ordinances?nodeId=MUCOFR_CH4CIPUCOS_A_ART6RECOELOFPRPR

LOCAL PREFERENCE

Fresno Municipal Code Section 4-109, Local Preference in Contracts for Consultant Services, provides for a local preference. Portions pertinent to this Contract are paraphrased as follows:

Except for those contracts funded by the federal or state government when such funding would be jeopardized because of this preference, the City of Fresno shall, in contracting for consulting services, give a primary preference to local firms, when such firms have the necessary qualifications, experience and expertise to complete the project being proposed, as determined by the City. A secondary preference shall be given to non-local firms which form an association for pecuniary profit with local firms for the project, wherein the benefit to the local firm(s) is an amount greater than 15% of the total contract price. 589440v1 The Agency shall certify, under penalty of perjury, that the Agency qualifies as a local firm. The preference is waived if the certification does not appear on the proposal.

"Local firm" shall mean a firm with a fixed primary or branch office within a twenty-five mile radius of Fresno City Hall, located at 2600 Fresno Street in the City of Fresno, and a majority of the work on the project will be performed by employees who are permanently assigned to such office prior to the city requesting proposals for the project and whose regular duties would include local work on other than City projects.

Agency shall submit the form CERTIFICATION FOR LOCAL PREFERENCE with their proposal if they seek the benefit of local preference.

Debarment

A Proposer may be debarred from bidding or proposing upon or being awarded any contract with the City, or from being a subcontractor or supplier at any tier upon such contract, in accordance with the procedures in Fresno Municipal Code Section 4-104 adopted by Council on May 17, 2018. The initial period of any such debarment shall not be less than one year and may be permanent depending on the violation. A Proposer may request a hearing, in accordance with Fresno Municipal Code Section 4-104, upon receipt of a notice of proposed debarment from the City Manager or designee. A copy of the Ordinance may be obtained from the City Clerk's Office, 2600 Fresno Street, Fresno, California 93721.

Outreach to Small Business Enterprises in Subcontracting

The City of Fresno hereby notifies all Contractors that it is the City's policy to provide all small business enterprises, including minority, women, and disabled veteran business enterprises, equal access and

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opportunity for participation in the performance of all construction contracts, professional service contracts, procurement of supplies, equipment and other services. Therefore, the City requests that a Proposer who intends to subcontract a portion of the work seek out small business enterprises that are potential subcontractors, suppliers, or consultants, and actively solicit their interest, capability, and prices.

Addenda

The City makes a concentrated effort to ensure any addenda issued relating to these Specifications are distributed to all interested parties. It shall be the Proposer's responsibility to inquire as to whether any addenda to the Specifications have been issued. Upon issuance by the City, all addenda are part of the proposal. The signature page must be signed on all addenda.

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II – PROPOSAL AND CONTRACT DOCUMENTS

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Proposer's Name _____
(Submit with Proposal)

CHECK LIST

Contractors are requested to submit this Checklist and the following information, providing the content in the sequence shown below. If the documentation provided is incomplete, the Proposer may be ineligible for award of a Contract.

REQUIRED

- ☒ 1. **COVER LETTER**
- ☒ 2. **BUSINESS LICENSE INFORMATION**, page 13
- ☒ 3. **COST PROPOSAL**, page 14
- ☒ 4. **PROPOSER QUALIFICATION QUESTIONNAIRE**, page 15
- ☒ 5. **REFERENCES**, page 18
- ☒ 6. **ACCEPTANCE OF INDEMNIFICATION & INSURANCE**, page 19
- ☒ 7. **BIDDERS LISTING OF SUBCONTRACTORS**, page 20
- ☒ 8. **DEBARMENT AND SUSPENSION CERTIFICATION**, page 22
- ☒ 9. **NONLOBBYING CERTIFICATION**, page 23
- ☒ 10. **LOCAL PREFERENCE**, page 24
- ☒ 11. **TAX LIABILITY CERTIFICATION**, page 25
- ☒ 12. **DISCLOSURE OF CONFLICT OF INTEREST**, page 26
- ☒ 13. **SIGNATURE PAGE**, page 27
- ☐ 14. **SAMPLE CERTIFICATION**, page 29
- ☒ 15. **SAMPLE SERVICE CONTRACT**, page 30
- ☒ 16. **ADDENDA** - Signature page of all Addenda issued
- ☒ 17. **OTHER REQUIRED DOCUMENTS:**
 - a.) **Key Personnel Resumes**

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Proposer's Name _____
(Submit with Proposal)

BUSINESS LOCATION AND LICENSE

BUSINESS LOCATION

- ☐ The undersigned Proposer does not maintain a place of business in the City of Fresno.
- ☐ The undersigned Proposer maintains a place of business in the City of Fresno at: _____, Fresno, CA _____.

BUSINESS LICENSE

- ☐ The undersigned Proposer has a current City of Fresno Business License and the number is _____.

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Proposer's Name: _____
(Submit with Proposal)

COST PROPOSAL

Having carefully examined the Request for Proposals, attachments and related documents, the undersigned proposes and agrees to provide to the City of Fresno, in accordance with the Specifications annexed hereto and made a part thereof, the services at the following rates:

Task #	Task Description	Costs
1	Project Development	\$ _____
2	Development of Draft Transit Design Guidelines and Toolkit	\$ _____
3	Outreach and Engagement	\$ _____
4	Final Documentation Development	\$ _____
TOTAL COSTS		\$ _____

Note: The proposer's cost proposal will be a lump sum, firm fixed amount which shall include all labor, materials, taxes, fees, and any and all other expenses. The cost is not subject to any adjustment on the basis of the proposer's cost experience in performing the contract.

The City will pay for only those items which it actually delivered or received during the term of the Contract.

The City reserves the right to reject any and all proposals at its sole discretion.

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Proposer's Name: _____
(Submit with Proposal)

PROPOSER QUALIFICATION QUESTIONNAIRE

The undersigned Proposer submits the following information in accordance with the proposal Specifications:
(Use additional sheets as needed.)

1. a. Business Name (If using more than one business name, please list all names.):

b. Address: _____

Is your firm operating as a franchisee? Yes ☐ or No ☐

If yes, list the franchiser, and number of years your business has been franchised:

2. Provide the names, titles, qualifications, years of experience, and years with your firm, for all key personnel in authority in your business, including the key personnel that will be involved in this project, and the extent to which they will be involved in the performance of this Contract.

3. How many years has your business been established? _____

How many years has your business been under your present name? _____

How many years under former names? (List names and number of years)

4. How many years has your business been providing services? _____

Proposer's Name _____
(Submit with Proposal)

PROPOSER QUALIFICATION QUESTIONNAIRE (Continued)

5. What other types of services does your business provide?

6. Do you have any affiliated companies? (If parent company, list subsidiaries and divisions. If subsidiary or division, name parent company, its principals, and their addresses):

7. Have there been any contract terminations for the services your firm performed before the fulfillment of the contract within the past three years? Yes ☐ or No ☐

a. If so, list the date, client, and reason for termination below:

8. How much experience does your staff have with NACTO standards?

9. Outline your support services including establishing direct lines of communication between City staff and your project leads.

10. Provide past examples of corrective measures supplied for failure to meet minimum standards.

11. Explain how your company ensures full compliance with all required regulations.

12. Describe your company's approach to ensuring quality and comprehensive products and services.

Proposer's Name _____
(Submit with Proposal)

PROPOSER QUALIFICATION QUESTIONNAIRE (Continued)

13. Submit a comprehensive plan for addressing the requirements listed in the Scope of Work.

14. Provide an organization chart, indicating full-time personnel, job titles, locations, and whether each individual works out of an office or is in the field.

15. How does your company stay up to date with the latest industry trends and developments?

16. What differentiates your service from competitors, which attribute is most advantageous for FAX?

17. What is your company's typical response times for resolutions to critical issues?

18. Has your agency received any awards recognition, or commendations for past performance? Please share details.

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Proposer's Name _____
(Submit with Proposal)

REFERENCES

Please list at least three references of similar size and type of services, including governmental agencies, if available.

1.

AGENCY/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____PHONE NUMBER: _____

FAX NUMBER_____EMAIL_____

LENGTH OF CONTRACT: _____(YEARS)

TYPES OF SERVICES PROVIDED: _____
2.

AGENCY/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____PHONE NUMBER: _____

FAX NUMBER_____EMAIL_____

LENGTH OF CONTRACT: _____(YEARS)

TYPES OF SERVICES PROVIDED: _____
3.

AGENCY/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____PHONE NUMBER: _____

FAX NUMBER_____EMAIL_____

LENGTH OF CONTRACT: _____(YEARS)

TYPES OF SERVICES PROVIDED: _____

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Proposer's Name _____
(Submit with Proposal)

**STATEMENT OF ACCEPTANCE OF THE INDEMNIFICATION
AND INSURANCE REQUIREMENTS**

The Proposer shall sign below that the Proposer accepts in whole the Indemnification and Insurance Requirements set forth in these Specifications. If the Proposer takes exception to some portions, those portions shall be listed here below, and the Proposer shall sign that the Proposer accepts all portions of the requirements not listed.

Note: Any exceptions may cause a Proposer to not be awarded a contract.

☐ **ACCEPT**
☐ **DO NOT ACCEPT**

If "DO NOT ACCEPT" is checked, please list exceptions:

Signature of Authorized Person

Type or Print Name of Authorized Person

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Proposer's Name _____
(Submit with Proposal)

BIDDERS LIST

Bidders are advised that, as required by federal law, the City is required to report to the U.S. Department of Transportation participation for all Federally aided contracts each year so the attainment efforts may be evaluated.

The proposal will be considered non-responsive if this form is not fully completed.

List all Subcontractor information including, without limitation, those that will perform any portion of the work or provide any products for this project, even if the dollar amount of the work that will performed is less than one half (1/2) of one percent (1%) of the total bid amount.

Prime Contractor:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Check one: ☐ **DBE** or ☐ **Non-DBE** **DBE Cert Number:** _____
NAICS code(s) (applicable to each scope of work the firm seeks to perform in its bid): ☐ Check if N/A

Age of firm: _____
Annual Gross: ☐ less than \$1 million ☐ \$1-3 million ☐ \$3-6 million ☐ \$6-10 million ☐ over \$10 million

Subcontractors: ☐ Check as N/A if a subcontractor(s) will not be used

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Check one: ☐ **DBE** or ☐ **Non-DBE** **DBE Cert Number:** _____
NAICS code(s) (applicable to each scope of work the firm seeks to perform in its bid): ☐ Check if N/A

Age of firm: _____
Annual Gross: ☐ less than \$1 million ☐ \$1-3 million ☐ \$3-6 million ☐ \$6-10 million ☐ over \$10 million

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Check one: ☐ **DBE** or ☐ **Non-DBE** **DBE Cert Number:** _____
NAICS code(s) (applicable to each scope of work the firm seeks to perform in its bid): ☐ Check if N/A

Age of firm: _____
Annual Gross: ☐ less than \$1 million ☐ \$1-3 million ☐ \$3-6 million ☐ \$6-10 million ☐ over \$10 million

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Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Check one: ☐ **DBE** or ☐ **Non-DBE** **DBE Cert Number:** _____

NAICS code(s) (applicable to each scope of work the firm seeks to perform in its bid): ☐ Check if N/A

Age of firm: _____

Annual Gross: ☐ less than \$1 million ☐ \$1-3 million ☐ \$3-6 million ☐ \$6-10 million ☐ over \$10 million

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Check one: ☐ **DBE** or ☐ **Non-DBE** **DBE Cert Number:** _____

NAICS code(s) (applicable to each scope of work the firm seeks to perform in its bid): ☐ Check if N/A

Age of firm: _____

Annual Gross: ☐ less than \$1 million ☐ \$1-3 million ☐ \$3-6 million ☐ \$6-10 million ☐ over \$10 million

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Check one: ☐ **DBE** or ☐ **Non-DBE** **DBE Cert Number:** _____

NAICS code(s) (applicable to each scope of work the firm seeks to perform in its bid): ☐ Check if N/A

Age of firm: _____

Annual Gross: ☐ less than \$1 million ☐ \$1-3 million ☐ \$3-6 million ☐ \$6-10 million ☐ over \$10 million

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Check one: ☐ **DBE** or ☐ **Non-DBE** **DBE Cert Number:** _____

NAICS code(s) (applicable to each scope of work the firm seeks to perform in its bid): ☐ Check if N/A

Age of firm: _____

Annual Gross: ☐ less than \$1 million ☐ \$1-3 million ☐ \$3-6 million ☐ \$6-10 million ☐ over \$10 million

Note: Use additional sheets if necessary

(Rev. 10-2025)

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name _____
(Submit with Proposal)

DEBARMENT AND SUSPENSION CERTIFICATION

Contractor and all subcontractors shall meet debarment, suspension, ineligibility, and voluntary exclusion requirements pursuant to Executive Order 12549. See Federal Requirements, of these Specifications. A list of excluded parties may be found at the following website:
<https://sam.gov/content/home>

Contractor shall return with its Proposal **this form.**

Note: Providing false information may result in criminal prosecution or administrative sanctions.

Date _____

Signature _____

Company Name _____

Title _____

If registered on SAM.gov, please provide UEI: _____

Request for Proposals Contractor Services for Transit Design Guidelines
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Proposer's Name _____
(Submit with Proposal)

NON-LOBBYING CERTIFICATION

LOBBY RESTRICTIONS

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

Request for Proposals Contractor Services for Transit Design Guidelines
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Proposer's Name _____
(Submit with Proposal)

**CERTIFICATION FOR LOCAL
PREFERENCE FOR: Request for
Proposals Contractor Services for
Transit Design Guidelines
RFP NO. 12600774**

We certify that we qualify as a local business pursuant to Fresno Municipal Code Section 4-109(b)(1).

Location of Business:

Primary Office []

Please provide street address
(No PO Box)

Branch Office []
(Please mark as applicable)

Address: _____

Phone: _____

The undersigned Respondent hereby declares under penalty of perjury under the laws of the State of California that the information contained on this CERTIFICATION FOR LOCAL PREFERENCE is correct and complete.

The above Statement is part of the Proposal. Signing this Proposal on the signature page thereof shall also constitute signature of this Certification.

Respondents are cautioned that making a false certification may subject the certifier to criminal prosecution.

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Proposer's Name _____
(Submit with Proposal)

Federal Tax Liability and Recent Felony Convictions Certification

FTA Master Agreement Section 4(g)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that they and their organization:

1. Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
2. Was not convicted of felony criminal violation under any Federal law within the preceding 24 months.

The Contractor agrees to flow this requirement down to participants at all lower tiers, without regard to the value of any subagreement.

Date _____

Signature _____

Company Name _____

Title _____

Request for Proposals Contractor Services for Transit Design Guidelines
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Proposer's Name _____
(Submit with Proposal)

DISCLOSURE OF CONFLICT OF INTEREST

		YES*	NO
1	Are you currently in litigation with the City of Fresno or any of its agents?	☐	☐
2	Do you represent any firm, organization, or person who is in litigation with the City of Fresno?	☐	☐
3	Do you currently represent or perform work for any clients who do business with the City of Fresno?	☐	☐
4	Are you or any of your principals, managers, or professionals, owners or investors in a business which does business with the City of Fresno, or in a business which is in litigation with the City of Fresno?	☐	☐
5	Are you or any of your principals, managers, or professionals, related by blood or marriage to any City of Fresno employee who has any significant role in the subject matter of this service?	☐	☐
6	Do you or any of your subcontractors have, or expect to have, any interest, direct or indirect, in any other contract in connection with this Project?	☐	☐
* If the answer to any question is yes, please explain in full below.			

Explanation: _____

☐ Additional page(s) attached.

Signature

Date

Name

Company

Address

City, State, Zip

Request for Proposals Contractor Services for Transit Design Guidelines
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Proposer's Name _____
(Submit with Proposal)

SIGNATURE PAGE

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the statements contained in this proposal are true and correct.

PROPOSAL SUBMITTED BY:

(Please follow the instructions for each line, as explained below.)

(1) _____ () _____ () _____
Firm Phone Fax

(2) _____
(Corp.) (Individual) (Partner) (Other)

(3) _____
Business Address

City State Zip Code

(4) By: _____
Signature of Authorized Person

Type or Print Name of Authorized Person and Title

Federal Tax I.D. No.: _____ Date: _____

INSTRUCTIONS FOR SIGNATURE PAGE

LINE 1: The name of the Proposer must be the same as that under which a license is issued, if a license is required. If the Proposer is a corporation, enter the exact name of the corporation under which it is incorporated; if Proposer is an individual, enter name; if Proposer is an individual operating under a trade name, enter name and dba (trade name in full); if a partnership, enter the correct trade style of the partnership; if a joint venture, enter exact names of entities joining in the venture.

LINE 2: Identify here the character of the name shown under (1), i.e., corporation (including state of incorporation), individual, partnership, or joint venture.

LINE 3: Enter the address to which all communications and notices regarding the Proposal and any Contract awarded thereunder are to be addressed.

LINE 4: (a) If the Proposer is a corporation, the Proposal must be signed by an officer or employee authorized to sign Contracts on behalf of the corporation evidenced by inclusion of one of the following certified by the secretary of the corporation, authorizing the officer or employee to sign contracts (sample certification attached): a copy of the Secretary of State printout, a copy of the Articles of Incorporation, a copy of the Bylaws, a copy of the Board Resolution or Minutes authorizing the officer or employee to sign Contracts.

(b) If Proposer is an individual, he/she must sign the Proposal, or if the Proposal is signed by an employee or agent on behalf of the Proposer, a copy of a power of attorney must be on file with the City of Fresno prior to the time set for the due date or must be submitted with the Proposal.

(c) If the Proposer is a partnership, the Proposal must be signed by all general partners; or by a general partner(s) authorized to sign Contracts on behalf of the partnership evidenced by inclusion of either a copy of the Partnership Agreement or a recorded Statement of Partnership.

(d) If the Proposer is a joint venture, the Proposal must be signed by all joint venturers; or by a joint venturer(s) authorized to sign Contracts on behalf of the joint venture evidenced by inclusion of either a copy of the Joint Venture Agreement or a recorded Statement of Joint Venture; and if the joint venturer(s) is a corporation or a partnership signing on behalf of the Joint Venture, then Paragraphs (a) and c) above apply respectively.

Where Proposer is a partnership or a corporation, the names of all other general partners, or the names of the president and secretary of the corporation, and their business addresses must be typewritten below:

NAME	ADDRESS

NOTE: All addresses must be complete with street number, City, State, and Zip Code.

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SAMPLE CERTIFICATION

I, _____, certify that I am the secretary
Name
of the corporation named herein; that _____ who signed this
Name
Proposal on behalf of the corporation, was then _____ of
Title
said corporation; that said Proposal is within the scope of its corporate powers and was
duly signed for and on behalf of said corporation by authority of its governing body, as
evidenced by the attached true and correct copy of the _____
Name of Corporate Document

By: _____

Name: _____

Title: Secretary

Date: _____

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SAMPLE SERVICE CONTRACT

THIS CONTRACT is made and entered into by and between the CITY OF FRESNO, a California municipal corporation (City), and [Contractor Name], [Legal Identity] (Contractor) as follows:

1. **CONTRACT DOCUMENTS.** The "Notice Inviting Proposals," "Instructions to Contractors," "Proposal" and the "Specifications" including "General Conditions," "Special Conditions", "Federal Conditions", "Functional Specifications" and "Technical Requirements" for the following: [Title] (Request for Proposals No. [Number]) copies of which are annexed hereto, together with all the documents specifically referred to in said annexed documents, including the Performance Bond, if required, are hereby incorporated into and made a part of this Contract, and shall be known as the Contract Documents.

2. **PRICE.** For the monetary consideration of [WRITTEN \$ AMOUNT] DOLLARS AND [WRITTEN CENTS AMOUNT] CENTS (\$[DOLLAR AMOUNT]), as set forth in the Proposal, Contractor promises and agrees to perform or cause to be performed, in a good and workmanlike manner, and to the satisfaction of City, and in strict accordance with the Specifications, all of the work as set forth in the Contract Documents.

3. **PAYMENT.** City accepts Contractor's Proposal as stated and agrees to pay the consideration stated, at the times, in the amounts, and under the conditions specified in the Contract Documents.

4. **INDEMNIFICATION.** To the furthest extent allowed by law, including California Civil Code section 2782.8 (if applicable), CONTRACTOR shall indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage), and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees, litigation expenses and cost to enforce this agreement) that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CONTRACTOR, its principals, officers, employees, agents or volunteers in the performance of this Agreement.

If CONTRACTOR should subcontract all or any portion of the services to be performed under this Agreement, CONTRACTOR shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers in accordance with the terms of the preceding paragraph.

This section shall survive termination or expiration of this Agreement.

[Signatures follow on the next page.]

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IN WITNESS WHEREOF, the parties have executed this Contract on the day and year here below written, of which the date of execution by the City shall be subsequent to that of the Contractor's, and this Contract shall be binding and effective upon execution by both parties.

[CONTRACTOR NAME],
[Legal Identity]

CITY OF FRESNO,
a California municipal corporation

By: _____

By: _____

Name: _____

Dated: _____

Title: _____
(If corporation or LLC., Board Chair, Pres.
or Vice Pres.)

Dated: _____

ATTEST:
AMY ALLER, Interim City Clerk
City Clerk

By: _____

By: _____ Date

Name: _____

Deputy

Title: _____
(If corporation or LLC., CFO, Treasurer,
Secretary or Assistant Secretary)

Dated: _____

No signature of City Attorney required.
Standard Document **#FIN-S Formal Bid
Contract – Product (05-2022)** has been
used without modification, as certified by
the undersigned.

By: _____
[City Certifier Name]
[City Certifier Title]

City address:

City of Fresno
Attention: Jeff Long,
Senior Regional Planner
2223 G Street
Fresno, CA 93706

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III – GENERAL CONDITIONS

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III. GENERAL CONDITIONS

1. **DEFINITIONS:** Wherever used in the Specifications, including the Instructions to Contractors, the proposal, or any of the Contract Documents, the following words shall have the meaning herein given, unless the context requires a different meaning.

- (a) "City" and "City of Fresno" shall each mean the City of Fresno, CA, unless otherwise indicated.
- (b) "City Manager" shall mean the City Manager of the City of Fresno.
- (c) "Contract" and "Contract Documents" shall each mean and refer to these Specifications, including the Instructions to Contractors, the proposal and any addenda thereto, the Contract and all City of Fresno specifications, and other papers and documents incorporated by reference into or otherwise referred to in any of the foregoing documents, whether or not attached thereto.
- (d) "Contractor" shall mean each person or entity awarded a Contract hereunder and named or to be named in the Contract with the City of Fresno to furnish the goods or services, or both, to be furnished under the Contract.
- (e) "Council" and "City Council" shall each mean the Council of the City of Fresno.
- (f) "Proposer" shall mean each person or entity submitting a proposal, whether or not such person or entity shall become a Contractor by virtue of award of a Contract by the City.
- (g) "Specifications" shall mean the Contract Documents.

2. **DELIVERY OF SERVICES:** If Contractor is delayed providing services by (i) any acts or omissions of City or its employees, or others acting under authority of City by contract or otherwise, (ii) acts of God which Contractor could not reasonably have foreseen and provided for, (iii) illegal strikes, boycotts or like illegal obstructive action by employee or labor organizations, or (iv) any illegal general lockouts or other defensive action by employers, whether general or by organizations of employers; Contractor shall have no claim for damages against City for any such cause of delay, but shall be entitled to an extension of time as will reasonably compensate Contractor for actual loss of time occasioned thereby. Contractor may apply to the City Manager for such extension. However, no such extension of time shall be granted unless Contractor shall have notified the Contract Manager, in writing, within one week after the commencement or occurrence of the condition or event which is expected to cause a delay in delivery, of such condition or event and the actual or estimated number of days of delay anticipated on account thereof. The decision of the City Manager as to the number of additional days, if any, to be allowed for completion of delivery on account of such condition or event, will be given in writing to Contractor.

3. **TERMINATION FOR CONVENIENCE:** The City reserves the right to terminate this Contract for any reason, upon thirty (30) days written notice to the Contractor. In the event of such termination, the Contractor shall be paid for satisfactory service performed to the date of termination.

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4. TERMINATION FOR CAUSE:

a. If the Contractor shall fail to complete delivery, within the time or times specified herein, of all or any part of the materials, equipment, supplies or services to be provided under the Contract, the City Manager of the City of Fresno or designee, acting for and on behalf of the City, may at any time after the expiration of the time for cure, terminate the Contract as to the whole thereof, or in the event partial delivery has been made and accepted, as to such of the items or service to be furnished which have not been delivered or accepted prior to such termination.

b. The City may terminate this Contract if the Contractor materially breaches any of its obligations under this Contract and fails to commence and diligently pursue reasonable efforts to cure such breach within fifteen (15) days after written notice by the City specifically describing the breach.

c. Such termination shall be effective upon receipt by Contractor of written notice of termination from said City Manager or designee, which notice shall be deemed to have been received by Contractor, if mailed by certified mail, within forty-eight hours to Contractor's address as contained in the proposal to the City or, if personally delivered, upon the delivery thereof to Contractor, the authorized representative of Contractor, or to the Contractor's said address.

5. CONTRACT DOCUMENTS: Upon award of the Contract, the Contractor shall execute and submit all required documents to the Contract Manager, 2223 G Street Fresno, CA 93706 in a form acceptable to the City of Fresno within ten (10) calendar days from the date of Notice of Award. Failure to provide said documents within the designated period shall be sufficient cause to forfeit the proposal deposit and initiate a City departmental recommendation for City to award the Contract to another Proposer.

6. PRECEDENCE OF CONTRACT DOCUMENTS: The order of precedence of documents shall be: (1) Rules and Regulations of Federal Agencies relating to the source of funds for this project; (2) Supplemental Agreements, Change Orders, or Contract the one dated later having precedence over another dated earlier; (3) Special Conditions; (4) General Conditions; (5) Scope of Work. (6) Proposer's Scope of Work.

Whenever any conflict appears in any portion of the Contract, it shall be resolved by application of the order precedence.

7. FEDERAL IMMIGRATION REFORM AND CONTROL ACT OF 1986: As a material part of any contract for a City of Fresno project, every Contractor who has employees who will work on a City of Fresno project, is required to comply with all of the provisions of the Federal Immigration Reform and Control Act of 1986 (P.L. 99-603, 100 Stat. 3359). This requirement includes compliance with all of the employee documentation provisions. Furthermore, the Contractor will make any employee documentation required to comply with the Act immediately available to the City upon its request for each individual employee working on a City of Fresno project.

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8. WORKMANSHIP GUARANTY: The workmanship of the services to be performed for the City by the Contractor will be in accord with the Specifications, and where not specified, in accord with generally accepted standards.

9. ALTERATION OF TERMS: No alterations or variations of the terms of this Contract shall be valid unless made in writing and signed by both parties.

10. CONTRACT CHANGES: No changes or modifications to the Contract shall be made unless agreed to and signed by both parties. No prior, current or post award verbal agreement or agreements with any officer, agent or employee of the City shall affect or modify any terms or obligations of these Specifications or any Contract resulting from this procurement.

11. AMENDMENTS: The City of Fresno reserves the right to add, modify, or delete items from the Contract including Special Conditions or Scope of Work. Any changes shall be made only by means of a formal amendment signed by both the City and Contractor.

12. ASSIGNMENT: The Contract is personal to the Contractor and there shall be no assignment, transfer, sale, or subcontracting by the Contractor of its rights or obligations under the Contract without the prior written approval of the City. Any attempted assignment, transfer, sale, or subcontracting by the Contractor, its successors, or assigns, shall be null and void unless approved in writing by the City.

13. TERMINATION BY CITY FOR NON-APPROPRIATION: In the event of non-appropriation relating to the Contract, City shall have the right to terminate the Contract at the end of any fiscal year of City, in the manner and subject to the terms specified in this paragraph. City shall endeavor to give written notice of such termination not less than sixty (60) days prior to the end of such fiscal year and shall notify Contractor of any anticipated termination. For purposes of this paragraph, "fiscal year" shall mean the twelve-month fiscal period of City which commences on July 1 in every year and ends on the following June 30. For purposes of this paragraph, "non-appropriation" shall mean the failure of the City or City's governing body to appropriate money for any fiscal year of City sufficient for the continued performance of the Contract by City.

14. INDEPENDENT CONTRACTOR: In the furnishing of the services provided for herein, the Contractor is acting as an independent contractor. Neither the Contractor, nor any of its officers, associates, agents or employees shall be deemed an employee, joint venturer, partner, or agent of the City for any purpose. However, the City shall retain the right to verify that the Contractor is performing its respective obligations in accordance with the terms of the Contract.

Because of its status as an independent contractor, Contractor and its officers, agents and employees shall have absolutely no right to employment rights and benefits available to City employees. Contractor shall be solely liable and responsible for all payroll and tax withholding and for providing to, or on behalf of, its employees all employee benefits including, without limitation, health, welfare and retirement benefits. In addition, together with its other obligations under this Agreement, Contractor shall be solely responsible, indemnify, defend and save City harmless from all matters relating to employment and tax withholding for and payment of Contractor's employees, including, without limitation, (i) compliance with Social Security and

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unemployment insurance withholding, payment of workers compensation benefits, and all other laws and regulations governing matters of employee withholding, taxes and payment; and (ii) any claim of right or interest in City employment benefits, entitlements, programs and/or funds offered employees of City whether arising by reason of any common law, de facto, leased, or co-employee rights or other theory. It is acknowledged that during the term of this Agreement, Contractor may be providing services to others unrelated to City or to this Agreement.

15. GOVERNING LAW AND VENUE: The Contract shall be governed by, and construed and enforced in accordance with, the laws of the State of California, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction. Venue for purposes of the filing of any action regarding the enforcement or interpretation of the Contract and any rights and duties thereunder shall be Fresno County, California.

16. COMPLIANCE WITH LAW: In providing the services required under the Contract, Contractor shall at all times comply with all applicable laws of the United States, the State of California and the City of Fresno, and with all applicable regulations promulgated by Federal, State, regional, or local administrative and regulatory agencies, now in force and as they may be enacted, issued, or amended during the term of the Contract.

17. SEVERABILITY: The provisions of the Contract are severable. The invalidity, or unenforceability of any one provision in the Contract shall not affect the other provisions.

18. INTERPRETATION: The Contractor acknowledges that the Contract in its final form is the result of the combined efforts of the parties and that, should any provision of the Contract be found to be ambiguous in any way, such ambiguity shall not be resolved by construing the Contract in favor or against any party, but rather by construing the terms in accordance with their generally accepted meaning.

19. ATTORNEY'S FEES: If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant or condition of the Contract, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses.

20. EXHIBITS: Each exhibit and attachment referenced in the Contract is, by the reference, incorporated into and made a part of the Contract.

21. MAINTENANCE OF RECORDS: Records of Contractor pertaining to the services hereunder shall be kept on a generally recognized accounting basis and shall be available to City or its authorized representatives upon request during regular business hours throughout the life of the Contract and for a period of three years after final payment and for the period of time required by law. In addition, all books, documents, papers, and records of Contractor pertaining to the Contract shall be available for the purpose of making audits, examinations, excerpts, and transcriptions for the same period of time. This section shall survive expiration or termination of the Contract.

22. RECYCLING: In the event Contractor maintains an office or operates a facility(ies), or is required herein to maintain or operate same, within the incorporated limits of the City of Fresno, Contractor at its sole cost and expense shall:

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- (a) After award, immediately establish and maintain a viable and ongoing recycling program, approved by the City's Solid Waste Management Division, for each office and facility. Literature describing City recycling programs is available from City's Solid Waste Management Division and by calling City of Fresno Recycling Hotline at (559) 621-1111.
- (b) Immediately contact the Solid Waste Management Division at (559) 621-1452 and schedule a free waste audit, and cooperate with such Division in their conduct of the audit for each office and facility.
- (c) Cooperate with and demonstrate to the satisfaction of City's Solid Waste Management Division the establishment of the recycling program in paragraph (i) above and the ongoing maintenance thereof.

23. NOTICES: Any notice required or intended to be given to either party under the terms of this Contract shall be in writing and shall be deemed to be duly given if delivered personally or sent by United States registered or certified mail, with postage prepaid, return receipt requested, addressed to the party to which notice is to be given at the party's address set forth on the signature page of the Proposal in the case of the Contractor and at the address in the Special Conditions for mailing of invoices in the case of City, or at such other address as the parties may from time to time designate by written notice. Notices served by United States mail in the manner above described shall be deemed sufficiently served or given at the time of the mailing thereof.

24. BINDING: Subject to Section 15 of these General Conditions, once this Contract is signed by all parties, it shall be binding upon, and shall inure to the benefit of, all parties, and each parties' respective heirs, successors, assigns, transferees, agents, servants, employees and representatives.

25. WAIVER: The waiver by either party of a breach by the other of any provision of this Contract shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Contract. No provisions of this Contract may be waived unless in writing and signed by all parties to this Contract. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.

26. CUMULATIVE REMEDIES: No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

27. NO THIRD-PARTY BENEFICIARIES: The rights, interests, duties and obligations defined within this Contract are intended for the specific parties hereto as identified in the preamble of this Contract. Notwithstanding anything stated to the contrary in this Contract, it is not intended that any rights or interests in this Contract benefit or flow to the interest of any third parties.

28. EXTENT OF AGREEMENT: Each party acknowledges that they have read and fully understand the contents of this Contract. This Contract represents the entire and integrated agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be modified only by written instrument duly authorized and executed by both City and Contractor.

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29. HEADINGS: The section headings in this Contract are for convenience and reference only and shall not be construed or held in any way to explain, modify or add to the interpretation or meaning of the provisions of this Contract.

IV – SPECIAL CONDITIONS

IV. SPECIAL CONDITIONS

1. PAYMENT: The Proposer shall invoice the City of Fresno monthly for costs incurred as its relates to the scope of work's tasks and no more than the amounts listed in the cost proposal. Invoices shall conspicuously display the City's contract number and shall be submitted to:

ATTENTION:

City of Fresno

Department of Transportation/FAX

Attn: Jeff Long

2223 G. Street

Fresno, CA 93706

Contractor hereby agrees not to assign the payment of any monies due Contractor from City under the terms of this Contract to any other individual(s), corporation(s) or entity(ies). City retains the right to pay any and all monies due Contractor directly to Contractor.

2. CHANGES TO CONTRACT DOCUMENTS: The City of Fresno may, from time to time, without invalidating the Contract, modify the Contract; by adding, deleting or changing sections of the Contract; by adding deleting or changing usage or space; by adding, deleting or changing Routine Work or Projects; by adding deleting or changing Special Conditions; or by adding, deleting or changing Specifications. All such changes shall be ordered by means of a Written Change Order. Any changes in the compensation to Contractor resulting from such Change Orders shall be agreed upon by the City of Fresno and the Contractor. Additionally, the parties may modify the Contract by written amendment.

3. NOTICE TO PROCEED: Contractor shall not commence any work until he/she has received a written Notice to Proceed.

4. CONTRACT ADMINISTRATOR: The City of Fresno designates the Director, Department of Transportation/FAX, as Contract Administrator, who shall act on behalf of the City with respect to all aspects of this Contract. The City shall promptly notify Contractor in writing if the Contract Administrator is changed.

The Contract Administrator and designated representative shall have complete authority to require the Contractor to comply with all provisions of this Contract. Contractor shall strictly and promptly follow the instructions of the Contract Administrator. The Contract Administrator's decision upon all questions claims and disputes will be final and conclusive upon the parties of the Contract. The Contract Administrator shall exercise any discretionary authority in a reasonable manner.

The Contract Administrator shall decide any and all questions which may arise as to conformance of and acceptability of tools, equipment, supplies and all other materials and methods and procedures used in the performance of the Services with regard to the requirements included herein. The Contract Administrator shall decide all questions which may arise as to the interpretation of the Contract Documents relative to the Services and the fulfillment of the Contract on the part of Contractor.

The Contract Administrator will determine the amount and quality of the several kinds of Services performed and materials furnished which are to be paid for under this Contract.

The Contract Administrator shall have the authority to require Contractor to make temporary changes in the assignment of routine work, tasks and task frequencies. Such temporary changes shall not affect the amount of payment to Contractor.

5. CONTRACT COORDINATOR: The Contract Administrator shall designate the Project Manager of Projects Development, Department of Transportation/FAX, as Contract Coordinator to monitor and inspect the performance and progress of the Services provided under this Contract.

The Contract Coordinator has no authority to alter, waive or revoke any provision of this Contract. Any failure of Contractor to comply with the provisions of the Contract may be called to the attention of the Contract Administrator by the Contract Coordinator.

The Contract Coordinator shall have the authority to suspend the performance of the Services and compensation to Contractor until the Contract Administrator can decide any questions at issue.

The Contract Coordinator shall perform frequent inspections of each work assignment. The emphasis during these inspections should concentrate on the existence of those factors which significantly affect the probability of the assignment being performed as specified.

The Contract Coordinator shall coordinate the activities of Contractor and the occupants to minimize any interference or delay to either party. The Coordinator shall submit suggestions regarding revisions of the specifications to the Contract Administrator. The Coordinator shall receive and respond, with clerical assistance, to requests, complaints, and suggestions concerning the performance of the work directed under the Contract.

The Contract Coordinator shall in no instance have the authority to act as a supervisor for Contractor, and shall not interfere with the Contractor in the supervision or direction of Contractor's employees.

Any advice provided to Contractor by the Contract Coordinator shall in no way be construed as binding upon the City of Fresno, or release the Contractor from fulfilling the provisions of the Contract.

6. PERFORMANCE OF THE SERVICES: Contractor shall be responsible for the complete and timely performance of all the Services under this Contract and for all manner and type of tools, equipment, supplies and materials of every description required to successfully perform all Services under this Contract.

7. NON-PERFORMANCE OF SERVICES: Services shall be considered not to have been performed when, in the judgment of the Contract Administrator, any one or more of, but not limited to, the following conditions exist:

- a. Adherence to established response times,

- b. Failure to provide reports per schedule and on time, or
- c. Failure to conform to the requirements per Scope of Work.

8. CONFIDENTIAL INFORMATION, OWNERSHIP OF DOCUMENTS AND COPYRIGHT LICENSE: Any reports, information, or other data prepared or assembled by the Contractor pursuant to this Agreement shall not be made available to any individual or organization by Contractor without prior written approval of the City. During the term of this Agreement, and thereafter, the Contractor shall not, without prior written consent of the City, disclose to anyone any Confidential Information. The term Confidential for the purpose of this Agreement shall include all proprietary marketing plans, financial information, designs, drawings, specifications, materials, compilations, documents, instruments, models, source of object codes and other information disclosed or submitted, orally, in writing, or by any other medium or media. All Confidential Information shall be and remain confidential and proprietary in City.

If Contractor should subcontract all or any portion of the services to be performed under this Agreement, Contractor shall cause each subcontractor to also comply with the requirements of this section. This section shall survive expiration or termination of the Agreement.

V – INSURANCE REQUIREMENTS

V. INSURANCE REQUIREMENTS

(a) Throughout the life of this Agreement, CONTRACTOR shall pay for and maintain in full force and effect all insurance as required herein with an insurance company(ies) either (i) admitted by the California Insurance Commissioner to do business in the State of California and rated no less than "A-VII" in the Best's Insurance Rating Guide, or (ii) as may be authorized in writing by CITY'S Risk Manager or his/her designee at any time and in his/her sole discretion. The required policies of insurance as stated herein shall maintain limits of liability of not less than those amounts stated therein. However, the insurance limits available to CITY, its officers, officials, employees, agents and volunteers as additional insureds, shall be the greater of the minimum limits specified therein or the full limit of any insurance proceeds to the named insured.

(b) If at any time during the life of the Agreement or any extension, CONTRACTOR or any of its subcontractors fail to maintain any required insurance in full force and effect, all services and work under this Agreement shall be discontinued immediately, and all payments due or that become due to CONTRACTOR shall be withheld until notice is received by CITY that the required insurance has been restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to CITY. Any failure to maintain the required insurance shall be sufficient cause for CITY to terminate this Agreement. No action taken by CITY pursuant to this section shall in any way relieve CONTRACTOR of its responsibilities under this Agreement. The phrase "fail to maintain any required insurance" shall include, without limitation, notification received by CITY that an insurer has commenced proceedings, or has had proceedings commenced against it, indicating that the insurer is insolvent.

(c) The fact that insurance is obtained by CONTRACTOR shall not be deemed to release or diminish the liability of CONTRACTOR, including, without limitation, liability under the indemnity provisions of this Agreement. The duty to indemnify CITY shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of CONTRACTOR, vendors, suppliers, invitees, contractors, sub-contractors, subcontractors, or anyone employed directly or indirectly by any of them.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. The most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, providing liability coverage arising out of your business operations. The Commercial General Liability policy shall be written on an occurrence form and shall provide coverage for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations (including the use of owned and non-owned equipment), products and completed operations, and contractual liability (including, without limitation, indemnity obligations under the Agreement) with limits of liability not less than those set forth under "Minimum Limits of Insurance."
2. The most current version of Commercial Auto Coverage Form CA 00 01, providing liability coverage arising out of the ownership, maintenance or use of automobiles in the course of your business operations. The Automobile Policy shall be written on an occurrence form and shall provide coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1- Any Auto).

3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Professional Liability (Errors and Omissions) insurance appropriate to CONTRACTOR'S profession.

MINIMUM LIMITS OF INSURANCE

CONTRACTOR, or any party the CONTRACTOR subcontracts with, shall maintain limits of liability of not less than those set forth below. However, insurance limits available to CITY, its officers, officials, employees, agents and volunteers as additional insureds, shall be the greater of the minimum limits specified herein or the full limit of any insurance proceeds available to the named insured:

1. COMMERCIAL GENERAL LIABILITY:
 - (i) \$1,000,000 per occurrence for bodily injury and property damage;
 - (ii) \$1,000,000 per occurrence for personal and advertising injury;
 - (iii) \$2,000,000 aggregate for products and completed operations; and,
 - (iv) \$2,000,000 general aggregate applying separately to the work performed under the Agreement.
2. COMMERCIAL AUTOMOBILE LIABILITY:
\$1,000,000 per accident for bodily injury and property damage.
3. WORKERS' COMPENSATION INSURANCE as required by the State of California with statutory limits.
4. EMPLOYER'S LIABILITY:
 - (i) \$1,000,000 each accident for bodily injury;
 - (ii) \$1,000,000 disease each employee; and,
 - (iii) \$1,000,000 disease policy limit.
5. PROFESSIONAL LIABILITY (Errors and Omissions):
 - (i) \$1,000,000 per claim/occurrence; and,
 - (ii) \$2,000,000 policy aggregate.

UMBRELLA OR EXCESS INSURANCE

In the event CONTRACTOR purchases an Umbrella or Excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies). In addition, such Umbrella or Excess insurance policy(ies) shall also apply on a primary and non-contributory basis for the benefit of the CITY, its officers, officials, employees, agents and volunteers.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

CONTRACTOR shall be responsible for payment of any deductibles contained in any insurance policy(ies) required herein and CONTRACTOR shall also be responsible for payment of any self-insured retentions.

OTHER INSURANCE PROVISIONS/ENDORSEMENTS

The General Liability and Automobile Liability insurance policies are to contain, or be endorsed to contain, the following provisions:

1. CITY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds. CONTRACTOR shall establish additional insured status for the City under the General Liability policy for all operations by use of endorsements providing additional insured status as broad as that contained in ISO Form CG 20 10 11 85, CG 20 10 04 13 or CG 20 26 04 13.
2. The coverage shall contain no special limitations on the scope of protection afforded to CITY, its officers, officials, employees, agents and volunteers. Any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to the Additional Insured.
3. CONTRACTOR'S insurance coverage shall be primary insurance with respect to the CITY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents and volunteers shall be excess of CONTRACTOR'S insurance and shall not contribute with it. CONTRACTOR shall establish primary and non-contributory status on the General Liability policy by use of ISO Form CG 20 01 04 13, or by an executed endorsement that provides primary and non contributory status as broad as that contained in ISO Form CG 20 01 04 13.
4. All policies of insurance shall contain, or be endorsed to contain, the following provision: CONTRACTOR and its insurer shall waive any right of subrogation against CITY, its officers, officials, employees, agents and volunteers.
5. All policies of insurance required herein shall be endorsed to provide that the coverage shall not be cancelled, non-renewed, reduced in coverage or in limits except after thirty (30) calendar days written notice by certified mail, return receipt requested, has been given to CITY. CONTRACTOR is also responsible for providing written notice to the CITY under the same terms and conditions. Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reduction in coverage or in limits, CONTRACTOR shall furnish CITY with a new certificate and applicable endorsements for such policy(ies). In the event any policy is due to expire during the work to be performed for CITY, CONTRACTOR shall provide a new certificate, and applicable endorsements, evidencing renewal of such policy not less than fifteen (15) calendar days prior to the expiration date of the expiring policy.
6. Should any of the required policies provide that the defense costs are paid within the Limits of Liability, thereby reducing the available limits by any defense costs, then the requirement for the Limits of Liability of these policies will be twice the above stated limits.
7. The fact that insurance is obtained by CONTRACTOR shall not be deemed to release or diminish the liability of CONTRACTOR, including, without limitation, liability under the indemnity provisions of this Agreement. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of CONTRACTOR, its principals, officers, agents, employees, persons under the supervision of CONTRACTOR, vendors, suppliers, invitees, consultants, sub-consultants, subcontractors, or anyone employed directly or indirectly by any of them.

CLAIMS-MADE POLICIES

If the Professional Liability (Errors and Omissions) insurance policy is written on a claims-made form:

1. The retroactive date must be shown, and must be before the effective date of the Agreement or the commencement of work by CONTRACTOR.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement work or termination of the Agreement, whichever occurs first, or, in the alternative, the policy shall be endorsed to provide not less

than a five (5) year discovery period.

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the Agreement or the commencement of work by CONTRACTOR, CONTRACTOR must purchase "extended reporting" coverage for a minimum of five (5) years completion of the Agreement work or termination of the Agreement, whichever occurs first.

4. A copy of the claims reporting requirements must be submitted to CITY for review.

5. These requirements shall survive expiration or termination of the Agreement.

VERIFICATION OF COVERAGE

CONTRACTOR shall furnish CITY with all certificate(s) and applicable endorsements effecting coverage required hereunder. All certificates and applicable endorsements are to be received and approved by the CITY'S Risk Manager or his/her designee prior to CITY'S execution of the Agreement and before work commences. All non-ISO endorsements amending policy coverage shall be executed by a licensed and authorized agent or broker. Upon request of CITY, CONTRACTOR shall immediately furnish City with a complete copy of any insurance policy required under this Agreement, including all endorsements, with said copy certified by the underwriter to be a true and correct copy of the original policy. This requirement shall survive expiration or termination of this Agreement.

SUBCONTRACTORS

If CONTRACTOR subcontracts any or all of the services to be performed under this Agreement, CONTRACTOR shall require, at the discretion of the CITY Risk Manager or designee, subcontractor(s) to enter into a separate side agreement with the City to provide required indemnification and insurance protection. Any required side agreement(s) and associated insurance documents for the subcontractor must be reviewed and preapproved by CITY Risk Manager or designee. If no side agreement is required, CONTRACTOR shall require and verify that subcontractors maintain insurance meeting all the requirements stated herein and CONTRACTOR shall ensure that CITY, its officers, officials, employees, agents, and volunteers are additional insureds. The subcontractors' certificates and endorsements shall be on file with CONTRACTOR, and CITY, prior to commencement of any work by the subcontractor.

VI – FEDERAL CONDITIONS

VI. FEDERAL CONDITIONS

This contract/purchase agreement is subject to a financial assistance contract between the City of Fresno and the Federal Transit Administration, which requires that this contract/agreement contain the following clauses:

NO GOVERNMENT OBLIGATION TO THIRD PARTIES

(1) The City and contractor/vendor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the purchaser, contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

(1) The contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the contractor to the extent the Federal Government deems appropriate.

(2) The contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. 5307, the Government reserves the right to impose the penalties of 18 U.S.C. 1001 and 49 U.S.C. § 5323(l) on the contractor, to the extent the Federal Government deems appropriate.

(3) The contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

ACCESS TO RECORDS AND REPORTS

(1) Record Retention. The Contractor will retain and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to the contract, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases,

subcontracts, arrangements, other third-party agreements of any type, and supporting materials related to those records.

(2) Retention Period. The Contractor agrees to comply with the record retention requirements in accordance with 2 C.F.R. § 200.333. The Contractor shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than three (3) years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.

(3) Access to Records. The Contractor agrees to provide sufficient access to FTA and its contractors to inspect and audit records and information related to the performance of this contract as reasonably may be required.

(4) Access to the Sites of Performance. The Contractor agrees to permit FTA and its contractor's access to the sites of performance under this contract as reasonably may be required.

FEDERAL CHANGES

(1) Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the [Master Agreement](#) between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. The Contractor's failure to so comply shall constitute a material breach of this contract.

TERMINATION

(1) Termination for Convenience: The City of Fresno may terminate this contract, in whole or in part, at any time by written notice to the contractor. The contractor shall be paid its costs, including contract close out costs, and profit on work performed up to the time of termination. The contractor shall promptly submit its termination claim to be paid by contractor. If the contractor has any property in its possession belonging to the City of Fresno, the contractor will account for the same, and dispose of it in the manner the City of Fresno directs.

(2) Termination for Default: If the contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the contractor fails to perform in the manner called for in the contract or if the contractor fails to comply with any other provisions of the contract, the City of Fresno may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

(3) If it is later determined by the City of Fresno that the contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of, or are beyond the control of the contractor, the City of Fresno, after setting up a new delivery or

performance schedule, may allow the contractor to continue work, or treat the termination as a termination for convenience.

CIVIL RIGHTS

The City is an Equal Opportunity Employer. As such, the City agrees to comply with all applicable Federal civil rights laws and implementing regulations. Apart from inconsistent requirements imposed by Federal laws or regulations, the City agrees to comply with the requirements of 49 U.S.C. § 5323(h) (3) by not using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.

Under this Agreement, the Contractor shall at all times comply with the following requirements and shall include these requirements in each subcontract entered into as part thereof.

(1) Nondiscrimination – In accordance with Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability, or age. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity – The following equal employment opportunity requirements apply to the underlying contract:

(a) **Race, Color, Creed, National Origin, Sex.** In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e et seq., and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. chapter 60, and Executive Order No. 11246, "Equal Employment Opportunity in Federal Employment," September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 2000e note. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, or sex (including sexual orientation and gender identity). Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) **Age** - In accordance with the Age Discrimination in Employment Act, 29 U.S.C. §§ 621-634, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. part 1625, the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq., U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 C.F.R. part 90, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(c) **Disabilities** - In accordance with section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 et seq., the Architectural Barriers Act of 1968, as amended, 42 U.S.C. §4151 et seq., and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against individuals on the basis of disability. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The contractor also agrees to include these requirements in each subcontract financed whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

An Interim Final Rule (IFR) published by the U.S. Department of Transportation (DOT) on October 3, 2025, eliminates the presumption that a business is disadvantaged based solely on the owner's race, ethnicity, or sex. As a result, the DBE program still exists, but there is a temporary suspension while firms are being recertified. No DBE goal will be placed on this project, and proposals will not be evaluated based on proposed DBE participation.

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor 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 the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible. 49 C.F.R. § 26.13(b).

PROMPT PAYMENT

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than seven (7) days from the receipt of each payment the prime contractor receives from The City of Fresno. Any delay or postponement of payment from the above-referenced time frame may occur only for good cause following written approval of The City of Fresno. This clause applies to both DBE and non- DBE subcontracts.

The prime contractor agrees further to return retainage payments to each subcontractor within seven (7) days after the subcontractor's work is satisfactorily completed. The prime contractor and The City of Fresno shall provide for prompt and regular incremental acceptances of portions of the subcontractors work to release payment of retention. The prime contractor shall pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 7 days after The City of Fresno has inspected and approved subcontractor's work (at all tier levels). The prime withholding a subcontractor's retention until the end of the project is not

permitted. Retention must be released upon completion of the DBE and non-DBE subcontractor's work.

For purposes of this section, a subcontractors' work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by The City of Fresno. When The City of Fresno has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

Upon completion of the subcontractor's work, the prime must inspect the work. If accepted, the prime notifies The City of Fresno Project Manager for inspection. When The City of Fresno and the prime contractor at any tier have made an incremental acceptance of a portion of a subcontractor's work, the work of the subcontractor covered by that acceptance is deemed to be satisfactorily completed. After The City of Fresno's acceptance, the primes must release retention within 7 days. To assure accepted work and payment, subcontractors must submit acceptable documentation (conditional and unconditional releases, certified payroll, etc.) to the prime.

INCORPORATION OF FTA 4220.1G TERMS

(1) The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1G, dated January 17, 2025, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA-mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The contractor shall not perform any act, fail to perform any act, or refuse to comply with any City of Fresno request, which would cause the City of Fresno to be in violation of the FTA terms and conditions.

(2) Flow Down – The incorporation of FTA terms has unlimited flow down.

SUSPENSION AND DEBARMENT

The Contractor shall comply and facilitate compliance with U.S. DOT regulations, "Non-procurement Suspension and Debarment," 2 C.F.R. part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government Wide Debarment and Suspension (Non-procurement)," 2 C.F.R. part 180. These provisions apply to each contract at any tier of \$25,000 or more, and to each contract at any tier for a federally required audit (irrespective of the contract amount), and to each contract at any tier that must be approved by an FTA official irrespective of the contract amount. As such, the Contractor shall verify that its principals, affiliates, and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:

- a) Debarred from participation in any federally assisted Award;
- b) Suspended from participation in any federally assisted Award;
- c) Proposed for debarment from participation in any federally assisted Award;
- d) Declared ineligible to participate in any federally assisted Award;
- e) Voluntarily excluded from participation in any federally assisted Award; or

f) Disqualified from participation in any federally assisted Award.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the City. If it is later determined by the City that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. part 180, subpart C, as supplemented by 2 C.F.R. part 1200, while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

RESOLUTION OF DISPUTES, BREACHES, OR OTHER LITIGATION

(1) The validity of this Agreement and of any of its terms and provisions, as well as the rights and duties of the parties, shall be governed by the laws of the State of California. In the event of litigation between the two parties, proper venue shall be laid in a court of competent jurisdiction in the County of Fresno, State of California.

(2) Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of (Recipient)'s Maintenance Manager. This decision shall be final and conclusive unless with ten (10) days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the Maintenance Manager. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Maintenance Manager shall be binding upon the contractor and the Contractor shall abide by the decision.

(3) Pending final resolution of a dispute hereunder, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the City's decision.

LOBBYING

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(3) The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

The certificate titled *Non-Lobbying Certification* must be completed and returned with your proposal. This certificate is located behind the form page 22.

CLEAN AIR

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

CLEAN WATER

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

FLY AMERICA

Fly America Requirements:

(1) Definitions. As used in this clause- "International air transportation" means transportation by air between a place in the United States and a place outside the United States or between two places both of which are outside the United States. "United States" means the 50 States, the District of Columbia, and outlying areas. "U.S.-flag air carrier" means an air carrier holding a certificate under 49 U.S.C. Chapter 411.

(2) When Federal funds are used to fund travel, Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118) (Fly America Act) requires contractors, recipients, and others use U.S.-flag air carriers for U.S. Government-financed international air transportation of personnel (and their personal effects) or property, to the

extent that service by those carriers is available. It requires the Comptroller General of the United States, in the absence of satisfactory proof of the necessity for foreign-flag air transportation, to disallow expenditures from funds, appropriated or otherwise established for the account of the United States, for international air transportation secured aboard a foreign-flag air carrier if a U.S.-flag air carrier is available to provide such services.

(3) If available, the contractor, in performing work under this contract, shall use U.S.-flag carriers for international air transportation of personnel (and their personal effects) or property.

(4) In the event that the contractor selects a carrier other than a U.S.-flag air carrier for international air transportation, the contractor shall include a statement on vouchers involving such transportation essentially as follows:

Statement of Unavailability of U.S.-Flag Air Carriers

International air transportation of persons (and their personal effects) or property by U.S.-flag air carrier was not available or it was necessary to use foreign-flag air carrier service for the following reasons. See FAR § 47.403.

Stated Reason(s): _____

ENERGY CONSERVATION

(1) The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

ADA ACCESS

(1) In accordance with section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 et seq., the Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 et seq., and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against individuals on the basis of disability. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

SAFE OPERATION OF MOTOR VEHICLES

(1) *Seat Belt Use* - The Contractor is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles. The terms "company-owned" and "company-leased" refer to vehicles owned or leased either by the Contractor or City.

(2) *Distracted Driver* - The Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while

using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Contactor owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this agreement.

NOTICE OF LEGAL MATTERS AFFECTING THE FEDERAL GOVERNMENT

(1) The Contractor agrees that if a current or prospective legal matter that may affect the Federal Government emerges, the Contractor shall promptly notify the City of the legal matter in accordance with 2 C.F.R. §§ 180.220 and 1200.220.

(2) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.

(3) Matters that may affect the Federal Government include, but are not limited to, the Federal Government's interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government's administration or enforcement of federal laws, regulations, and requirements.

(4) *Additional Notice to U.S. DOT Inspector General.* The contractor must promptly notify the City and U.S. DOT Inspector General in addition to the FTA Chief Counsel or Regional Counsel for the Region in which the City is located, if the contractor has knowledge of potential fraud, waste, or abuse occurring on a Project receiving assistance from FTA. The notification provision applies if a person has or may have submitted a false claim under the False Claims Act, 31 U.S.C. § 3729, et seq., or has or may have committed a criminal or civil violation of law pertaining to such matters as fraud, conflict of interest, bid rigging, misappropriation or embezzlement, bribery, gratuity, or similar misconduct involving federal assistance. This responsibility occurs whether the Project is subject to this Agreement or another agreement between the City and FTA, or an agreement involving a principal, officer, employee, agent, or Third-Party Participant of the City. It also applies to subcontractors at any tier. Knowledge, as used in this paragraph, includes, but is not limited to, knowledge of a criminal or civil investigation by a Federal, state, or local law enforcement or other investigative agency, a criminal indictment or civil complaint, or probable cause that could support a criminal indictment, or any other credible information in the possession of the contractor. In this paragraph, "promptly" means to refer information without delay and without change. This notification provision applies to all divisions of the Recipient, including divisions tasked with law enforcement or investigatory functions.

(5) The Contractor further agrees to include the above clause in each subcontract, at every tier, financed in whole or in part with Federal assistance provided by the FTA.

PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

The Contractor agrees to comply with 2 CFR 200.216 and Public Law 115-232, Section 889, and may not 1) procure or obtain; 2) extend or renew a contract to procure; or 3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system for this federally

funded agreement. As described in, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

- a) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- b) Telecommunications or video surveillance services provided by such entities or using such equipment.
- c) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

TRAFFICKING IN PERSONS

Contractor agrees that it and its employees that participate in the contract, may not: Engage in severe forms of trafficking in persons during the period of time the contract is in effect, procure a commercial sex act during the period of time that the contract is in effect, or use forced labor in the performance of the contract or subcontracts thereunder. Contractor will inform City immediately of any information it receives from any source alleging a violation of the prohibitions listed in section.

VII – SCOPE OF WORK

VII. SCOPE OF WORK

PROJECT INFORMATION:

With a population of 591,531 people, Fresno is the fifth largest city in California covering an area of 159 square miles. Fresno Area Express (FAX) is the public transit agency and paratransit operator serving the City of Fresno. The FAX fixed-route network consists of a fleet of 138 buses, 110 in operation during peak periods servicing 18 routes covering 457 directional route miles. Paratransit operations are serviced by a fleet of 50 vehicles. In FY2024, FAX provided 9,606,251 passenger trips while Handy Ride provided 154,181 transit trips.

The FAX fixed-route network consists of 1,518 bus stops. Because of the wide range of weather conditions experienced in Fresno, ranging from occasional sub-freezing temperatures in the winter to routine 100+ degree summers, bus stop shading is an important element of this project. A key focus of this project is recommendations for low-cost, and even temporary shading options for those fixed-route transit bus stops without shading.

SCOPE OF WORK:

This scope defines the comprehensive requirements for the selected vendor to undertake the development of the Transit Design Guidelines and Toolkit. These tools are intended to systematically document findings into a robust resource to facilitate the efficient design and standardization of station elements and amenities for FAX's transit network. The primary goal of the Guidelines and Toolkit is to consolidate essential programmatic information necessary for the development of passenger facilities, encompassing everything from small local bus stops to major neighborhood centers.

The foundation of the Transit Design Guidelines and Toolkit will be built upon NACTO standards, including lane configurations, stop locations, and bicycle interactions, customized to suit FAX's specific needs and operational context. The selected vendor will integrate existing FAX data and collaborate closely with the City of Fresno and Caltrans to ensure alignment with regional standards and requirements. Given Fresno's diverse weather conditions, including temperature extremes, particular emphasis will be placed on developing creative shading solutions. This will include exploring low-cost and temporary shading options that enhance passenger comfort and safety.

The resulting document will serve as a comprehensive guidebook, providing clear and actionable guidelines for the design and implementation of transit facilities across the FAX fixed-route network. By establishing a standardized approach, FAX aims to streamline future development efforts, improve consistency in station design, and enhance the overall quality of transit services provided to the community.

Task 1 – Project Management

The selected vendor will operate as an extension of FAX staff by providing project management, facilitating information exchange, coordinating, and conducting internal meetings, and the quality assurance (QA) review of deliverables. The project team will coordinate with the FAX Project Manager to manage the successful execution of this scope of work. The Project Management task ensures efficient delivery of the Transit Design Guidelines and Toolkit development project, facilitating seamless coordination and communication among stakeholders. Key activities include:

1. General
 - a. Manage project activities over an anticipated 18-month duration within allocated budget and timeline.
 - b. Coordinate closely with FAX Project Manager, FAX Capital Development, FAX Operations, FAX Assets and Facilities, City of Fresno Public Works, and City of Fresno Planning as required.
2. Meetings
 - a. Conduct a kick-off meeting at project onset with selected vendor staff, FAX Project Manager, FAX staff, City staff, and relevant agencies.
 - b. Initially hold weekly progress meetings, transitioning to bi-monthly or as needed, utilizing both in-person and virtual platforms for optimal participation.
 - c. Internal meetings with City staff, as necessary.
3. Progress Reports
 - a. Prepare and submit monthly progress reports coinciding with invoice submissions.
4. Project Schedule Management
 - a. Develop and maintain a detailed project schedule, tracking milestones and deliverables throughout the project lifecycle.
 - b. Manage meeting logistics including agendas, materials, and minutes to ensure effective communication and progress tracking.

Task 2 – Development of Draft Transit Design Guidelines and Toolkit

The purpose of this task is to develop a comprehensive Draft Transit Design Guidelines and Toolkit that builds upon NACTO standards and addresses specific needs of the FAX transit network. The Draft Guidelines and Toolkit will serve as essential resources for the systematic development of transit facilities, ranging from local bus stops to major transit centers, across Fresno. The Draft Design Guidelines and Toolkit will be developed into a resource that defines a clear vision for transit facilities and a set of standard transit amenities that create consistency in design across the entire FAX bus transit network through Task 4. This task will include the following, but is not limited to:

Draft Design Guidelines:

The Draft Design Guidelines will establish standardized drawings and specifications for both new and updated transit facilities within the FAX network. This includes:

1. Standard Bus Stop Designs:
 - a) Development of conceptual plans that adhere to NACTO, Caltrans, and City of Fresno standards.
 - b) Detailed specifications for civil and architectural elements, incorporating feedback from FAX staff regarding criteria such as ridership levels and location specifics.
 - c) Inclusion of recommendations for colors, materials, lighting, and other design elements to ensure consistency and functionality.

2. Transit Center Designs:

- a) Creation of design standards for transit centers, encompassing existing Bus Rapid Transit Stations and other major hubs.
- b) Critical dimensions for civil and architectural elements, with detailed notes on colors, materials, lighting, and amenities.
- c) Integration of platform specifications for Bus Rapid Transit Stations and other high-capacity transit nodes.

3. Shading Elements:

- a) Emphasis on innovative shading solutions tailored to Fresno's varying weather conditions, including sub-freezing winters, scorching summers, and high winds.
- b) Exploration of cost-effective and temporary shading options to enhance passenger comfort and safety at bus stops lacking natural shade that should be considered for the final document.

Draft Toolkit:

1. Amenities and Functional Elements:

- a) Detailed specifications for shelters, seating arrangements, signage, lighting, and informational displays.
- b) Recommendations for ADA-compliant features, emergency communication systems, and surveillance measures.

2. Weather Protection and Comfort:

- a) Design concepts for canopies, roofs, heating, and cooling elements to mitigate weather impacts on passengers.

3. Greening and Aesthetics:

- a) Guidelines for incorporating greenery, landscaping, and stormwater management features to improve aesthetics and environmental sustainability.

4. Operational Considerations:

- a) Strategies for maintenance access, easy-to-clean surfaces, and sustainable practices in transit facility management.

5. Implementation Tools:

- a) Pilot program suggestions for testing new features in controlled settings before broader deployment.
- b) Identification of funding sources and strategies for capital and operational improvements.

Deliverables:

- Draft Transit Design Guidelines and Toolkit incorporating stakeholder feedback and detailed design specifications.

Task 3 – Outreach and Engagement

The Outreach and Engagement task aims to gather comprehensive feedback from FAX riders and stakeholders to inform the development of the Transit Design Guidelines and Toolkit. This includes:

1. Outreach Plan Development:
 - a) Develop an Outreach Plan targeting a diverse range of current and potential FAX riders to solicit input on desired amenities and design preferences for bus stops and transit centers.
 - b) Conduct a passenger survey to capture feedback on amenities such as shelter, seating, signage, and safety features.
 - c) Facilitate focus groups with representative FAX riders to gather qualitative insights and preferences.
 - d) Organize pop-up activities at various bus stops to engage directly with riders and gather real-time feedback.
2. Collaboration with Fresno State Students:
 - a) Partner with Fresno State students involved in a separate existing initiative developing innovative shade solutions for bus stops.
 - b) Review and incorporate creative shade concepts into the toolkit under development.

Deliverables:

- Comprehensive Outreach Plan outlining strategies, methodologies, and anticipated outcomes.
- Compiled survey results and focus group findings.
- Documentation of collaborative efforts with Fresno State students and outcomes of shade solution reviews.

Task 4 - Final Documentation Development

The Final Documentation Development task focuses on compiling and finalizing the Transit Design Guidelines and Toolkit based on feedback and recommendations gathered during outreach activities. This includes:

1. Incorporation of Feedback:
 - a) Develop a review and approval process for final design standards by FAX stakeholders.
 - b) Incorporate feedback received from FAX through a minimum of two review cycles.
2. Document Finalization:
 - a) Develop a finalized document that includes a comprehensive table of contents outlining the structure and contents of the guidelines and toolkit.
 - b) Provide detailed, finalized drawings for a minimum of five standard drawing sets: three sets covering a range of bus stop designs and two sets for transit centers. Ensure each set includes architectural details, dimensions, material specifications, and recommended amenities. The designs should be versatile and address varying conditions, ensuring applicability across different site scenarios.

- c) Create a toolkit designed to address unique cases, including a variety of amenity and shading options tailored to different environments and conditions. This toolkit should offer flexible solutions for non-standard situations and allow for easy customization based on site-specific requirements.
- d) Ensure the final document is accessible in PDF format to facilitate easy dissemination and reference by FAX staff and stakeholders.

Deliverables:

- Final Transit Design Guidelines and Toolkit document in PDF format (FAX ownership).
- Detailed documentation of review cycles and approval processes.
- Standard drawing sets for bus stops and transit centers, including architectural details, dimensions, materials specifications, and recommended amenities.
- CAD files for all standard drawings issued. Files shall be clearly identified as what design they are for.

Request for Proposals Contractor Services for Transit Design Guidelines RFP
No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

CHECK LIST

Contractors are requested to submit this Checklist and the following information, providing the content in the sequence shown below. If the documentation provided is incomplete, the Proposer may be ineligible for award of a Contract.

REQUIRED

- ✓ ☒ 1. **COVER LETTER**
- ✓ ☒ 2. **BUSINESS LICENSE INFORMATION**, page 13
- ✓ ☒ 3. **COST PROPOSAL**, page 14
- ✓ ☒ 4. **PROPOSER QUALIFICATION QUESTIONNAIRE**, page 15
- ✓ ☒ 5. **REFERENCES**, page 18
- ✓ ☒ 6. **ACCEPTANCE OF INDEMNIFICATION & INSURANCE**, page 19 Vendor has exceptions
- ✓ ☒ 7. **BIDDERS LISTING OF SUBCONTRACTORS**, page 20
- ✓ ☒ 8. **DEBARMENT AND SUSPENSION CERTIFICATION**, page 22
- ✓ ☒ 9. **NONLOBBYING CERTIFICATION**, page 23
- ☐ 10. **LOCAL PREFERENCE**, if applicable, page 24
- ✓ ☒ 11. **TAX LIABILITY CERTIFICATION**, page 25
- ✓ ☒ 12. **DISCLOSURE OF CONFLICT OF INTEREST**, page 26
- ✓ ☒ 13. **SIGNATURE PAGE**, page 27
- ✓ ☒ 14. **SAMPLE CERTIFICATION**, page 29
- ☐ 15. **SAMPLE SERVICE CONTRACT**, page 30
- ✓ ☒ 16. **ADDENDA** - Signature page of all Addenda issued
- ✓ ☒ 17. **OTHER REQUIRED DOCUMENTS:**
 - a.) **Key Personnel Resumes**



REQUEST FOR PROPOSALS NO. 12600774

Contractor Services for Transit Design Guidelines

City of Fresno Department of Transportation/FAX

FEBRUARY 27, 2026

PREPARED BY ALTA PLANNING + DESIGN, INC.

IN ASSOCIATION WITH
BODEWELL GROUP

alta

Request for Proposals Contractor Services for Transit Design Guidelines RFP
No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

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 - a.) **Key Personnel Resumes**

1. Cover Letter



Tamra Torrence

Senior Procurement Specialist
City of Fresno
2223 G Street
Fresno, CA 93706
purchasing@fresno.gov

FEBRUARY 27, 2026

Re: Request for Proposals for Contractor Services for Transit Design Guidelines - RFP No. 12600774

Dear Members of the Selection Committee:

Alta Planning + Design, Inc. (Alta) is pleased to submit our proposal to provide Professional Services for the Development of the Transit Design Guidelines and Toolkit for The City of Fresno Department of Transportation/ FAX (FAX). We will deliver **implementable, standard drawings and a practical toolkit that work for small bus stops through major transit centers**, and that reflect FAX's operating reality—from the **Q (Route 1) BRT corridor on Blackstone/Ventura–Kings Canyon** to neighborhood stops citywide.

Alta, partnering with **Bodewell Group** (formerly Southwest Strategies), brings proven experience delivering mobility hub projects and design guidelines in the greater Fresno area. With work in over 500 jurisdictions nationwide, Alta specializes in multimodal, context-sensitive transportation planning that integrates transit, bicycle, pedestrian, roadway, and rail needs—aligning closely with FAX priorities. Our multidisciplinary team of planners, engineers, and designers combine technical expertise and real-world implementation experience within city agencies to produce practical, buildable Transit Design Guidelines. Our approach focuses on standardizing designs, building community and stakeholder buy-in, streamlining coordination, reducing redesign, and providing clear, predictable guidance that helps FAX effectively operationalize the Transit Design Guidelines. Our approach is grounded in:

- **Experience with local context:** Our work through the FCOG Mobility Hubs Feasibility Study afforded us the opportunity to work with FAX and other regional stakeholders to understand the local context and the mobility needs with the local community. This experience, along our experience working with Central Valley communities, helps us understand the community's mobility needs.
- **Industry design leaders and Caltrans familiarity:** Alta practitioners updated content found in the NACTO *Transit Street Design Guide* into the latest *Urban Bikeway Design Guide* for on-the-ground transit stop, bike-transit interface and curbside management details. We'll right size NACTO concepts for Fresno's ROWs and operating practices. **We will align standards with City of Fresno Complete Streets Policy and Caltrans District 6 practices where state facilities interface with transit.**
- **Public Engagement Experts:** The Alta team has extensive experience engaging Central Valley communities and delivering efficient, inclusive public outreach. Building on successful work like the FCOG Mobility Hub Study, our team uses creative, hands-on methods to help residents understand complex transportation concepts. Our team is prepared to lead accessible, trustworthy engagement efforts (both in person and virtual) that effectively reach diverse and underserved communities while ensuring meaningful and efficient participation for the City.
- **Peer Review Opportunities:** The Alta team brings access to a broad bench of technical experts in multimodal transportation design and implementation, as well as analytics, right-of-way, engagement, and implementation procedures. By conducting peer reviews of one another's materials as third-party reviewers, our team can produce deliverables that incorporate diverse perspectives from multiple disciplines and regions. These technical reviewers will include engineers, designers, and planners.

- **Public Sector Experience:** The Alta team includes staff with deep roots in the public sector who understand the practical challenges of implementing transit improvements and Complete Streets. Our team has developed and delivered multimodal transportation plans and mobility guides plans across the country, including in major cities such as Nashville, Detroit, Milwaukee, and San Francisco. Alta staff also led the development of the first of its kind Transit Plan for Caltrans Bay Area (District 4). Through this work, Alta staff compiled a Complete Streets Transit Toolbox to provide information to assist local and regional transit agencies looking to build transit priority and transit access facilities. This experience equips us to engage effectively with FAX staff and stakeholders during small-group discussions and larger workshops, ensuring productive and informed conversations.

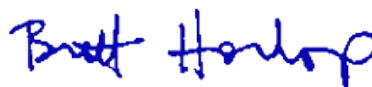
Our team will be led by **Mauricio Hernandez**, bringing over 17 years of multimodal transportation planning and design experience and a strong track record managing complex projects, including the Caltrans Bay Area Transit Plan and FCOG Mobility Hub Study. I, **Sam Corbett**, will serve as Principal-in-Charge, providing quality control and best-practice guidance grounded in Complete Streets planning and implementation. Supported by a multidisciplinary team, the Alta team is well positioned to continue its collaboration with the City to deliver a streamlined, scalable approach to developing Transit Design Guidelines. The team looks forward to continuing its support of FAX and the City of Fresno.

For any questions about this proposal or our qualifications, please contact me by phone at **(720) 743-2410** or by email at **samcorbett@altago.com**. We appreciate your consideration and look forward to hearing from you.

Sincerely,



Sam Corbett
Principal-In-Charge
Alta Planning + Design, Inc.



Brett Hondorp, AICP
President, CEO (*Authorized to Bind*)
Alta Planning + Design, Inc.

2. Business License Information

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

BUSINESS LOCATION AND LICENSE

BUSINESS LOCATION

- ☒ The undersigned Proposer does not maintain a place of business in the City of Fresno.
- ☐ The undersigned Proposer maintains a place of business in the City of Fresno at: _____, Fresno, CA _____.

BUSINESS LICENSE

- ☐ The undersigned Proposer has a current City of Fresno Business License and the number is _____.

3. Cost Proposal

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name: Alta Planning + Design, Inc.
(Submit with Proposal)

COST PROPOSAL

Having carefully examined the Request for Proposals, attachments and related documents, the undersigned proposes and agrees to provide to the City of Fresno, in accordance with the Specifications annexed hereto and made a part thereof, the services at the following rates:

Task #	Task Description	Costs
1	Project Development	\$ <u>49,861</u>
2	Development of Draft Transit Design Guidelines and Toolkit	\$ <u>123,260</u>
3	Outreach and Engagement	\$ <u>113,330</u>
4	Final Documentation Development	\$ <u>113,480</u>
TOTAL COSTS		\$ <u>399,931</u>

Note: The proposer's cost proposal will be a lump sum, firm fixed amount which shall include all labor, materials, taxes, fees, and any and all other expenses. The cost is not subject to any adjustment on the basis of the proposer's cost experience in performing the contract.

The City will pay for only those items which it actually delivered or received during the term of the Contract.

The City reserves the right to reject any and all proposals at its sole discretion.

4. Proposer Qualification Questionnaire

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name: Alta Planning + Design, Inc.
(Submit with Proposal)

PROPOSER QUALIFICATION QUESTIONNAIRE

The undersigned Proposer submits the following information in accordance with the proposal Specifications:
(Use additional sheets as needed.)

1. a. Business Name (If using more than one business name, please list all names.):
Alta Planning + Design, Inc.
Raimi + Associates, an Alta Company
- b. Address: 101 SW Main Street, Suite 2000, Portland, OR 97204
Is your firm operating as a franchisee? Yes ☐ or No ☒
If yes, list the franchiser, and number of years your business has been franchised:

2. Provide the names, titles, qualifications, years of experience, and years with your firm, for all key personnel in authority in your business, including the key personnel that will be involved in this project, and the extent to which they will be involved in the performance of this Contract.
See page 9-12

3. How many years has your business been established? 30 years
How many years has your business been under your present name? 25 years
How many years under former names? (List names and number of years)
Alta Transportation Consultants, 5 years (1996-2001)

4. How many years has your business been providing services? 30 years

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

PROPOSER QUALIFICATION QUESTIONNAIRE (Continued)

5. What other types of services does your business provide?
Transportation Planning, Civil Engineering, Transportation Engineering, Landscape Architecture,
Urban Planning, Transportation Demand Management, Public Engagement, Safe Routes to School

6. Do you have any affiliated companies? (If parent company, list subsidiaries and divisions. If subsidiary or division, name parent company, its principals, and their addresses):
See page 13

7. Have there been any contract terminations for the services your firm performed before the fulfillment of the contract within the past three years? Yes ☐ or No ☒
a. If so, list the date, client, and reason for termination below:

8. How much experience does your staff have with NACTO standards?
See page 14-15

9. Outline your support services including establishing direct lines of communication between City staff and your project leads.
See page 16

10. Provide past examples of corrective measures supplied for failure to meet minimum standards.
See page 16

11. Explain how your company ensures full compliance with all required regulations.
See page 17

12. Describe your company's approach to ensuring quality and comprehensive products and services.
See page 17

Request for Proposals Contractor Services for Transit Design Guidelines
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Proposer's Name Alta Planning + Design, Inc.
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PROPOSER QUALIFICATION QUESTIONNAIRE (Continued)

13. Submit a comprehensive plan for addressing the requirements listed in the Scope of Work.

See page 18-27

14. Provide an organization chart, indicating full-time personnel, job titles, locations, and whether each individual works out of an office or is in the field.

See page 28-29

15. How does your company stay up to date with the latest industry trends and developments?

See page 30

16. What differentiates your service from competitors, which attribute is most advantageous for FAX?

See page 31-42

17. What is your company's typical response times for resolutions to critical issues?

See page 43

18. Has your agency received any awards recognition, or commendations for past performance? Please share details.

See page 43-44

Question 2.

Provide the names, titles, qualifications, years of experience, and years with your firm, for all key personnel in authority in your business, including the key personnel that will be involved in this project, and the extent to which they will be involved in the performance of this Contract.

The Alta Team

Alta provides proven project management and balanced technical expertise with an exceptional record of successfully delivering first-of-their-kind projects related to sustainable mobility and accessibility.

Our team will be **collaborative and flexible**, providing the leadership needed to build consensus among stakeholders, establish evaluation criteria, collect and review data and best practices, develop the transit strategies toolbox, and successfully complete the final design guidelines.

Our team **has established relationships** with key project stakeholders in Fresno through our work on the FCOG Mobility Hubs Feasibility Study. This team understands not only the mobility needs within the local community, but also how to deliver innovative transportation projects involving familiar agencies and stakeholders.

We bring **innovative and equity-focused bicultural and bilingual staff**. Through our straightforward communication style and bilingual staff, we are able to produce outreach strategies and successful designs and plans that meet the needs of the community. We are proud that our bicultural staff are experts at listening to the public, conveying technical issues in a clear manner, offering distinct choices and options to the public, and explaining trade-offs. We make contact with the community early and build confidence by addressing specific issues with a documented approach. Our outreach process is inclusive, interactive, iterative, and productive.

Core Team Roles and Qualifications

The Alta team will leverage our personal experiences, technical knowledge, lessons learned, and community and jurisdictional relationships to develop and implement a positive and productive community-based process for the development of Transit Design Guidelines and Toolkit for FAX.

Our team will successfully deliver this project for you within the planned schedule. We will accomplish this through a proven approach to project management that has delivered excellent results for our clients. We collaboratively define the project objectives, develop a plan to achieve those objectives, and then execute that plan. Execution is achieved through a deep bench of technical resources guided by a strong management team, consisting of project and task managers with a wide range of experience. The entire team will be focused on providing FAX with the dedicated and responsive service needed to successfully complete the Guidelines and Toolkit on schedule and on budget.

Based on our experience in providing similar design guidance documents, we have structured our project team organization to reflect the actual reporting structure and communications process that has accounted for our past project successes.

Our Core Team, which includes our Principal-in-Charge, Project Manager, Assistant Project Manager, and Project Advisors, is the backbone and strength of our team and is comprised of knowledgeable experts. **An overview of the responsibilities and interfaces of our Project Manager and other staff are summarized in the Key Personnel table on the following pages.**

***People are what makes projects successful.** The best opportunity for success is achieved by providing the right staff who apply best practices, have local knowledge, and who can leverage their experience delivering equally complex projects.*

Question 2. (Continued)

Mauricio Hernández, Alta Project Manager

Alta's Project Manager, Mauricio Hernández, brings over 17 years of experience managing projects that help communities design and implement innovative mobility solutions, including transit/bicycle integration policy, sustainable transportation network development, and transportation demand management approaches. He excels at handling project details, leading multi-disciplinary teams, and developing innovative planning and public engagement strategies. Mauricio will be the **main point-of-contact** and will collaborate closely with the FAX Project Manager to meet the project's needs in a timely and efficient manner.

Since Mauricio began his planning career, he has had the opportunity to contribute to and lead many innovative and complex transportation infrastructure projects across the country. His experience spans the public and private sectors, including positions with the District of Columbia Department of Transportation, where he helped implement one of the country's first micromobility programs (Capital Bikeshare) and expand transit operations of DC's Circulator Bus and DC Streetcar, as well as with the City of Fort Lauderdale, Florida, where he helped coordinate mobility efforts with a focus on transit and micromobility expansion in Broward County. His "behind-the-counter" perspective gained from implementing transportation projects for public entities informs his project management approach.

Mauricio has worked with varied California communities to address mobility issues in areas with diverse needs and populations, including leading countywide mobility plans for Sacramento and Santa Clara Counties, bringing "Quick Build" transit access and plaza design to the Fruitvale neighborhood in Oakland, and working with Caltrans Bay Area developing a Transit Master Plan to improve transit service and improve access to and integration between transit modes.

Originally from Bogotá, Colombia, he strives to incorporate bilingual public involvement strategies and social justice elements to the transportation planning process. Over the course of his career, Mauricio has engaged with numerous stakeholders to achieve

consensus. His work regularly involves collaboration with a range of elected officials, governmental agencies, community advocates, residents, employers, and community-based organizations. He is particularly passionate about engaging members of the public, and reaching people who may not have been traditionally engaged in the public planning processes in the past. His approach is centered on innovative and equity-focused engagement methods that leverage his bicultural and bilingual (English/Spanish) skillset.



Key Responsibilities

As Project Manager, Mauricio will be responsible for the following key functions:

- Monitor quality of team performance, manage the availability of technical resources, and resolve project issues
- Create opportunity to bring added value to the project, including time and cost-savings, report project schedule and progress to FAX
- Coordinate with project staff to maintain consistency, quality and uniformity of work, and regularly oversee the work of task leaders
- Attend and facilitate stakeholder working group meetings and project coordination meetings
- Participate in community outreach events
- Resolve internal/external conflicts in a timely manner

Question 2. (Continued)

KEY PERSONNEL

Alta will serve as the prime consultant for this project. **Bodewell Group** (formerly Southwest Strategies) will serve as a public outreach subconsultant and will support Alta throughout the project.

Key team members are described in the table below. Full resumes for all staff can be found in **Section 17** starting on **page 69**.

STAFF NAME AND TITLE	QUALIFICATIONS AND PROJECT EXPERIENCE
 Sam Corbett Principal-in-Charge <i>Extent of Involvement: 10%</i> <i>Years of Experience: 28</i> <i>Years at Alta: 10</i> Alta	Sam specializes in transit planning, transportation demand management, transportation system improvements, multimodal planning, bicycle and pedestrian planning and design, traffic calming and grant funding. Sam’s role will be overall project oversight and quality control. He will lead our team in bringing their best ideas forward and oversee quality of performance and availability of resources for all tasks. • Caltrans Bay Area (District 4) Transit Plan, CA • Sacramento State University TDM Plan, CA • Los Angeles BSS Canoga Park Urban Cooling Strategies, CA • Mountain View Comprehensive Modal Plan, CA
 Mauricio Hernández Project Manager <i>Extent of Involvement: 35%</i> <i>Years of Experience: 17</i> <i>Years at Alta: 6</i> Alta	Mauricio has worked across California to address mobility issues in areas with diverse needs and populations. He’s worked with regional transit and mobility departments including Fresno Council of Governments and Caltrans Bay Area, working on the first of their kind Mobility Hub studies, Transit Plans and Regional Bike Highway Feasibility Studies. He’s led countywide mobility plans for Sacramento and Santa Clara Counties, bringing “Quick Build” transit access and plaza design to the Fruitvale neighborhood in Oakland, and continues to work with Central Valley communities on improving access and safety for people walking and biking. Mauricio’s role will be to manage all aspects of the project, oversee and coordinate the efforts of the team. • Caltrans Bay Area (District 4) Transit Plan, CA • Fresno Council of Governments Mobility Hub Feasibility Study, CA • Santa Clara County Active Transportation Plan, CA
 Derek Abe Design Advisor <i>Extent of Involvement: 20%</i> <i>Years of Experience: 17</i> <i>Years at Alta: 14</i> Alta	As a national expert in active transportation facility design, Derek elevates deep technical knowledge of facility design standards and guidelines. He served as principal author to the most recent NACTO <i>Urban Bikeway Design Guide</i> that includes the latest bikeway network design principles, contextualizing bikeways in relation to transit, pedestrians, and other micromobility devices, and safe intersection design approach and tools for jurisdictions to support their communities safe, active transportation needs. Derek will advise on design and technical elements during the duration of the project, working closely with the project team. He will also provide QA/QC for all work. • NACTO <i>Urban Bikeway Design Guide Update</i> • NACTO <i>Designing for Small Things with Wheels Working Paper</i> • TriMet Division Street Transit Project, Portland, OR

Question 2. (Continued)

STAFF NAME AND TITLE	QUALIFICATIONS AND PROJECT EXPERIENCE
 Charlie Simpson Assistant Project Manager <i>Extent of Involvement: 40%</i> <i>Years of Experience: 13</i> <i>Years at Alta: 7</i> Alta	Charlie is a passionate transportation planner and advocate for safe streets that meet the needs of all ages and abilities. He continually works to ensure that equity guides his work and is energized by building relationships with communities. As Assistant Project Manager, Charlie will assist Sam and Mauricio with project management tasks and serve as the lead project planner. • Caltrans Bay Area (District 4) Transit Plan, CA • Fresno Council of Governments Mobility Hub Feasibility Study, CA • Campbell Multimodal Transportation Plan, CA
 Lisa Ballard, PE Engineering Advisor <i>Extent of Involvement: 20%</i> <i>Years of Experience: 29</i> <i>Years at Alta: < 1</i> Alta	Lisa is a transportation engineer who specializes in resolving complex, multi-agency design challenges, bringing competing standards, stakeholder priorities, and technical constraints into alignment so that projects can move forward. With nearly 30 years of experience spanning public agencies, consulting, and research, she bridges the gap between planning vision and engineering practice, translating policy goals into feasible, buildable solutions. Her time at the Washington State Department of Transportation and King County Metro gave her firsthand experience navigating conflicts between state DOT, national, and local agency guidance. • King County Metro Transit Speed and Reliability Program, King County, WA* • WSDOT SR 522/523 and I-405 STRIDE Bus Rapid Transit Corridor Integration, King County, WA* • WSDOT Removing Highway Barriers to High Capacity Transit Station Access, WA*
 Nina Napolitano Manager of Public Affairs/ Outreach Lead <i>Extent of Involvement: 30%</i> <i>Years of Experience: 13</i> <i>Years at Bodewell: < 1</i> Bodewell	As Manager of Public Affairs at Bodewell Group, Nina uses her background in public information, government relations, crisis communications, community outreach, and strategic planning to provide communication services to a variety of public and private clients in the state of California. Before joining Bodewell, Nina worked as a Senior Communications Specialist for the Virginia Department of Transportation (VDOT), where she spearheaded multiple award-winning transportation outreach and public safety campaigns • TradePort California, Fresno, CA • Lockeford-Lodi, San Joaquin County, CA • Paso Robles Area Reinforcement Project, Paso Robles, CA • Stakeholder Engagement and Public Education Program, Fresno, CA

Question 6.

Do you have any affiliated companies? (If parent company, list subsidiaries and divisions. If subsidiary or division, name parent company, its principals, and their addresses):

Affiliated Companies

Affiliate Name	Relation to Alta	Principals	Addresses
Alta Planning + Design, Global Operations, LLC	Subsidiary	Brett Hondorp	101 SW Main Street, Suite 2000, Portland, OR 97204
Alta Planning + Design – Hong Kong, Limited	Subsidiary	Brett Hondorp	101 SW Main Street, Suite 2000, Portland, OR 97204
Alta Planning + Design – Canada, Inc.	Subsidiary	Brett Hondorp	101 SW Main Street, Suite 2000, Portland, OR 97204
Alta Planning + Design – Vietnam Company Limited	Subsidiary	Brett Hondorp	101 SW Main Street, Suite 2000, Portland, OR 97204
Alta Professional Services, LLC	Subsidiary	Brett Hondorp	101 SW Main Street, Suite 2000, Portland, OR 97204
Alta Engineering SE, PLLC	Subsidiary	Brett Hondorp	101 SW Main Street, Suite 2000, Portland, OR 97204
Alta Professional Services – Engineering, LLC	Subsidiary	Brett Hondorp	101 SW Main Street, Suite 2000, Portland, OR 97204
Alta Landscape Architecture SE, PLLC	Subsidiary	Brett Hondorp	101 SW Main Street, Suite 2000, Portland, OR 97204
H + Z Engineering + Landscape Architecture, D.P.C.	Subsidiary	Brett Hondorp	101 SW Main Street, Suite 2000, Portland, OR 97204
Trilon Group, LLC	Holding Company	Michael Renshaw	1200 17th St., Suite 860 Denver, CO 80202
Trilon Transportation C-Corp Holdings, Inc	Parent Company	Michael Renshaw	1200 17th St., Suite 860 Denver, CO 80202
Trilon Transportation Holdings, LLC	Parent Company	Michael Renshaw	1200 17th St., Suite 860 Denver, CO 80202
Waggoner Engineering, Inc.	Sister Company	Emad Al-Turk	143-A LeFleurs Square Jackson, MS 39211
ESI Consultants, Ltd	Sister Company	Joe Chiczewski	100 S. 4th Street, Suite 550, St. Louis, MO 63102
DRMP Inc	Sister Company	Larry Smith	941 Lake Baldwin Lane, Orlando, FL
Ramey Kemp & Associates, Inc.	Sister Company	Montell Irvin	941 Lake Baldwin Lane, Orlando, FL
The Mannik & Smith Group, Inc	Sister Company	Dean Niese	1800 Indian Wood Circle Maumee, Ohio 43537
CPH. Inc	Sister Company	Peter-John Sutch	500 W Fulton Street, Sanford, Florida 32771
Fehr Graham	Sister Company	Mick Gronewold	101 West Stephenson Street Freeport, IL 61032
Gonzalez Companies	Sister Company	Carlos Huddleston	100 S. 4th Street, Suite 550, St. Louis, MO 63102
Wilson Engineers	Sister Company	Phil Noonan	1620 W Fountainhead Pkwy Suite 501, Tempe, AZ 85282
Sigma Consulting Group	Sister Company		143-A LeFleurs Square Jackson, MS 39211
Consulting & Municipal Engineers (CME)	Sister Company	Andy Paluri	3141 Bordentown Ave Parlin, NJ 08859
HMB Professional Engineers, Inc.	Sister Company	Rob Dowler	3 HMB Circle Frankfort, KY 40601
Horrocks	Sister Company	Bryan Foote	2162 West Grove Pkwy., Ste. 100 Pleasant Grove, UT 84062
Fuss & O'Neil	Sister Company	Kevin Grigg	One Financial Plaza, 15th Floor Hartford, CT 06103
RDA	Sister Company		11100 Endeavor Court, Suite 200 Manassas, VA 20109

Question 8.

How much experience does your staff have with NACTO standards?

National Best Practices and Guidance

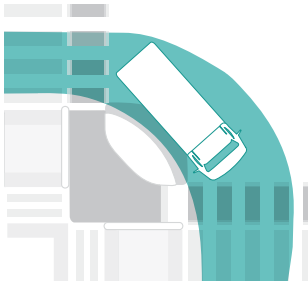
Our Alta staff have deep experience with NACTO standards, with many of our staff being key contributors to the development of NACTO standards. Alta has conducted national studies for the US Department of Transportation and FHWA. We have developed many of the guidance used today for multimodal transportation.

Alta is dedicated to fostering and prototyping innovative mobility concepts to advance sustainable, equitable, safe, and connected transportation.

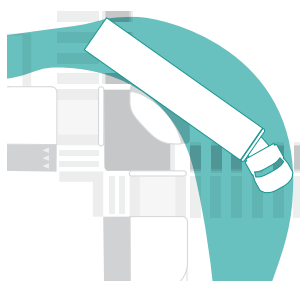
REPRESENTATIVE PROJECTS

- NACTO Shared Micromobility Permitting, Process, and Participation
- NACTO Urban Bikeway Design Guide
- NACTO Don't Give Up at the Intersection
- Transit Center Measures for Success: New Tools for Shaping Transportation Behavior Report
- FHWA Measuring Multimodal Connectivity
- FHWA Noteworthy Local Policies That Support Safe and Complete Pedestrian and Bicycle Networks
- FHWA Small Town and Rural Multimodal Networks Guide

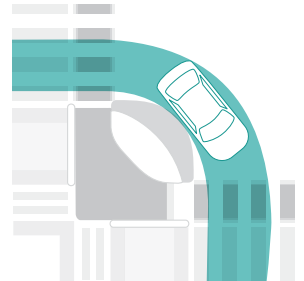
Design Vehicle



Control Vehicle



Managed Vehicle



Don't Give Up at the Intersection expands the NACTO Urban Bikeway Design Guide, adding detailed guidance on intersection design treatments that reduce vehicle-bike and vehicle-pedestrian conflicts.

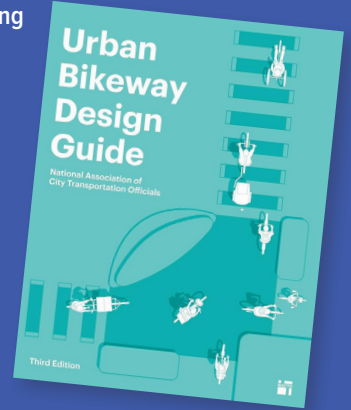
PROJECT SPOTLIGHT:

NACTO Urban Bikeway Design Guide Update and Trainings

Since 2010, Alta has worked with the National Association of City Transportation Officials (NACTO) to develop the *Urban Bikeway Design Guide*, an interactive document providing state-of-the-practice solutions for on-street bikeway treatments based on national and international practices, policies, and programs.

In 2024, Alta assisted NACTO with creating the next generation of bikeway design guidance, providing content for several sections of the recently published 3rd edition of the NACTO *Urban Bikeway Design Guide*.

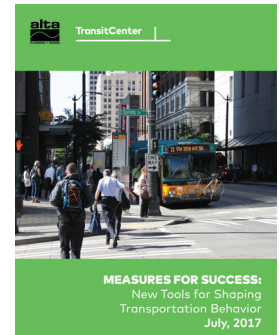
Derek Abe, the proposed Design Advisor on our Fresno FAX team, led this effort as Project Manager. This content includes integrating intersection guidance as well as integration with transit and many smaller sections on design details.



Alta has developed multiple half- and full-day Complete Streets design trainings for NACTO member cities. Alta staff have been providing NACTO trainings since 2012 as certified trainers, and have developed customized intersection design trainings as a part of every Designing Cities Conference to date. Derek instructs NACTO's Intersection Designing training for local agency staff, advocates, and the private sector from around the country.



The Small Town and Rural Multimodal Networks Guide translates existing street design guidance and facility types for vulnerable road user safety and comfort in a rural context through compelling photographs, visual illustrations, and technical diagrams.



Transit Center Measures for Success Report

Question 8. (Continued)

Alta's In-House NACTO Expert:

Derek Abe

NATIONAL INNOVATIVE TRANSPORTATION DESIGN LEADER



REGISTRATIONS

Project Management
Certification, PSMJ
NACTO Instructor

PROFESSIONAL HIGHLIGHTS

Adjunct Faculty at Portland
State University School of
Urban Studies and Planning

Transit-Oriented Development
Steering Committee Member,
Oregon Metro Regional
Government

Initiative for Bicycle and
Pedestrian Innovation (IBPI)
Fellow, Oregon Transportation
Research and Education
Consortium



Division Street Transit Project, Portland, OR

As Project Manager, Derek worked with TriMet to design a concept for new integrated bus rapid transit platforms that would safely accommodate pedestrians, passengers, and bicyclists. He led a precedent study of existing facility types, evaluated the issues, advantages/disadvantages, and trade-offs of the range of station typologies, and facilitated discussions with advisory groups and stakeholders to advance a final design concept. This iterative design process coincided with the 30% drawing set, and led to the construction of a full-scale mock-up and live demonstration evaluation.

“I have to say the urban design integration is so thoughtful on so many levels. The consistent green branding, the sleek form of the shelters, the subtle queues of directional / tactile wayfinding. There (are) a million details that tie together this work so wonderfully. I am so appreciative of your contributions!”

- **Fiona Lyon, Design Manager, TriMet, Portland, OR**

Question 9.

Outline your support services including establishing direct lines of communication between City staff and your project leads.

SUPPORT SERVICES FOR COMMUNICATION

Quality control, communication, and project value involves Project Manager and Principal-in-Charge review of every project deliverable. Additionally, our Design Advisor will provide focused QA/QC on technical elements of the guidance. Alta's Project Manager will be in regular contact with the City Project Manager to keep them apprised of progress and seek input at key decision points. Managing this project effectively will require excellent communication skills so each member involved, including the various agencies and consultant team members, has a common understanding and expectation of the project outcome. Our team is small enough to provide personalized service, and large enough to include an array of skillsets to serve multiple projects at once. Our team will help create and deliver a collaborative process between FAX staff and key project stakeholders. We take special pride in our ability to generate effective and informative collaborative relationships with our clients and project partners.

Question 10.

Provide past examples of corrective measures supplied for failure to meet minimum standards.

CORRECTIVE MEASURES FOR MINIMUM STANDARDS

Alta has addressed accessibility non-conformances across multiple transit and corridor projects, using NACTO design guidance as the baseline for best practice, local agency standards, and American with Disabilities Act (ADA)/ Public Right-of-Way Accessibility Guidelines (PROWAG) as the non-negotiable floor for compliance.

When existing conditions fall short of legal accessibility requirements, a clear remediation pathway is essential. On the Alta led Adeline Transportation Improvements Project in Berkeley, we are conducting a corridor audit to identify non-conformances in boarding area dimensions, cross-slopes, and accessible route connectivity, developing a prioritization framework to sequence improvements within available budget. On the TriMet Division FX project in Portland, Oregon, our team identified potential conflicts with accessible routes and ramp widths during the concept phase. On the Tualatin, Oregon, Moving Forward Bond program, we worked with the transit agency, TriMet, to relocate a bus stop that was too steep to conform to ADA/PROWAG standards.

In many cases, corrections surface through the design process itself rather than a standalone audit. On the South Higuera Street project in San Luis Obispo, retrofitting signals for new bike lanes also required updating ADA ramps and push buttons to current standards.

Where codified standards conflict with site constraints such as constrained sidewalk widths or right-of-way limitations affecting shelter placement or bicycle facility geometry, our team documents the underlying safety intent and works with the jurisdiction and transit agency to evaluate alternative solutions that meet or exceed that intent.

Question 11.

Explain how your company ensures full compliance with all required regulations.

REGULATORY COMPLIANCE

Alta is the leading bicycle and walking planning, programs, and design firm in the country, having planned and designed projects nationwide. Alta staff are intimately familiar with federal, state, and local regulations and standards from the FHWA to local departments of transportation. Our pedestrian improvements meet ADA and Architectural Barriers Act (ABA) standards and our bicycle facility improvements conform to both California MUTCD and the AASHTO *Guide for the Development of Bicycle Facilities* (5th Ed.).

In addition, we have been on the forefront of developing additional national level guidelines to improve pedestrian and bicycle safety. We participated in the development of the NACTO *Urban Bikeway Design Guide*, which has been endorsed by the United States Department of Transportation and addresses the limitations of the AASHTO *Guide for the Development of Bicycle Facilities*, and California MUTCD for bikeway development in urban areas.

Question 12.

Describe your company's approach to ensuring quality and comprehensive products and services.

APPROACH TO QUALITY PRODUCTS/SERVICES

Alta takes pride in producing quality plans, specifications, and cost estimates and works to see that all team members have the information necessary to produce high-quality results. We have established quality assurance policies/guidelines to implement quality, cost, and schedule control daily. We require our subconsultants to apply equivalent quality and cost control procedures on their work, and all work will be reviewed by Alta before submitting to FAX for review.

The QA/QC process will be led by the designated Principal-In-Charge for the project, whose primary role will be to see the integration of goals of the project and to verify the accuracy and consistency of project deliverables. Alta utilizes Bluebeam Revu for deliverables review which allows us to document all the review comments and see that all comments are addressed prior to submitting to our clients. By using Bluebeam Sessions for our QA/QC process, we improve efficiency during the review process, and it allows us to utilize our design experts across the company as reviewers.

Our team employs a three-tier quality control system that includes (1) an in-house editor who reviews all materials, (2) independent review by principals, and (3) in-house scheduling and management tools.

Our QA/QC process will provide both plan verification and schedule compliance. All members of the project team have the authority to identify problems, and to initiate, recommend, provide, and verify the necessary solutions.

Our quality management procedures will see that:

- Work is performed by qualified personnel
- The necessary information is documented, checked, transmitted and reviewed for completeness
- Documents will be peer-reviewed by staff for accuracy
- Products are reviewed by staff not directly involved in the project to provide a fresh perspective and insight

Question 13.

Submit a comprehensive plan for addressing the requirements listed in the Scope of Work.

Project Understanding

Alta has aligned with FAX's vision to collaboratively develop a clear, illustrated guidebook supported by standard plans and CAD exhibits, allowing FAX and its partners to confidently select, permit, and construct the appropriate stop—prioritizing cost-effectiveness, equity, and climate resilience.

Fresno's mobility planning framework consists of multiple local, state, and national plans and standards that are not fully aligned, leaving staff and developers to resolve conflicts on a case-by-case basis. The Transit Design Guide (TDG) is intended to reconcile these differences and provide clear, consistent direction to support the City's broader goals of equity, health, climate resilience, and connectivity. Fresno's unique physical conditions—such as wide arterials, extreme heat, major barriers, and limited right-of-way—further complicate implementation. The TDG should address these challenges by offering context-sensitive, multimodal guidance that improves safety, accessibility, and the overall experience for people walking, biking, and using transit.

The TDG should focus on mobility within the street environment and coordinate closely with the City's Mobility Design Guidelines to avoid duplication, particularly for passenger facility design. Given overlapping and sometimes conflicting standards, the TDG must function as a decision-support document that reconciles guidance, clarifies thresholds, and addresses constraints. It should organize recommendations by Fresno's street typologies and include an evaluation framework, performance metrics, and methods for comparing alternatives that align with the City's goals and street conditions.

Why Alta?

Alta's approach is directly aligned with Fresno's needs and the issues outlined above.

Engineering-forward, California-specific expertise:

Alta's engineering team leads this effort with technical rigor and extensive support from our planning team. The team's engineering and planning capacity—distributed across the west, with Oakland as the center of technical work—positions us to resolve conflicts between Caltrans Complete Streets Guidelines, NACTO Street Design Guidelines, City of Fresno Complete Streets Policy, Fresno County Transit Oriented Infrastructure for In-Fill Development (TOD) Program Policies and Guidelines, and national guidance in a manner that is defensible to City engineers and reviewing agencies. We have extensive experience producing standards, design guides, and multimodal analysis tools for California jurisdictions, where reconciling these same conflicts is essential.

Direct experience producing this exact type of document:

Alta recently produced the Culver City Complete Streets Design Guide—a comparable document that required consolidating local and national guidance, defining typology-based standards, developing cross sections and renderings, and building alignment among agencies. Our team has already navigated challenges that Fresno has identified, including the need to quantify rendering scope and develop an evaluation framework. For example, working with Caltrans Bay Area (District 4) our team comprised a Complete Streets Transit Toolbox by considering operational and spatial needs for bus transit along Caltrans right-of-way. Through this toolbox we also provided information to assist local and regional transit agencies looking to build transit priority and transit access facilities. Those lessons will translate directly into a more efficient and clearly scoped TDG process for Fresno.



Question 13. (Continued)

Ability to engage underserved communities

effectively: Our team has significant experience working with bilingual, low income, and disadvantaged communities across California. Our engagement work emphasizes coordination with trusted community partners, field-based outreach, and culturally and linguistically appropriate tools.

Placemaking opportunities: Our team recognizes that transit improvements are about much more than transportation and represent an important opportunity to create engaging context-sensitive spaces that activate the area and become activity centers in their own way. We look forward to exploring placemaking approaches with the community and stakeholders. Our experience has taught us that co-creating spaces representative of a local community that are historically and culturally sensitive to each neighborhood requires not just listening to residents but also reflecting what we hear in meaningful ways, and removing preconceived notions of what a mobility experience or a communal experience needs to be.

Transit and first/last-mile integration expertise: Alta has deep experience in multimodal transit planning, first/last mile connections, and integrating bus operations with street design. Our experience working with Caltrans District 4 planners and engineers afforded us the opportunity to understand what is possible within the statewide complete streets guidance for the development of transit facilities. Because the TDG must address transit-street interfaces and passenger facilities, Alta's background enables clean coordination without duplication.

Integrated team: Alta's in-house engineering, planning, graphic design, and technical editing teams ensure that the TDG will be technically accurate, visually consistent, and user-friendly. The draft scope calls for clearly organized content, illustrations, renderings, and a cohesive final document—roles specifically handled by Alta's in-house graphics and editing staff for complex guides across California.

Scope of Work

The anticipated scope of work for the Fresno FAX Transit Design Guide (TDG) is described below. We have proposed a set of core tasks that maximize project funds by focusing on your main priorities with a menu of enhanced optional services, should additional funding be available. The project is assumed to be completed within 18 months from Notice to Proceed (NTP). We look forward to working with you to refine this scope of work to meet your needs and stay within your allocated budget.

TASK 1 – PROJECT MANAGEMENT

1.1 Kickoff Meeting

At the project's onset, the Alta team will plan and facilitate one (1) project kick-off meeting with the Project Management Team (PMT), including the core of the working team from FAX and Alta. Recommended objectives for the kick-off meeting include: Confirm scope, schedule, and budget; review project goals and objectives; establish overall expectations, including communication channels and protocols; confirm the anticipated schedule for project management meetings, invoicing, and progress reporting; discuss outreach and engagement strategy; discuss the anticipated level of effort required for data inventory and updates. At this internal kick-off meeting, Alta will confirm the projects parameters and schedule.

1.2 Project Management Team Meetings

Throughout the duration of the project, there will be ongoing coordination between Alta and FAX's project manager, including email, phone, and written communication to keep FAX staff up-to-date on the development of the Plan. Alta will coordinate up to 6 weekly project management team (PMT) meetings for the first two (2) months of the project. Following the early stages of the project, Alta will move to monthly PMT Meetings for the remaining time of the project (total of 16). Alta will prepare agendas and meeting notes for status meetings. These meetings will allow for close communication on upcoming tasks and review of deliverables. Contractor has included up to 22 PMT virtual (i.e., video conference) meetings. NOTE: Whenever needed, Alta will involve subconsultants to join PMT meetings.

Question 13. (Continued)

1.3 Project Management

Alta will provide monthly project status updates for the team's work that will include budget and deliverable progress. Monthly project status reports will be included with each monthly invoice. Reports will also summarize tasks completed and outline tasks to be completed over the next 30 days. Alta has access to a variety of traditional and cloud-based tools for project management, which can provide all team members with the ability to track the project schedule, view meeting minutes and key action items, and better understand critical path tasks. We will discuss the best option that aligns with the City's available technology and preferred project management tools.

1.4 Schedule Development

Alta will develop and maintain a detailed project schedule to track milestones and deliverables throughout the project lifecycle. Alta uses Wrike to manage meetings, tasks, and deliverables. Following the project kick-off meeting, the Alta project manager will develop an online, interactive schedule and Gantt chart to track all meetings and project materials and to support effective project coordination. The interactive schedule will be updated monthly and will allow FAX staff to review up-to-date progress on all active and upcoming deliverables.

Task Deliverables:

- Kick-off Meeting (up to one [1])
- Project Management Team Meetings (up to 22)

- Monthly Project Management reports and invoices
- Schedule development and maintenance

TASK 2 –DRAFT TRANSIT DESIGN GUIDELINES AND TOOLKIT

2.1. Design Guidelines

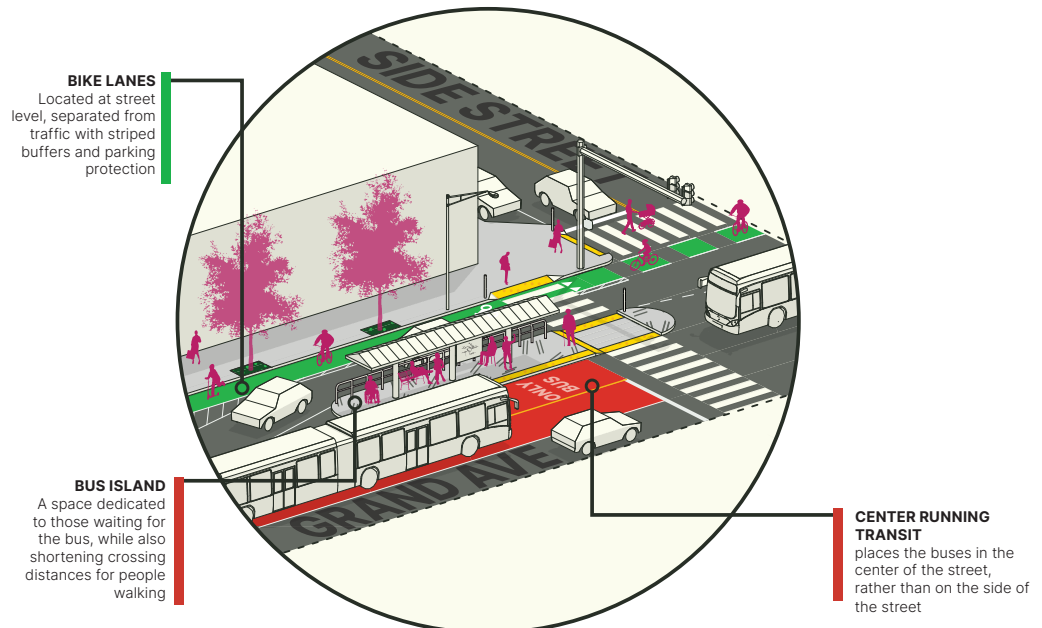
Alta will prepare a Draft Transit Guide which will include a review of recommended design standards for elements including but not limited to, standard bus stop designs, transit center designs, shading elements, and other amenities. Bus stop classification guidance (low ridership, high ridership, major transit center, etc.) will be identified based on feedback from FAX staff. Considerations will also include interactions with different modes (ex. bike infrastructure, pedestrian infrastructure) and typologies. Prior to this task, we anticipate working with FAX staff to provide direction on pertinent policy, design standards, or national guidance (NACTO, Caltrans APTA, others) to follow and adhere to.

The Design Guidelines will be classification guidance to help FAX staff, developers, and community members understand what is possible along specific stops and streets. Guidance may be identified as required or optional based on City professional judgement. Alta will develop a checklist of design elements that FAX staff can mark as required or optional for each bus stop typology. The guide will consider the following typologies:

- Conventional Bus Stop with No Bikeway Present
- Bus Stop with Bike Lane (class II) present

Alta will prepare a Draft Transit Guide which will include a review of recommended design standards for standard bus stop designs, transit center designs, shading elements, and other amenities.

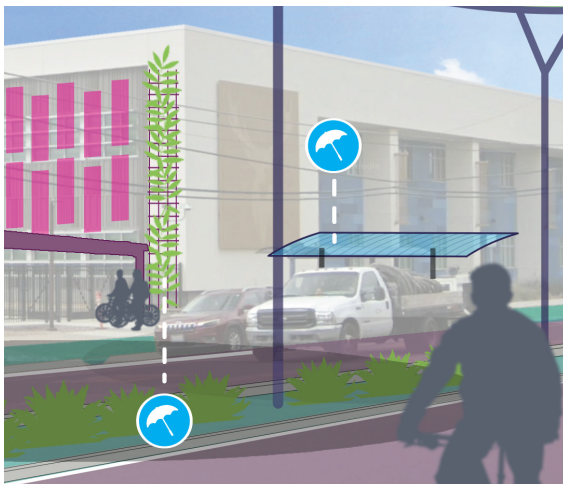
Considerations will also include interactions with different modes, such as bike infrastructure and pedestrian infrastructure, as well as typologies.



Question 13. (Continued)



Shade Treatments



Shade structures, vertical planting walls, and transit stop designs will play a role in cooling improvements along the transportation network. While trees provide the greatest measurable cooling benefits, shade structures are a great tool to use when planting trees is not possible in a particular location.

- Bus stop with bike path
- Constrained spacing bus stop
- Floating Bus Stop with Sidewalk-Grade Bikeway
- Frequent/ BRT Adjacent bus stops
- BRT Station/ shared platform (FCRTA)
- Neighborhood centers and multi bay hubs
- Bicycle parking and end of trip facilities

Alta will develop renderings of mobility designs that create accessible, safe, and sustainable transit stops for all users integrating and prioritizing community needs and context-sensitive planning and engineering. Renderings may feature design elements on their own or may feature multiple design elements as they work together, such as curb ramps and crosswalks. Renderings may include high level dimensioning for technical reference. Alta will develop up to fifteen (15) draft renderings and anticipates up to two rounds of consolidated non-conflicting comments from FAX staff. Alta will supplement these renderings with illustrations and photos of additional design elements throughout the document.



Green Infrastructure



The cooling effect of landscaping, in concert with knowledge of drought resistant plant materials, will be crucial to the nature-based solutions. Our design approach incorporates native plant communities, increases tree canopy, and integrates green stormwater infrastructure into transportation corridors.

In the Guidelines and Toolkit, Alta will emphasize innovative shading solutions tailored to Fresno's varying weather conditions, as well as greenery, landscaping, and stormwater features to improve aesthetics and environmental sustainability.

2.2. Toolkit Development

As part of this task, the Alta team will develop a toolkit which will provide details on Amenities and Elements, Weather Protection and Comfort, Greening and Aesthetic considerations, Operational Considerations and Implementation tools. These will also include recommendations for ADA features, details on shelters and seating arrangements, wayfinding features, lighting considerations and informational displays. The toolkit will be designed to allow for FAX staff, developers, and community members to understand what is possible along specific stops and streets, and what specific improvements are achievable per FAX policy, guidelines, development standards, and preferred vendors.

The following is a list of potential specifications that will be included:

- **Amenity specs:** shelters, seating, lighting, signage, real-time info, security + ADA features.
- **Weather/comfort and shade typologies:** trees, structures, canopies, roofs, wind/sun orientation, cooling add-ons (mistifiers/power where feasible).
- **Greening:** drought tolerant palettes, tree and landscaping species, stormwater planters.

Question 13. (Continued)

- **Maintenance:** finish durability, anti-graffiti coatings, easy-to-clean surfaces, sustainable practices
- **Implementation and Operational considerations:** pilot playbook, funding leads (e.g., state climate/CalSTA, ATP linkages), and procurement templates

Alta anticipates up to two rounds of consolidated non-conflicting comments from FAX staff. Alta will supplement these renderings with illustrations and photos of additional design elements throughout the document.

Task Deliverables:

- Draft Transit Design Guidelines and Toolkit incorporating stakeholder feedback and detailed design specifications.
- Up to two (2) rounds of comments

TASK 3 – OUTREACH AND ENGAGEMENT

As FAX considers the development of a Transit Design Guide, it will be critical to involve internal representatives, citywide stakeholders, and the general public in the process. Early and sustained involvement helps make a successful project, but drawn-out schedules can sap the interest of all but the most serious advocates.

We have developed the following detailed engagement strategy that describes proposed events and identifies the schedule and key considerations for engaging the public in this project. Our team has extensive experience working with various local and regional stakeholders and implementing large-scale engagement strategies. We will leverage that experience to achieve successful coordination and collaboration on public outreach throughout the project.

3.1. Community Engagement Plan

At the outset of the project, the Alta team will develop a Community Engagement Plan (CEP) to define the FAX's goals and objectives engagement related to the project, and outline metrics to gauge the effectiveness of communication strategies at key intervals. The CEP will also identify key stakeholders, community events and other pop-up opportunities, and a menu of outreach approaches to reduce barriers to participation and maximize engagement. The CEP will allow for an iterative process that adapts to community needs and will also inform the overall communications strategy and build directly upon outreach conducted for previous city initiatives. The CEP will prioritize engagement, targeting a diverse range of current and potential FAX riders. The details of this engagement task will be outlined in the CEP, and the level of effort of the plan will match the proposed budget for this task.

3.2. Passenger Survey

In consultation with FAX staff our team will develop a passenger survey in Qualtrics to request information about mobility needs and opportunities from passengers and regular users of transit. The survey will be designed to solicit input and help educate stakeholders and the public about transit design standards and their importance. The survey may also include a section where respondents are presented with example images or renderings of mobility facilities, amenities, signage, and safety features. Results from the survey will help inform the final design standards. We will have printed copies of the survey available at in-person events for those with limited internet access.

3.3. Focus Groups

Alta will facilitate up to five (5) 2-hour focus groups with representative FAX riders to gather qualitative feedback and preferences for transit mobility facilities, amenities and safety features. These focus groups will allow the Alta team to gather additional complementary information to the passenger survey. Feedback gathered will be used to inform the updated design guidelines for transit services.

3.4. Pop-Up Activities (up to 10)

People live increasingly busy lives, and fewer people today have the opportunity to attend conventional public meetings. To make it easier for people to learn and provide input, we will bring the project to the public. The Alta team will facilitate up to ten (10) pop-up activities where there is a high concentration of transit riders throughout the duration of the project. If people are uncomfortable speaking with staff, information will be posted to direct people to engage online. These activities will be held in different parts of the City of Fresno so that a wide range of residents, commuters, and visitors have an opportunity to engage with the project. By focusing on establishing a presence at planned community gatherings, transit facilities or other prominent locations, the Alta team will leverage attendance of large-scale events to generate broad-based engagement and interest in the project. Events will be strategically selected to connect with transit users of all ages and abilities. This may include students, seniors, people with disabilities, immigrant communities and low-income residents. Events that draw residents of disadvantaged neighborhoods will be a particular focus, requiring coordination with local community-based organizations to circulate event notifications.

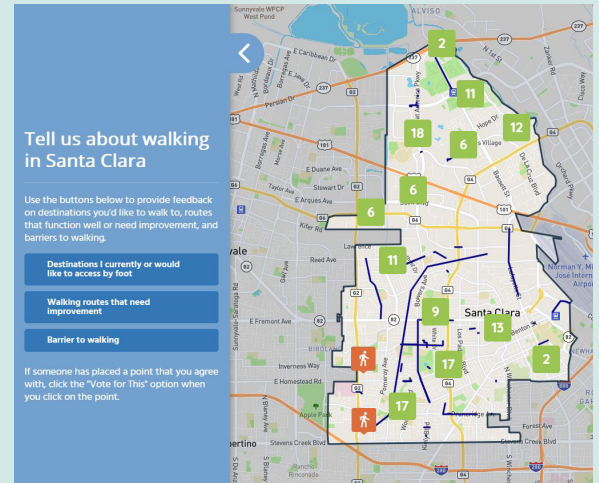
Question 13. (Continued)



Alta's Public and Stakeholder Engagement Approach

Our team of professionals are experts at listening to the public, conveying technical issues in a clear manner, offering distinct choices and options to the public, and explaining trade-offs. We use a variety of innovative techniques, ranging from online surveys, the use of photo-simulation, field reviews, GIS mapping, and interactive public workshops—led virtually or in-person. We make contact with the community early and build confidence by addressing specific issues with a documented approach. Our engagement approach will focus on the following objectives:

- **Leveraging relationships** and the team's existing community connections to engage the public.
- **Creating excitement** around the project through consistent and agile media engagement on both traditional and digital platforms.
- **Communicating in clear and simple language** that is accessible to all levels of proficiency and easily translatable to other languages.
- **Prioritizing transportation equity** for vulnerable populations including the young or the elderly, those with physical disabilities, or with social constructs such as race, ethnicity, poverty, or people who speak different languages.
- **Keeping stakeholders informed** throughout the process and creating a feedback loop so they can clearly identify where and how their input was used.
- **Developing a vision** that is founded in community input and transparent decision-making.
- **Setting the groundwork for implementation** by strengthening connections between the City and stakeholders.



Question 13. (Continued)

The proposed budget for this task includes up to ten (10) two-hour events for up to one (1) Alta team staff and travel time. It is anticipated that staff will use collateral materials developed during other tasks for these pop-up meetings.

3.5. Fresno State Students Charrettes

Just as we did with the FCOG Mobility Hub study, the Alta team will work with FAX Staff to host up to two (2) virtual design charrettes with Fresno State students to help develop innovative shade solutions for bus stops. During these meetings, Alta staff will facilitate discussion about opportunities and needs, and will use Miro Boards to generate ideas on what features to include and the designs to focus on. The proposed budget for this task includes up to two (2) two hour virtual events for up to two Alta team staff. Alta's working relationship with Fresno State will allow us to hit the ball rolling for these charrettes.

3.6. Summary of Engagement

At the conclusion of engagement activities, Alta will develop a memo documenting all activities and findings. We anticipate developing a draft memo and will address one set of consolidated non-contradictory comments on the memo.

Task Deliverables:

- Draft and Final Stakeholder and Community Engagement Plan
- Draft and Final Passenger survey language
- Administration of survey and summary of outcomes
- Focus Groups (up to five 2-hour) and summary
- Popup activities (up to ten 2-hour)
- Stakeholder engagement meetings (up to five 1-hour virtual meetings)
- Summary of Engagement Memo

TASK 4 – FINAL DOCUMENTATION DEVELOPMENT

4.1. Incorporation of Feedback

Using the technical materials and graphics developed in Task 2, engagement feedback collected in Task 3, and the graphics developed in Task 4, Alta will develop a draft Transit Design Guide in InDesign/PDF format. We propose organizing the TDG closely with the facility types and transit elements. The resulting guide should be an easy-to-use, practitioner-focused reference for FAX and City staff, developers, engineers, and community members.

Chapter 1: Introduction — Guiding Principles, How to Use This Document, Policy Context

Chapter 2: Existing Guidance and Standards — Summary of current national and state guidance on transit facility development

Chapter 3: Considerations — will include description of transit bus and operating needs, service types and expected levels of service, turning transit vehicle considerations, vertical deflection and dedicated transit lanes among others. A focus will be on transit passenger, pedestrian, and bike user experience.

Chapter 3: Design Elements & Technical Standards — will serve as a practitioner focused catalog of transit design elements across Fresno's right-of-way. For each element, the TDG will define required and recommended standards, illustrated through clear diagrams and supported by technical references. Content will include guidance for bus stop spacing, future ridership, lighting, bus stop design and bus stop typologies.

Design elements will be paired with high level illustrations demonstrating typical layouts, dimensions, and operational considerations.

Chapter 4: Implementation — will describe the process for FAX and project partners to reconcile design choices in a limited right-of-way. While the specific process will be shaped collaboratively during the project, the implementation framework will generally begin by establishing clear and measurable goals for a project. It will incorporate community and stakeholder engagement, technical analysis, and evaluation of trade-offs.

4.2. Document Finalization

Building on feedback received from the Draft Transit Design Guidelines and feedback collected during engagement, the Alta team will prepare the final TDG which will include details on general considerations, bus stop siting, bus stop design and typologies as well as maintenance considerations and amenities. Alta anticipates working with FAX staff to develop a review and approval process for final standards by internal and external stakeholders including FAX Departments, FCRTA, FCOG and others. Alta anticipates addressing up to two (2) rounds of consolidated non-conflicting comments from stakeholders.

Question 13. (Continued)

All materials developed as part of the Design Guide document will be prepared and reviewed for compliance with the Americans with Disabilities Act (ADA) and the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA, consistent with the U.S. Department of Justice’s new rule on the accessibility of web content and mobile applications provided by state and local governments. For jurisdictions serving populations of 50,000 or more, such as Fresno, compliance with the rule’s requirements is required by April 26, 2027.

For visually complex content where full remediation of color contrast failures is not feasible, Alta will provide linked written summaries highlighting key themes, findings, and takeaways. These summaries will supplement alt text developed for each image to support equivalent access to the information.

Following one (1) round of consolidated, non-conflicting feedback on an initial Draft Design Guide, Alta will develop a Final Draft Design Guide document for City

review. FAX staff comments on this Final Draft will be incorporated as necessary. This version of the Design Guide will be presented to City Council for approval.

Final materials will be provided to FAX staff in a PDF and editable InDesign file.

Task Deliverables:

- Final Transit Design Guidelines and Toolkit document in PDF format (FAX ownership).
- Detailed documentation of review cycles and approval processes.
- Standard drawing sets for bus stops and transit centers, including architectural details, dimensions, materials specifications, and recommended amenities.
- CAD files for all standard drawings issued. Files shall be clearly identified as what design they are for.

03—DESIGN ELEMENTS & TECHNICAL STANDARDS

STANDARDS

REQUIRED

- Bus-only lanes shall be wide enough to comfortably accommodate transit bus vehicles.
- Include bus-only pavement markings and signage, and red-colored paint in compliance with the CA MUTCD.
- If peak-hour transit lanes are implemented, accompanying signage and striping shall be required. Red pavement markings shall not be used for peak-hour lanes.
- Contra-flow bus lanes require signage, signals, and paint to deter motorists from utilizing the bus lane.
- Dedicated median bus lanes must have a width of 11 ft per lane and boarding islands at each stop linked to the sidewalk through a safe pedestrian access point.
- Culver City has implemented transit signal priority at all signalized intersections. Transit signal priority can include prolonged green lights, early green lights, or bus-only green phases. This signal priority is required at all new intersections.

RECOMMENDED

- Consider that curb extensions and separated bike lanes may limit opportunities for bus-only lanes.
- Consider that infrequent transit service may encourage misuse of the lanes by motorists.
- Consider peak-hour transit lanes for buses during hours such as the morning and evening commute.
- Transit lanes may be converted to general purpose travel during off-peak hours. Bus lane enforcement may minimize violations and improve operational efficiency of transit lanes.
- Prohibit vehicular right turns across dedicated bus-only lanes at peak hours.
- Transit lanes are most successful when they are continuous; however, in places where right-of-way is constrained, more focused treatments like queue jump lanes should be considered.

CONTEXT-DEPENDENT

- Dedicated shoulder bus lanes are most effective on major routes with frequent headways (10 minutes at peak).
- If minimum service frequency thresholds are met (either existing or planned), full-time bus lanes may be considered.
- Dedicated transit signals may address unique intersection geometry or specific operating characteristics at an intersection.

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Transit Lanes

Transit lanes provide dedicated space for the movement of transit vehicles, improving frequency and reliability of service on busy streets by reducing delays created by general traffic. Transit lanes offers the ability to leverage mass transit to maximize the passenger throughput of the roadway. When more trips are made using transit, it reduces vehicular demand for general purpose lanes. Additionally, emergency vehicles are permitted to use transit lanes to facilitate faster response times. Transit lanes can be dedicated at all times or for only peak periods. Culver City has implemented transit signal priority at all signalized intersections.

REFERENCES FOR REVIEW

- The Culver City General Plan Mobility Element Update provides additional guidance on when and where to implement dedicated transit lanes.
- NACTO's Transit Street Design Guide, SCAG's Regional Dedicated Transit Lane Study, APTA's Designing Bus Rapid Transit Running Ways, and TCRP's Report 90 on Bus Rapid Transit provides more information on transit lane configurations.

DESIGN ELEMENTS & TECHNICAL STANDARDS

The diagram illustrates various transit lane configurations on a street. From left to right, it shows: a bus-only lane with 'BUS ONLY' text and a red background; a bike lane with a green background and white markings; a bus lane with a red background and 'ONLY' text; and a combined bus and bike lane with a red background and 'ONLY BIKE BUS' text. A 'FLEX POST / PHYSICAL BARRIER' is shown separating the bus lane from the bike lane. The diagram also includes various pavement markings, signage, and a grid overlay.

EDITION 1 / 147

For the Culver City Complete Streets Design Standards, Alta developed Design Guide graphics help to illustrate the benefits of design elements and provide implementation guidance to City staff and developers.

Question 13. (Continued)

OPTIONAL TASKS:

Peer Transit Agency Interviews

With FAX input and approval, we will also conduct up to three (3) 1-hour virtual interviews with peer transit agencies to understand what is working with their Design Guidelines and what else they wish they would have included. Peer agencies may include Culver City, Los Angeles, Tacoma, or San Jose. Final agency selection will be determined through discussions with City staff. Results from these interviews will be included in a peer transit agency interview memo and will be used to help guide engagement and design guide document structure.

Task Deliverables:

- Peer Transit Agency Interviews Memo

Council Presentation of Transit Guidelines

Alta will support FAX staff in presenting the Design Guide to the City Council. These meetings will provide a final opportunity for review and comment by the public and other interested committees or parties prior to Council approval. Alta assumes that our Project Manager will attend up to one (1) City Council meeting.

Alta will assist FAX staff with creating the meeting agenda. We will prepare a PowerPoint slide deck for FAX staff presentation.

Task Deliverables:

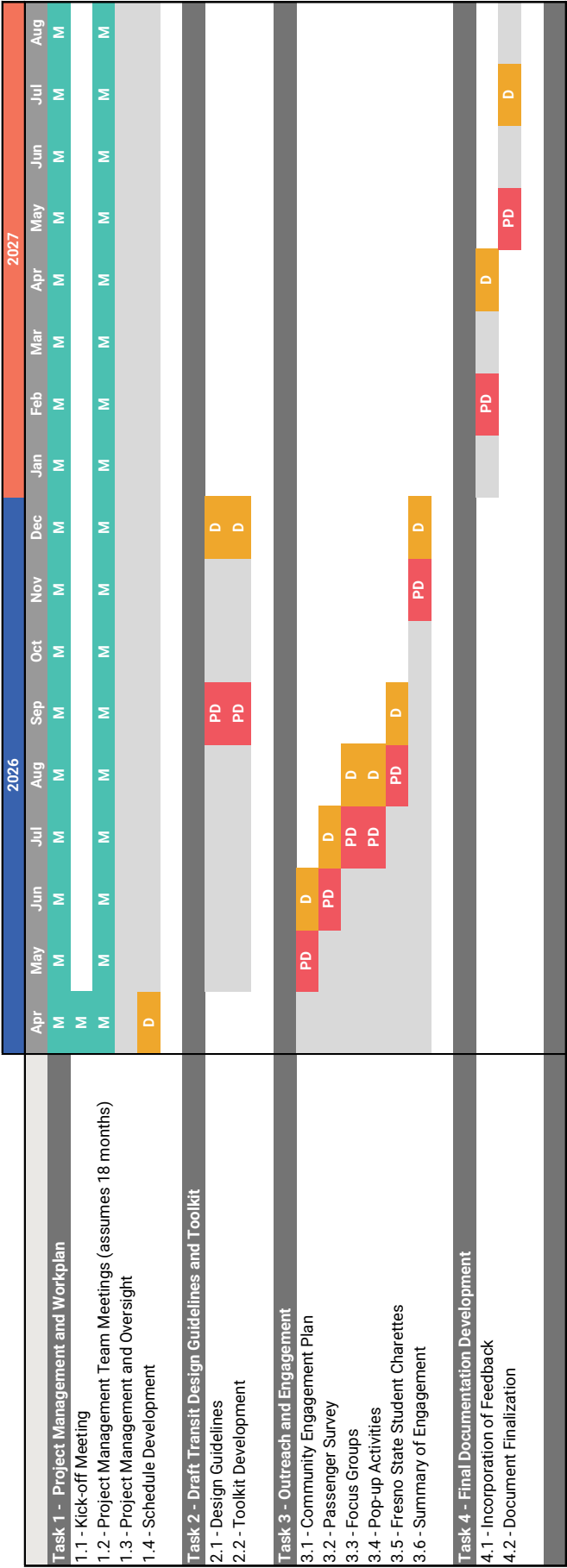
- Development of Presentation (PowerPoint format)
- Attendance at City Council meeting (up to 5 hours for 1 Alta staff)



The final document will use sophisticated design and clear visual communication to engage the project's key audiences.

Question 13. (Continued)

Project Schedule



M

PD

D

PMT / Coordination Meeting

Preliminary Deliverable

Final Deliverable

Task Progress

Question 14.

Provide an organization chart, indicating full-time personnel, job titles, locations, and whether each individual works out of an office or is in the field.

Organization Chart

Alta has assembled a team that blends unparalleled expertise in transit-supportive infrastructure planning and design for transportation agencies. This is combined with our local knowledge of Fresno policies, procedures, and opportunities on local streets from our work with Fresno COG.

Alta will serve as the prime consultant and bring multimodal and transit access innovation across all phases of the project. Alta's key personnel excel in

project management, engagement, data science, program development, transit access planning and design, and project implementation.

Bodewell Group will support Alta with public outreach. They have worked with agencies and communities across the country to provide advisory services and a full suite of integrated communications, from strategic planning, to public affairs, community outreach, public relations, digital marketing and creative development.



Question 14. (Continued)

Full-time Personnel

	TEAM MEMBER / TITLE	OFFICE LOCATION	IN-OFFICE OR FIELD WORK
ALTA	Sam Corbett Principal-In-Charge	304 12th Street, Suite 2A, Oakland, CA 94607	In-office
	Mauricio Hernández Project Manager	304 12th Street, Suite 2A, Oakland, CA 94607	In-office
	Charlie Simpson Assistant Project Manager	304 12th Street, Suite 2A, Oakland, CA 94607	In-office
	Derek Abe Design Advisor	101 SW Main Street, Suite 2000, Portland, OR 97204	In-office
	Lisa Ballard, PE Engineering Advisor	2101 4th Ave Suite 340, Seattle, WA 98121	In-office
	Chloe Ward, PE Senior Engineer	1543 Champa Street, Suite 201, Denver, CO 80202	In-office
	Jesús Contreras Outreach Lead	304 12th Street, Suite 2A, Oakland, CA 94607	In-office
	Devan Gelle, LCI Planning Lead	617 W. 7th Street, Suite 1103, Los Angeles, CA 90017	In-office
	Petra Reyes Planner	304 12th Street, Suite 2A, Oakland, CA 94607	In-office
	Migi Lee Transit Planner	304 12th Street, Suite 2A, Oakland, CA 94607	In-office
	Terri O'Connor, AICP Curbside Management Lead	304 12th Street, Suite 2A, Oakland, CA 94607	In-office
	Maggie White, PE Engineer	304 12th Street, Suite 2A, Oakland, CA 94607	In-office
BODEWELL	Amanda Zucker, PE Engineer	304 12th Street, Suite 2A, Oakland, CA 94607	In-office
	Nina Napolitano Manager of Public Affairs	265 E. River Park Circle STE 250 Fresno, CA 93720	In-office
	Jordan Baez Account Coordinator	265 E. River Park Circle STE 250 Fresno, CA 93720	In-office

Question 15.

How does your company stay up to date with the latest industry trends and developments?

We are continually investigating, testing, and exploring outcomes-oriented research on safety and function. Alta's design staff are rigorously trained in technical guidance for people-focused street design.

We are actively advancing the transportation field through our national research work, our teaching positions at universities, such as the Institute for Bicycle and Pedestrian Innovation at Portland State University, and our leadership and membership roles in organizations like the Transportation Research Board, Association of Pedestrian and Bicycle Professionals, and Institution of Transportation Engineers.

We do not wait to catch up to the transportation industry trends and developments—we create them ourselves.

White Papers

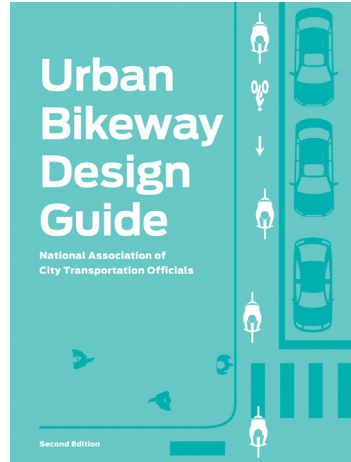
We have established a growing database of research and best practices concerning the challenges, benefits, and lessons learned from projects and programs that have been implemented in North America and beyond.

Webinars

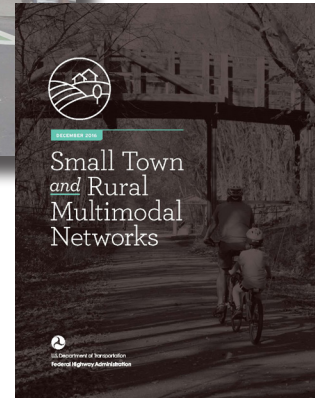
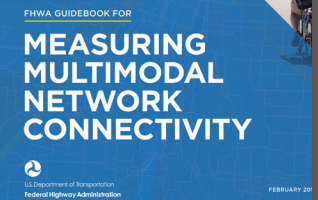
Alta staff regularly lead seminars on a wide variety of research and educational topics. Alta's Innovation Webinar Series is one ongoing effort to share our collective experience in creating active, healthy communities.

Resources

We have conducted research for organizations such as FHWA, TRB, AASHTO, and ITE. Our professional staff have developed research that has led to policy and design standard changes nationally.



Guideline documents developed by Alta that have helped shape safety and multimodal planning and design.



Question 16.

What differentiates your service from competitors, which attribute is most advantageous for FAX?

Alta Firm Profile

Alta has the full range of technical skills to deliver a tailored, innovative project for FAX. Our specific experience and expertise is provided below:

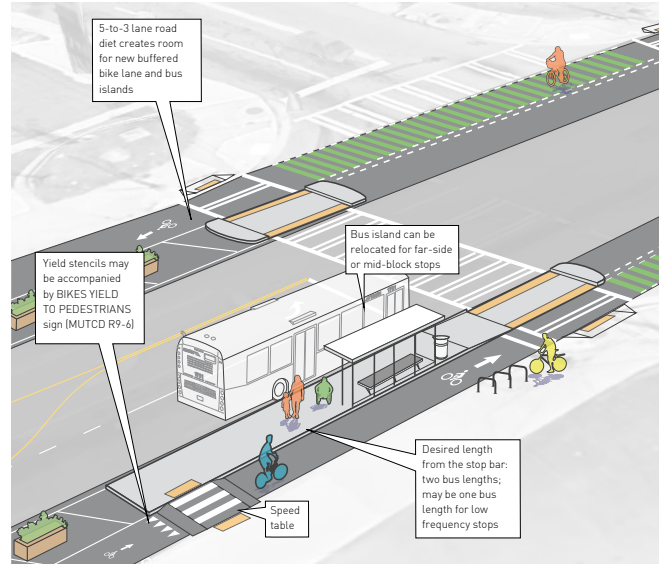
TRANSIT-SUPPORTIVE INFRASTRUCTURE

Alta's transit planning and mobility professionals approach transit-supportive infrastructure by assessing many factors of interconnected transportation systems, including user balance, user experience, improved transit times, parking performance, vehicular throughput, emissions mitigation, improved connections, modal separation, green infrastructure, technology integration, and local cultural expression.

We strive to balance the needs of all users through intuitive street operation, whether they are taking transit, driving, walking, scooting, or biking.

Our project experience has demonstrated that we consider the needs of all users in our technical project development process. Transit boarding islands and dedicated transit lanes reduce transit delays, separated bikeways protect bicyclists and improve perceived comfort and safety, street canopy trees and widened medians visually narrow streets to slow traffic, widened pedestrian zones create flexible space for bus stops and mobility hubs, and maintaining an appropriate level of parking and freight loading supports broad community access. Alta staff are adept at presenting the trade-offs and benefits for a range of configurations for all modes of travel, to both stakeholders and members of the public.

We regularly develop projects that include transit-supportive infrastructure recommendations developed with an equity lens and analysis. We are excited to work with transportation agencies like FAX who represent the interests of different communities to develop safe and convenient connections to the larger regional transportation network.



FIRST/LAST MILE ACCESS TO TRANSIT

Alta is the national expert on multimodal safety and integration of transit, bicycles, pedestrians, new mobility and station areas. We provide first- and last- mile access to transit, building complementary systems that provide maximum safety for all users, increase ridership, and create vibrant areas — **including experience with dozens of transit operators in California.** Alta provides expert analysis and roadway design to foster a safe, convenient, and inviting experience for people walking, bicycling, and using mobility services in context with the surrounding communities. Alta develops secure bicycle parking that meets latent demand, protected crossing of transit lines, shared mobility integration, and well-designed and effective wayfinding signage. Recently Alta has worked with the cities and transit agencies of Portland, Seattle, Salt Lake City, Charlotte, Chicago, Denver, and Atlanta to integrate non-motorized transportation and rapid transit systems.

DESIGN GUIDELINES

Alta regularly develops user-friendly local guidelines for the implementation of transit access and station amenity facilities based on our 30 years of experience planning, designing, and implementing these facilities. We develop visual descriptions of how to implement traditional and progressive mobility improvements based on a review of existing infrastructure and policy recommendations, existing conditions, and our best practices knowledge. Alta staff develop site-appropriate cross-sections, enlarged plans, and 3D visual simulations to clearly layout guidelines tailored to districts, cities, regions, states, or countries.

Question 16. (Continued)

Project Experience Examples



NACTO Urban Bikeway Design Guide, Updates, and Training

NATIONAL | 2010–2012; 2019; 2022; 2023–2024

Alta worked with a team of officials from National Association of City Transportation Officials (NACTO) member cities and a team of national and international bikeway design experts to develop the first *Urban Bikeway Design Guide*. This interactive document provides state-of-the-practice solutions for on-street bikeway treatments based on national and international practices, policies, and programs.

In 2019, NACTO expanded the *Urban Bikeway Design Guide* with *Don't Give Up at the Intersection*, which adds detailed guidance on intersection design treatments that reduce vehicle-bike and vehicle-pedestrian conflicts. *Don't Give Up at the Intersection* incorporates content from Alta's 2015 white paper on protected intersections and was edited and contributed to by Alta staff.

In 2022, Alta worked on the NACTO *Designing for Small Things with Wheels* Working Paper, updating bikeway design guidance to account for micromobility and e-powered users, setting new national guidelines and incorporating direct input from a working group of lead staff from NACTO member cities.

In 2023 and 2024, Alta assisted NACTO with creating the next generation of bikeway design guidance and providing content for several sections of the recently published 3rd edition of the NACTO *Urban Bikeway Design Guide*. This content includes integrating intersection guidance as well as integration with transit and other specific design details. Alta lead workshops and training for NACTO, APBP, and ITE, and is involved in training professionals throughout the country on these standards.

Alta has developed multiple half and full-day Complete Streets and intersection design trainings for NACTO member cities as part of the NACTO Certified Training Program. Alta staff have been providing NACTO trainings since 2012 and has developed customized intersection design trainings as a part of every Designing Cities Conference to date. Trainings are typically attended by local agency staff, advocates, and the private sector.

CLIENT

National Association of City Transportation Officials

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Question 16. (Continued)

PART II: TRENDS IN REGULATING SHARED MICROMOBILITY

In recent years, three trends have reshaped how shared micromobility programs operate in North America.

Electrification: many operators have electrified their fleets, offering users the option to ride e-bikes or e-scooters.

Goal-based selection: especially in jurisdictions with multiple shared micromobility operators, cities have undertaken processes to proactively select operators whose goals can better align with the city's own goals.

Expanded regulations to organize devices: cities are implementing context-sensitive zonal regulations to ensure that sidewalks, trails, and bike lanes are clear of discarded micromobility devices.



Shared micromobility is electrifying

With the rapid growth of e-scooter share systems in 2018 and 2019, the shared micromobility industry made a significant move toward electrification. During that same time, e-bikes also became more prevalent. By the end of 2021, over 70% of bike share systems in the U.S. included e-bikes, and e-bikes made up 25% of all bike share bikes available across the U.S. To electrify shared micromobility fleets, some systems, like Biketown in Portland, OR, launched or relaunched fully electric programs while others, like Nice Ride in Minneapolis, MN, added e-bikes and e-scooters to a system with non-electric pedal bikes.

E-bikes and e-scooters are undeniably popular and they will only become more prevalent as states and regions build incentive programs for e-bikes. When affordable, e-bikes are very popular as part of shared micromobility systems, supporting a higher share of trips than a pedal bike. In New York City, where e-bikes constitute just 20% of the Citi Bike fleet, nearly a third of all trips from 2020-2021 took place on an e-bike. In Washington, DC, 23% of trips from 2020-2021 were made on e-bikes despite e-bikes only making up 13% of the Capital Bikeshare fleet. For some bike share users, electrification can make bike share more accessible by lowering physical barriers to bicycling. Incorporating e-bikes and e-scooters into a shared micromobility fleet adds choice and is an important component of expanding access.

Considerations

Affordability across all income-ranges: Discounted pricing options available to qualifying low-income residents are a common and important part of shared micromobility affordability. However, these programs do not address affordability for users who do not qualify for discounted pricing, most of whom may be price sensitive as well. Without a membership or discount, shared e-bike and e-scooter trips can be more than double the cost of a transit trip. Prices for a 30-minute e-bike or e-scooter trip range from less than \$3 to almost \$20¹. As a result, cities may find themselves with a mode that is only available to higher income riders. To address this issue, cities can:

- Prohibit companies from raising the price during a specified time period (i.e., no surge pricing or monthly price increases) and require city approvals for all price increases.
- Cap trip prices at a maximum dollar amount per hour or for all trips beginning or ending in priority areas.
- Create a monthly pass option to reduce costs for frequent riders.
- Monitor costs and price over time and collaborate with operators on strategies to reduce trip costs without sacrificing the viability of the system.

Ensuring e-bike availability: E-bikes are more expensive to operate due to additional charging requirements. Cities will have different market potential for e-bikes based in large part on the number of trips and risk of vandalism. Cities with low ridership or high vandalism rates may need to consider incentivizing or subsidizing e-bikes to ensure the program remains viable. To provide a more cohesive service, larger regions with multiple jurisdictions can work together to negotiate as a region instead of as individual jurisdictions.



Source: Austin Transportation Department
Austin-based artist, Jesse Melanson, transformed 20 MetroBike stations and over 200 e-bikes with geometric art designs

¹Prices vary by city, but typical walk-up pricing for e-bikes and e-scooters is \$1-\$4 to unlock plus \$0.05-\$0.49 per minute.

NACTO Shared Micromobility Permitting, Process, and Participation

2022

Shared Micromobility Permitting, Process, and Participation outlines emerging trends in how cities manage micromobility networks, including the growth of electrified devices, the selection of operators based on strategic goals, and regulations to better organize devices.

Alta served as technical contributor in the development of this paper to provide cities with tactics for making systems more equitable and effective, ranging from creating collaborative planning processes to investing in bike infrastructure and piloting low-speed zones for vehicle traffic. *Shared Micromobility Permitting, Process, and Participation* is one of seven Working Papers being released by NACTO as part of the ongoing update to the NACTO *Urban Bikeway Design Guide*, developed by Alta from 2010-2012.

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Question 16. (Continued)

03—DESIGN ELEMENTS & TECHNICAL STANDARDS

STANDARDS

CONFLICT STRIPING

REQUIRED

- Intersection conflict markings shall include dotted lines with spacing to match bike lane width.
- Combined bike/turn lanes shall have a bicycle marking to clarify bicyclist positioning in the combined lane.
- In locations without dedicated right turn lanes where drivers may merge into the bike lane to execute a right turn, bike lane striping shall transition to a conventional dashed line at least 50 ft upstream of the intersection.

CONTEXT-DEPENDENT

- Intersection conflict markings may be supplemented with green paint for visibility.

BIKE BOXES AND TWO-STAGE TURN BOXES

Bike boxes place bicyclists at the front of the approach queue, increasing driver visibility of bicyclists. Bike boxes can also be used to facilitate bicyclist left turns. Two-stage turn boxes provide a lower stress alternative for bicyclists to execute a left turn at an intersection. Two-stage turn boxes are commonly provided for cycle tracks.

REQUIRED

- Bike boxes should be 10-16 ft deep, include green paint and white stop lines and be accompanied by No Turn on Red signage when the right turn path conflicts.
- Loop detectors should be embedded in the bike box or the bike box should be within the video detection zone of traffic detection cameras.
- Two-stage turn boxes should include green paint and markings and be positioned to not conflict with through moving vehicles or bicycles. They may be shadowed by curbed areas or on-street parking.

RECOMMENDED

- Consider that bike boxes are subject to wear from vehicle tires, especially turning passenger vehicles, buses, and heavy trucks. As a result, bike boxes with green coloring will require more frequent maintenance over time. The lifespan of the green pavement treatment will depend on vehicle volumes and turning movements, but thermoplastic is generally more durable than paint or epoxy.

Bicycle Treatments at Intersections

Intersection conflict striping shows bicyclists the path they should take to cross an intersection. The markings also identify zones in which vehicles and bicyclists may have to mix, raising awareness for both types of road users and making movements more predictable.

REFERENCES FOR REVIEW

- Standard bicycle facility signs and pavement markings are well documented in the CA MUTCD and FHWA Separated Bikeway Design Guide. The bicycle facility signs and lane marking guidelines in the BPAP align closely to federal and NACTO Bikeway Design Guide.

Culver City Complete Streets Design Standards

CULVER CITY, CA | 2023 - 2025

Alta worked closely with Culver City to develop comprehensive Complete Streets Design Standards. These standards are the first of their kind in the region, outlining required, recommended, and context-dependent elements based on context sensitivity and street classification. The project included extensive review of existing conditions, best practices, and previously completed City plans. Detailed graphics were developed to illustrate Complete Streets elements and list design standards for each element.

The project included robust public engagement and opportunities for community feedback and participation, including hands-on in-person workshops, creative activities, online tools, and walk audits. The final standards document sets a new regional standard for Complete Streets benchmarking and goal setting.

CLIENT

City of Culver City

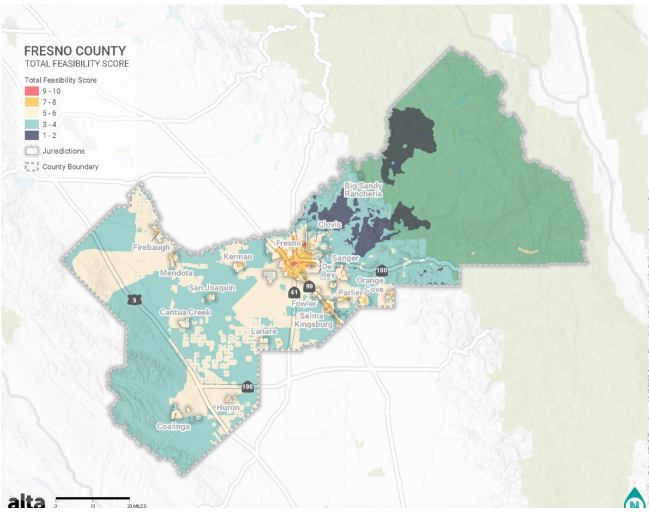
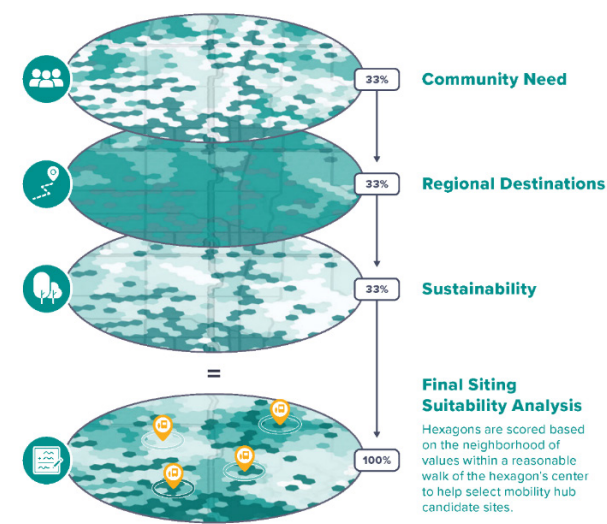
CONTACT

Thomas Check, PE, TE
Senior Traffic Engineer
City of Culver City
Public Works Department
(310) 253-5627
thomas.check@culvercity.org

BUDGET

\$499,898

Question 16. (Continued)



Mobility Hub Feasibility Study

FRESNO, CA | JUNE 2024 - ONGOING (JUNE 2026)

Alta is conducting a feasibility study to identify mobility hub locations within the urban core as well as in the rural areas of Fresno County. The goal is to facilitate multimodal transportation, such as e-bikes, e-scooters, carshare, and traditional public transit. In addition to sites, the study will develop criteria for mobility hubs and implementation guidelines. Once the feasible locations have been identified, criteria will be applied to identify four specific locations at existing transit stops/stations—one each in Fresno, Clovis, the Fresno County Rural Transit Agency (FCRTA) service area, and an unincorporated community—to design mobility hub features for future implementation. The study will include a robust public outreach campaign, with an emphasis on the underserved communities within Fresno County.

CLIENT

Walker Consultants (Prime)
Fresno Council of Governments (Owner)

CONTACT

Simran Jhutti
Senior Regional Planner
Fresno Council of Governments
2035 Tulare St., Suite 201, Fresno, CA 93721
jhutti@fresnocog.org
(559) 233-4148 (Ext. 241)

BUDGET

\$ 233,822

Question 16. (Continued)



Shared Vision

Improving transit service and using the Caltrans network to support regional transit service, is consistent with Caltrans and the statewide goals and visions on equity, climate change, environmental impacts, access, and travel behavior change. This is highlighted in various Caltrans produced documents such as the Caltrans 2024-2028 Strategic Plan, Caltrans District 4 Adaptation Priorities Report, Caltrans Climate Action Plan for Transportation Infrastructure (CAPTI), Caltrans California State Transportation Plan 2050, and others.



Agency Coordination

Transit agencies have already identified a robust list of improvements and physical treatments along various STN and non-STN roadways that can be implemented to speed up buses and improve reliability. Intrinsic to implementing these treatments as well as improving system reliability, is the need for Caltrans to play a more active role in serving as a regional conduit, to improved coordination with agencies and communities to identify physical treatments that are effective and supportive of city, county, transit agency, and community goals.



Source: LAVTA



CALTRANS DISTRICT 4 » TRANSIT PLAN



Caltrans Bay Area Transit Plan

BAY AREA, CA | 2023–APRIL 2025

Alta worked with Caltrans Bay Area (District 4) to develop a Transit Plan for the Bay Area. The Plan which supports and complements the District’s Active Transportation Plans identified areas of need, developed best practices, prioritized improvements, and identified strategies to implement needed programmatic and capital improvements on the State Transportation Network to improve transit service and improve access to and integration between transit modes.

The Plan also provides a transit modal plan as a reference for treatments in prioritizing and nominating improvements to include in the District System Management Plan, Comprehensive Multimodal Corridor Plans, the State Highway System Management Plan, the State Highway Operation and Protection Program (SHOPP), and the RTP (Plan Bay Area 2050). Finally, the Plan provides analysis for corridor planning documents, informing the public, partners, and other internal Caltrans functional units of transit needs and prioritization.

CLIENT

Caltrans District 4

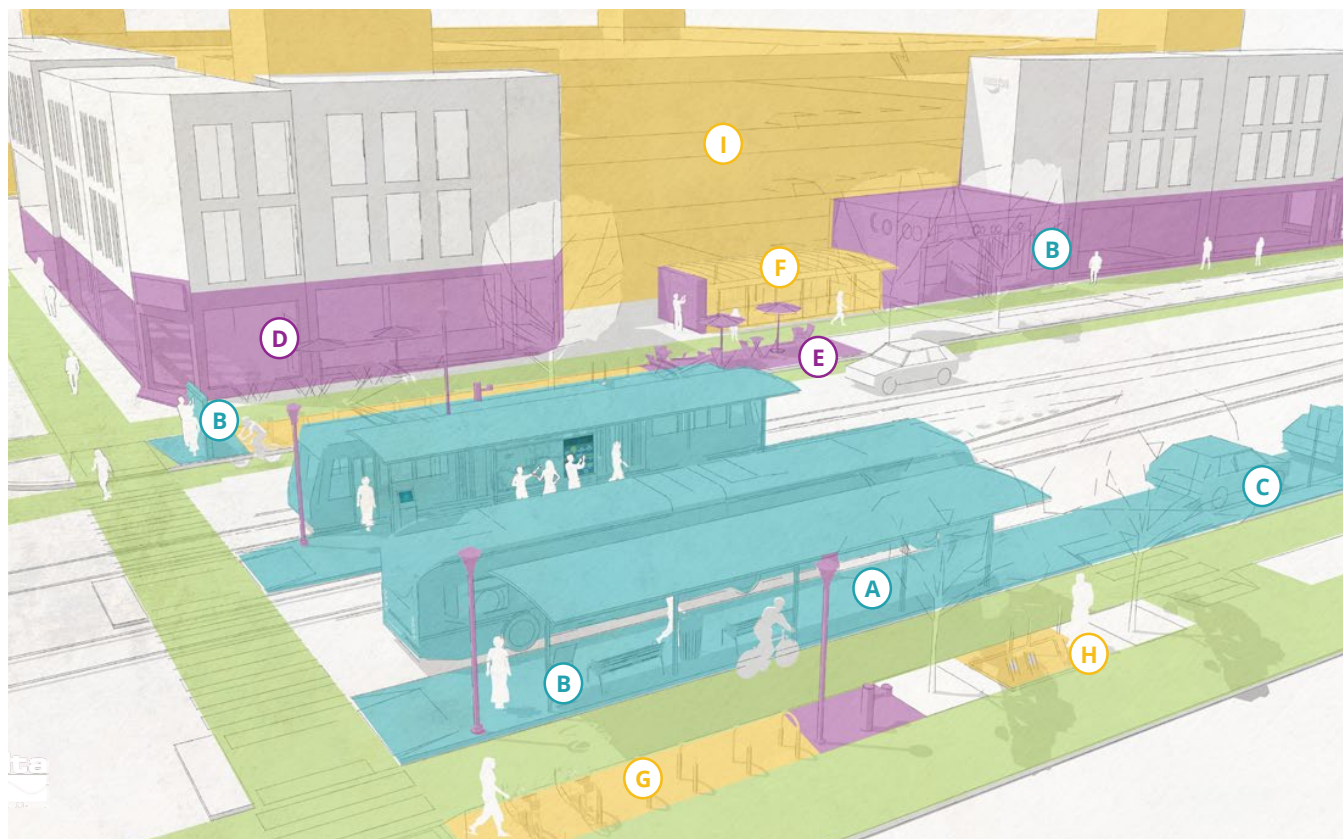
CONTACT

Sergio Ruiz
Caltrans District 4 Office Chief, Office of
Transit & Active Transportation
Complete Streets Coordinator
(510) 960-0778
sergio.ruiz@dot.ca.gov

BUDGET

\$499,999

Question 16. (Continued)



Portland Mobility Hub Typologies

PORTLAND, OR | 2019–2020

Alta worked with the Portland Bureau of Transportation to develop a kit of parts for transit-oriented mobility hubs to guide mobility hub planning and implementation. The project included an assessment of typical contexts in the City of Portland, aligning mobility hub types with the land use context, future growth strategy of the region, and varying densities of transportation options. The typology includes recommendations of design and programming elements to include at mobility hubs at different scales. Alta led a half-day workshop with City of Portland staff and partner agencies to discuss the role of mobility hubs within the City and to confirm principles that guide the development of the typology.

CLIENT

Portland Bureau of Transportation

CONTACT

Jacob Sherman
New Mobility Analyst
PBOT
(503) 823-4000
jacob.sherman@portlandoregon.gov

BUDGET

Pro Bono

Question 16. (Continued)



Foothill Transit Mobility Hub Feasibility Study

POMONA, CA | 2022-2025

Alta developed a conceptual design for a multimodal mobility hub that serves an expanded layover area and provides supportive connectivity amenities for people accessing the campus by walking, biking, or rolling. This study was a collaborative effort between Foothill Transit and the Cal Poly Pomona campus to better serve the campus community and increase transit ridership, reduce automobile travel to the campus, and connect it to the surrounding communities.

Alta developed concepts for location, amenities, and connecting services which will result in a final conceptual design. The conceptual design will include pre-environmental work to prepare the project for the next phase of development and to pursue implementation funding. This project is anticipated to include capital funding and will include amenities and supportive infrastructure for future increased transit service to the campus.

The Cal Poly Pomona campus is in a period of transformation as it adjusts its layout to respond to earthquake risks, meet statewide goals of reducing automobile use, and better serve the campus community of today and tomorrow. At the same time, Foothill Transit is a nationwide leader in zero emission transit operations and is planning to expand high quality transit service to communities in need.

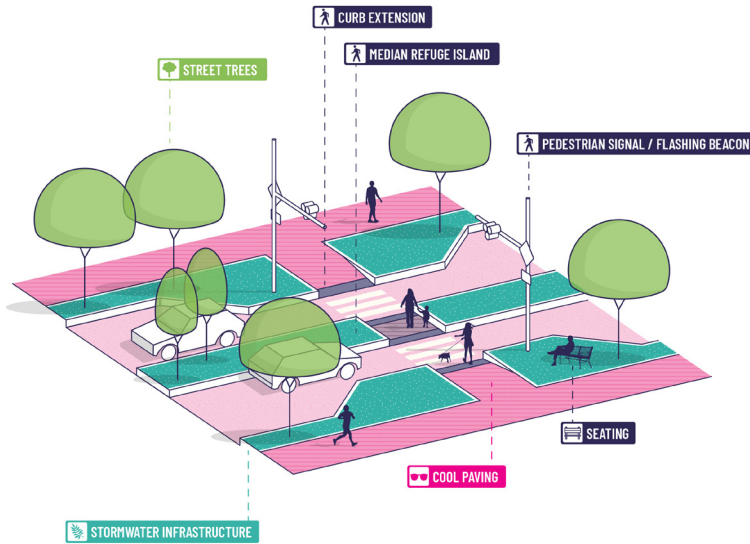
CLIENT

Foothill Transit

CONTACT

Sharlane Bailey
Director of Facilities
Foothill Transit
(800) 743-3463,
sbailey@foothilltransit.org

Question 16. (Continued)



Urban Heat Island Reduction Strategies

PASADENA AND LONG BEACH, CA | 2020-2021

Alta was hired by the Southern California Association of Governments (SCAG) to prepare Urban Heat Island reduction strategies for three neighborhoods in the Cities of Long Beach and Pasadena. The Urban Heat Island effect is the intensification of heat in urban areas due to the abundance of materials such as concrete, asphalt, and glass, which absorb and retain heat. This compounds the experience of extreme heat and heat waves, which are becoming more common as a result of climate change.

Alta explored the intersections between extreme heat, mobility, equity, and public space to develop cooling solutions that can be integrated into the public right-of-way. Alta conducted shade and green infrastructure suitability assessments, inventoried heat readings, and engaged with the community to learn more about the impacts of extreme heat on residents and understand their vision for change.

Through this work, Alta developed a Cooling Strategies Toolkit that is helping the two cities prioritize where cooling strategies such as shade trees, green infrastructure, and cool pavements are needed most, and also places emphasis on the dual benefit of these strategies, which can transform how users move through and experience public space.

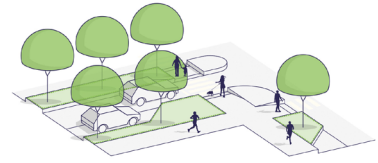
The Cooling Strategies Toolkit is a resource that can be used across a wide range of city departments—encouraging greater collaboration and utilization of resources. It is also a tool for developers who help to implement upgrades to city streets, sidewalks, and alleys.

Read more and download the plan at: <https://altago.com/projects/scag-urban-heat-island-reduction-strategies/>



Street Trees

Street trees are located in the public right-of-way and require adequate space and maintenance in order to thrive.



Green Infrastructure

Green infrastructure tools include shrubs and understory plantings, bioswales, rain gardens, flow-through planters, permeable paving, and green roofs and walls.



Cool Pavement + Hardscape

Cool pavements and hardscapes are reflective, helping to lower surface temperatures and reduce the amount of heat absorbed and retained on a street.



CLIENT

Southern California Association of Governments (SCAG)

CONTACT

India Brookover
Associate Regional Planner
SCAG
(213) 236-1919
brookover@scag.ca.gov

AWARDS

Innovation in Green Community Planning, APA Los Angeles, 2022

Question 16. (Continued)



Canoga Park Urban Cooling + First/Last Mile Strategies

LOS ANGELES, CA | 2018-2020

Alta worked with StreetsLA (previously the City of Los Angeles Bureau of Street Services) to develop a conceptual plan to mitigate the threats of extreme heat, Urban Heat Island Effect, and other climate change impacts in the neighborhood of Canoga Park. The project focused on shade, cool pavement, native plantings, and traffic safety improvements as a first- and last-mile connection of a Bus Rapid Transit Station (LA Metro G Line [Orange] Sherman Way Station). Based in the San Fernando Valley, Canoga Park is a working-class community with many extreme heat days, incomplete and damaged sidewalks, and few bikeways.

The Alta team held multiple community meetings to identify potential hazards and solutions and created photo simulations and 3-D video fly-throughs of the proposed design using Sketch-Up, Lumion, and other software. The team analyzed the co-benefits of heat-related interventions including Cool Pavement, bio-retention plantings, and shade structures, and identified a network project to improve the safety and comfort of bicycling and walking in the area.

Additional information, including the fly-through videos can be found here: <https://altago.com/projects/canoga-park-urban-cooling/>

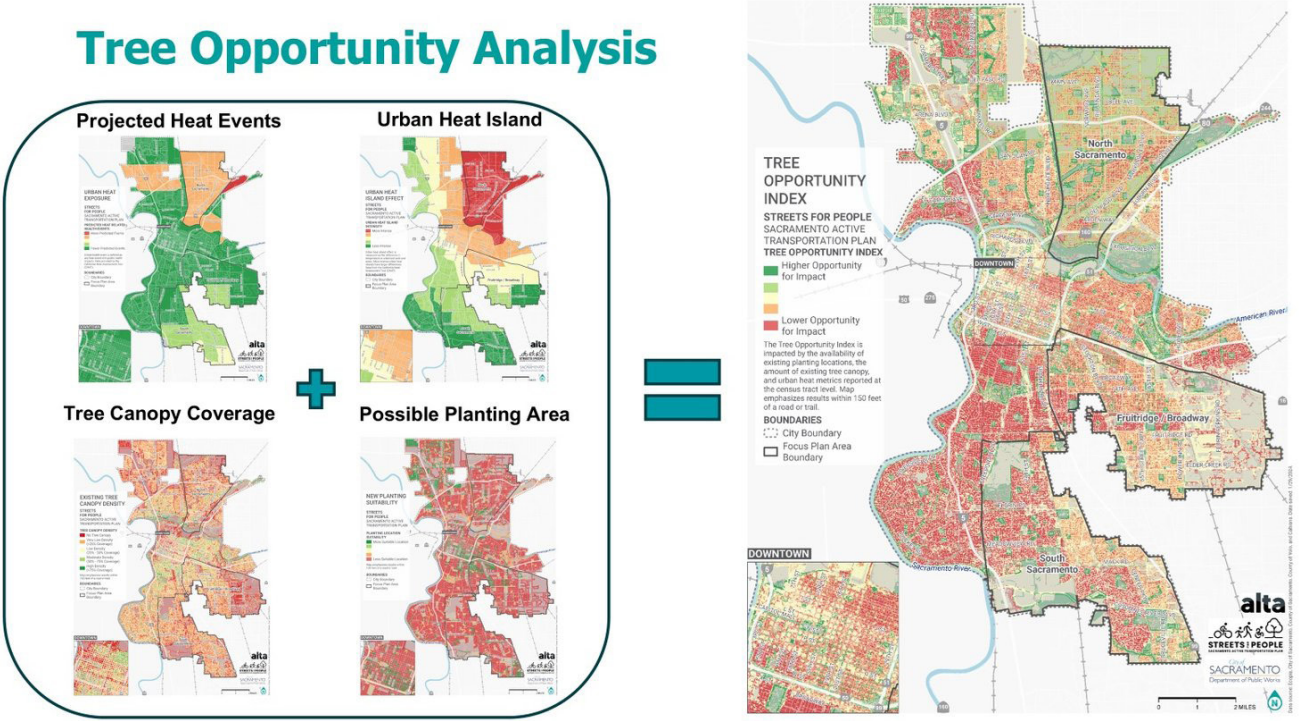
CLIENT

City of Los Angeles, StreetsLA
(Bureau of Street Services)

CONTACT

Alexander J. Caiozzo
Landscape Architect
(213) 847-2801
alexander.caiozzo@lacity.org

Question 16. (Continued)



Sacramento Tree Opportunity Analysis

SACRAMENTO, CA | 2021-2022

Alta developed a Tree Opportunity Index and implementation strategy to help the City of Sacramento analyze the need for additional tree shade and use Active Transportation Plan findings to prioritize facilities based on the greatest need for shade. The index measured variables like urban heat exposure, lack of existing tree canopy, and land use compatibility to identify locations where there is existing opportunity to plant trees where they are needed.

Using a core methodology and approach to identify possible tree planting opportunity areas that could align with gaps in the active transportation network, Alta implemented an analysis that integrated AI-derived tree canopy and planter location data, projected future heat events, and an urban heat island index into a “Tree Opportunity Index.” This index combined measures of need (such as lack of tree coverage and heat vulnerability) with indicators of feasibility like areas lacking tree canopy and on-street planter capacity. By pinpointing high-opportunity corridors for new trees, Alta’s analysis informed the Streets for People: Sacramento Active Transportation Plan by making sure tree planting considerations were integrated into future corridor improvements.

CLIENT

City of Sacramento

CONTACT

Leslie Mancebo
Project Manager
City of Sacramento
(916) 808-5581
lmancebo@cityofsacramento.org

Question 16. (Continued)

East Bay BRT Final Design and Construction Support

OAKLAND + SAN LEANDRO, CA | 2012 - 2018

This project connects the Uptown Transit Center in downtown Oakland with the San Leandro BART station via 33 raised-platforms that resemble rail stations, as well as dedicated bus lanes along 80% of the 9.5-mile International Boulevard corridor. Elements of the project included off-board fare payment, level passenger boarding, safety and security features, pedestrian access improvements, modification or installation of 125 traffic signals, and the installation of a new transit signal priority system. Alta delivered preliminary engineering, final design, bid and award support, and design services.



CLIENT
AC Transit

CONTACT
David Wilkins
Sustainability Director
d.wilkins@actransit.org

North Hollywood to Pasadena Bus Rapid Transit Project

NORTH HOLLYWOOD AND PASADENA, CA | 2018-2020

Alta led the development of initial project alternatives and the evaluation of a large number of route alternatives, involving both street and freeway alignments that had been developed in previous studies of the SR-134 corridor. Alta also collaborated with the prime to determine potential parking impacts of the BRT service and potential mitigation. We led detailed Vissim microscope simulation for a section of the project that had potential vehicle queuing and longer delays. This task was needed to assist the area stakeholders to better understand the dynamics of potential traffic impacts. At the 35% design phase, we developed signing and striping for the proposed BRT system. The project was completed on time and moved to the final design phase.



CLIENT
LA County Metropolitan
Transportation Authority (LA
Metro)
Kimley-Horn (Prime)

CONTACT
Greg Kyle
Senior Vice President
Kimley-Horn
(213) 261-4109
greg.kyle@kimley-horn.com

Question 17.

What is your company's typical response times for resolutions to critical issues?

RESOLVING CRITICAL ISSUES

Nearly all projects encounter varying degrees of difficulty at one point or another. It is important to have a consultant team that anticipates these difficulties and is prepared to address challenges with innovative approaches and battle-tested solutions. Our project management team will be continually “scanning the horizon” to identify potential risks and possible solutions before they impact the schedule and budget. We excel at helping our clients anticipate challenges and adjust as needed to complete delivery of core project outcomes.

Our project leaders are very responsive to critical issues. While it is impossible to provide an exact number of the typical hours or days that staff may need to find a resolution, we match the scale of each issue with the scale of our response, and we use every resource at our disposal to find creative solutions. Below are a couple of the ways we show up for our clients:

Effective Communication: Throughout the project process, Alta's Project Manager will be in regular contact with staff to keep them apprised of the project effort and to seek their input at key decision points. This will include face-to-face meetings, e-mails, telephone, video conference, and written documents. We will produce monthly progress reports that summarize tasks completed and outline tasks to be completed over the next 30 days. In addition, Alta will produce detailed meeting minutes that summarize the discussion items and will include a list of follow-up tasks and the responsible party for each task. In the event an obstacle comes up that could not be avoided, we find that technology is not always the best substitute for picking up the telephone to discuss an issue with a client and making the adjustments necessary to bring the project back on track and to client satisfaction.

Extent of Principal Involvement: Our small size assures our clients of a high level of principal involvement. Our Northern California offices have twelve principals which results in active principal-level engagement at key meetings and critical project milestones. Our principals are very hands-on, overseeing major portions of work, including interim memos, draft narrative text, and technical details.

Question 18.

Has your agency received any awards recognition, or commendations for past performance? Please share details.

Award Wins for Project Work

- 1st Place in the 2026 AdWheel Awards competition for communications, marketing, and customer experience.
- Alta Project: “Flip Your Trip Summer 2025 Campaign” with Seattle DOT
- Atlanta, GA GIT Ferst Dr Realignment
 - » 2026 Georgia Engineering Award Winner – American Council of Engineering Companies of Georgia (ACEC)
- San Diego Pershing Drive Bikeway
 - » 2025 APWA Transportation Project of the Year [\$6-\$25 million Category]
- Merced Avenue Greenway, South El Monte, CA
 - » 2025 Noche de las Luminarias Honoree for Outstanding SGV Project, Active SGV
- Merced Avenue Greenway Project, South El Monte, CA
 - » 2025 B.E.S.T. Award, Storm Water Quality Category, APWA Southern California
- CV Link, Coachella Valley, CA
 - » 2025 B.E.S.T. Award, Traffic, Mobility & Beautification Category, APWA Southern California
- Corona Trails Master Plan
 - » 2025, Planning Merit Award, CA Trails and Greenways Conference
- Sepulveda Basin Vision Plan, Los Angeles Bureau of Engineering
 - » 2024, Urban Design Merit Award, AIA California
 - » 2024, Honor Award in Analysis & Planning, American Society of Landscape Architects, Professional Design Awards Program, Pennsylvania-Delaware Chapter
 - » 2024, Conceptual Analysis and Planning Honour Award, World Landscape Architecture
- Central/Jefferson and Quincy Jones Green Alley Networks
 - » 2023, Outstanding Community Improvement and Sustainable Engineering Project, American Society of Civil Engineers, Metropolitan Los Angeles Branch
- York University Cycling Connections
 - » 2023 Canada ITE Stan Teply Award for Technical Achievement

Question 18. (Continued)

- Bishop Downtown Specific Plan and Mixed-Use Overlay
 - » 2023 APA – CA Central Section Award in Excellence and Achievement in Planning – Comprehensive Planning Award of Excellence (Small Jurisdiction)
- Spirit Trail Over Lynn Creek
 - » 2023 Award of Engineering Excellence, The ACEC-BC Awards
- Blueprint Jordan River, Utah
 - » 2022 Achievement Award, APA Utah
- SCAG Urban Heat Reduction Toolkit, Long Beach and Pasadena, CA
 - » 2022 Innovation in Green Community Planning, APA Los Angeles
- Parkline Trail, Kalispell, MT
 - » 2022 Engineering Excellence Award, American Council of Engineering Companies, Montana Chapter (ACEC/MT)
- Lower Russian River Trail Feasibility Study
 - » 2021 Award of Excellence for Innovation in Green Community Planning, APA Northern Section
- The Great Redwood Trail
 - » 2021 Merit Award, ACEC California Engineering Excellence Awards
- University of Utah Mobility Hub Study
 - » APA UT – 2020 Award of Merit
- Memphis 3.0 Comprehensive Plan
 - » 2020 Daniel Burnham Award for a Comprehensive Plan, American Planning Association
 - » 2019 Outstanding Plan Award, American Planning Association Tennessee Chapter
- Let's Bike Oakland, Oakland's 2019 Bike Plan
 - » 2020 American Planning Association Silver Award for Best Practice
- Chouteau Greenway Framework Plan, St. Louis, MO
 - » 2020 Annual Progressive Architecture Award (Alta sub to STOSS Landscape Urbanism)
- Chouteau Greenway Framework Plan, St. Louis, MO
 - » 2020 Annual Progressive Architecture Award (Alta sub to STOSS Landscape Urbanism)
- Walnut Creek Wetland Park, Raleigh, NC:
 - » 2019 ASLA Southeastern Regional Merit Award.
- Portland Pedestrian Master Plan
 - » 2019 Innovative Solution Award, Women's Transportation Seminar
 - » 2019 Champion for Healthy Environments Award from the Oregon Public Health Association
- ND Moves Active Transportation Demonstration Projects
 - » 2019 Regional Award: Quality of Life/Community Development, Small Project, America's Transportation Awards
- City of Fremont Safe Routes to Schools Safety Assessments, CA
 - » 2019 Transportation Planning Award of Merit, American Planning Association California Chapter Northern
- Riverside County Comprehensive Trails Plan
 - » 2019 Planning Award of Merit, California Trails and Greenways Conference Awards Committee
- West Laurel Hill Cemetery, Bala Cynwyd, PA
 - » 2019 Merit Award, PA-DE Chapter of American Society of Landscape Architects
- Go Vets Program
 - » 2018 Transportation Options Program of the Year Award, Transportation Options Group of Oregon
- St. Louis Bike Share Working Group
 - » 2018 East-West Gateway 2018 Exemplary Collaboration, Partnership, or Regional Initiative Award
- Cathedral City Whitewater Bike Trail/CV Link
 - » Coachella Valley Project of Merit Award – Traffic and Mobility Award
- Applying Behavioural Insights to Transportation Demand Management
 - » 2018 Excellence in Research award from Association for Commuter Transportation (ACT)
- Ventura County Transportation Commission Bicycle Wayfinding Plan CA
 - » 2018 APA California Central Coast Section – 2018 Award of Excellence (or Merit TBD) for Transportation Planning
- Chula Vista Elementary School District Safe Routes to School Program, CA
 - » 2018 APA California San Diego Chapter – 2018 Award of Merit for Transportation Planning
- Fontana Active Transportation Plan, CA
 - » 2018 APA California Inland Empire Section - 2018 Award of Excellence for Transportation Planning
- Memphis Medical Center Streetscapes, TN
 - » 2018 Building Memphis Best Renovation/Conversion (Small)
- SCAG Tactical Urbanism Events, CA
 - » 2018 Public Outreach Award of Excellence, American Planning Association California Chapter
 - » 2017 FHWA Transportation Planning Excellence Award

END PROPOSER QUALIFICATION QUESTIONNAIRE

5. References

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

REFERENCES

Please list at least three references of similar size and type of services, including governmental agencies, if available.

1. AGENCY/COMPANY NAME: National Association of City Transportation Officials (NACTO)
ADDRESS: 120 Park Avenue, 21st Floor, New York, NY 10017
CONTACT PERSON: Cary Bearn, Senior Program Mgr. PHONE NUMBER: (646) 324-8352
FAX NUMBER NA EMAIL cary@nacto.org
LENGTH OF CONTRACT: Three (YEARS)
TYPES OF SERVICES PROVIDED: Development and update of the NACTO Urban Bikeway Design Guide, NACTO Designing for Small Things With Wheels Working Paper, and NACTO Shared Micromobility Report

2. AGENCY/COMPANY NAME: Caltrans District 4
ADDRESS: 111 Grand Ave #300, Oakland, CA 94612
CONTACT PERSON: Sergio Ruiz PHONE NUMBER: (510) 960-0778
FAX NUMBER NA EMAIL sergio.ruiz@dot.ca.gov
LENGTH OF CONTRACT: Two (YEARS)
TYPES OF SERVICES PROVIDED: Development of the Caltrans Bay Area Transit Plan

3. AGENCY/COMPANY NAME: Fresno Council of Governments
ADDRESS: 2035 Tulare St # 201, Fresno, CA 93721
CONTACT PERSON: Simran Jhutti PHONE NUMBER: (559) 233-4148 – Ext. 241
FAX NUMBER NA EMAIL jhutti@fresnocog.org
LENGTH OF CONTRACT: Two (YEARS)
TYPES OF SERVICES PROVIDED: Development of the Fresno COG Mobility Hub Feasibility Study

6. Acceptance of Indemnification & Insurance

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

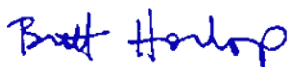
STATEMENT OF ACCEPTANCE OF THE INDEMNIFICATION AND INSURANCE REQUIREMENTS

The Proposer shall sign below that the Proposer accepts in whole the Indemnification and Insurance Requirements set forth in these Specifications. If the Proposer takes exception to some portions, those portions shall be listed here below, and the Proposer shall sign that the Proposer accepts all portions of the requirements not listed.

Note: Any exceptions may cause a Proposer to not be awarded a contract.

☐ **ACCEPT**
☒ **DO NOT ACCEPT**

If "DO NOT ACCEPT" is checked, please list exceptions: See Attached



Signature of Authorized Person

Brett Hondorp, AICP | CEO

Type or Print Name of Authorized Person

PROPOSED AMENDMENTS TO FORM OF AGREEMENT

Legal Company Name: Alta Planning + Design, Inc. State of Incorporation: California Tax ID: 68-0465555 For all legal-related correspondence and information please use the following address: 101 SE Main St Ste#2000 Portland, OR 97204 (503) 230 9862 contracts@altago.com			
Section / General Condition	Location	Proposed Amendment (Deletions in Red, Insertions in Blue)	Rationale and Benefit
1. Contract Documents	Sample Service Contract	The Contract Documents consist only of the Notice Inviting Proposals, Instructions to Contractors, Proposal, Specifications (including General Conditions, Special Conditions, Federal Conditions, Functional Specifications, and Technical Requirements), and any mutually executed amendments or change orders. In the event of any conflict, except with the Federal Conditions, the terms of this executed Contract shall control over incorporated documents.	Prevents hidden risk from incorporated RFP materials and ensures the signed agreement governs in case of inconsistency.
2. Price	Sample Service Contract	For the monetary consideration of [WRITTEN \$ AMOUNT] DOLLARS AND [WRITTEN CENTS AMOUNT] CENTS (\$[DOLLAR AMOUNT]), as set forth in the Proposal, Contractor promises and agrees to perform or cause to be performed, in a good and workmanlike manner, and to the satisfaction of City, and in strict accordance with the Specifications, all of the work as set forth in the Contract Documents. Contractor's compensation shall not exceed the amount set forth herein unless modified by a written amendment or change order signed by both parties. Contractor shall not be obligated to perform services beyond the Scope of Work without a mutually executed written change order.	Protects against scope creep and unfunded directives.
3. Payment	Sample Service Contract	City accepts Contractor's Proposal as stated and agrees to pay the consideration stated, at the times, in the amounts, and under the conditions specified in the Contract Documents within thirty (30) days of receipt of an undisputed invoice.	Adds payment certainty.
4. Indemnity	Sample Services Contract	To the furthest extent allowed by law, including California Civil Code section 2782.8 (if applicable), CONTRACTOR shall indemnify and hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage), and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees, litigation expenses and cost to enforce this agreement) that arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CONTRACTOR, its principals, officers, employees, agents or volunteers in the performance of this Agreement. CONTRACTOR's duty to defend shall apply only upon a final determination of fault and shall be limited to the proportionate extent of CONTRACTOR's negligence. In no event shall Contractor be liable for indirect, consequential, special, or punitive damages.	Agents is too broad. Limits indemnity to proportionate fault and removes immediate defense obligation before fault is determined.

3. Termination for Convenience	General Conditions	The City reserves the right to terminate this Contract for any reason, upon thirty (30) days written notice to the Contractor. In the event of such termination, the Contractor shall be paid for satisfactory service performed to the date of termination plus non-cancelable commitments incurred in reliance on this Agreement.	Ensures recovery of wind-down costs.
Limitation of Liability	To be added	Notwithstanding any other provision in this Agreement, the City agrees to strictly limit Contractor's liability under this Agreement or arising from the performance or non-performance of the Services under any theory of law, including but not limited to claims for negligence, negligent misrepresentation, and breach of contract, to the lesser of the fees paid to Contractor for the Services or maximum of applicable insurance proceeds. No claim may be brought against Contractor in contract or tort more than two (2) years after the cause of action arose. Any claim, suit, demand, or action brought under this Agreement shall be directed and/or asserted only against Contractor and not against any of Contractor's employees, shareholders, officers, or directors. Contractor's liability with respect to any claims arising out of this Agreement shall be limited as provided herein to direct damages arising out of the performance of the Services.	It is appropriate to limit liability to appropriate levels based on fee and scope of work undertaken.
1. Payment	Special Conditions	The Proposer shall invoice the City of Fresno monthly for costs incurred as its relates to the scope of work's tasks and no more than the amounts listed in the cost proposal. Invoices shall conspicuously display the City's contract number and shall be submitted to: ATTENTION: City of Fresno Department of Transportation/FAX Attn: Jeff Long 2223 G. Street Fresno, CA 93706 Contractor hereby agrees not to assign the payment of any monies due Contractor from City under the terms of this Contract to any other individual(s), corporation(s) or entity(ies). City retains the right to pay any and all monies due Contractor directly to Contractor. City shall not withhold payment for disputed amounts without providing written explanation. Undisputed portions shall be paid timely.	Prevents blanket withholding.
2. Changes to Contract Documents	Special Conditions	The City of Fresno may, from time to time, without invalidating the Contract, modify the Contract; by adding, deleting or changing sections of the Contract; by adding deleting or changing usage or space; by adding, deleting or changing Routine Work or Projects; by adding deleting or changing Special Conditions; or by adding, deleting or changing Specifications. All such changes shall be ordered by means of a Written Change Order. Any changes affecting the scope of work, schedule, deliverables, or compensation shall require a written Change Order executed by both the City and Contractor prior to performance of the changed work. Any changes in the compensation to Contractor resulting from such Change Orders shall be agreed upon by the City of Fresno and the Contractor. No modification shall be effective unless mutually agreed to in writing and signed by authorized representatives of both parties. Contractor shall have no obligation to proceed with any changed work absent such executed Change Order. Additionally, the parties may modify the Contract by written amendment signed by both parties.	Prevents constructive change exposure.

4. Contract Administrator	Special Conditions	The City of Fresno designates the Director, Department of Transportation/FAX, as Contract Administrator, who shall act on behalf of the City with respect to all aspects of this Contract. The City shall promptly notify Contractor in writing if the Contract Administrator is changed. The Contract Administrator and designated representative shall have complete authority to require the Contractor to comply with all provisions of this Contract. Contractor shall strictly and promptly follow the instructions of the Contract Administrator. The Contract Administrator's decision upon all questions claims and disputes will be final and conclusive upon the parties of the Contract. Decisions of the Contract Administrator shall be subject to dispute resolution provisions of this Agreement. The Contract Administrator shall exercise any discretionary authority in a reasonable manner.	Prevents unilateral final authority.
8. Confidential Information, Ownership of Documents and Copyright	Special Conditions	Any reports, information, or other data prepared or assembled by the Contractor pursuant to this Agreement shall not be made available to any individual or organization by Contractor without prior written approval of the City. During the term of this Agreement, and thereafter, the Contractor shall not, without prior written consent of the City, disclose to anyone any Confidential Information. The term Confidential for the purpose of this Agreement shall include all proprietary marketing plans, financial information, designs, drawings, specifications, materials, compilations, documents, instruments, models, source of object codes and other information disclosed or submitted, orally, in writing, or by any other medium or media. All Confidential Information shall be and remain confidential and proprietary in City. Contractor shall retain ownership of its pre-existing intellectual property and tools. City is granted a non-exclusive license for project deliverables.	Protects IP ownership.
Resolution of Disputes, Breaches or Other Litigation	Federal Conditions	(1) The validity of this Agreement and of any of its terms and provisions, as well as the rights and duties of the parties, shall be governed by the laws of the State of California. In the event of litigation between the two parties, proper venue shall be laid in a court of competent jurisdiction in the County of Fresno, State of California. (2) Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of (Recipient)'s Maintenance Manager. This decision shall be final and conclusive unless with ten (10) days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the Maintenance Manager. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Maintenance Manager shall be binding upon the contractor and the Contractor shall abide by the decision. Disputes shall be resolved through good faith negotiation, mediation, and if necessary litigation in accordance with Section 15 (Governing Law and Venue). (3) Pending final resolution of a dispute hereunder, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the City's decision.	Prevents unilateral binding decision.

7. Bidders Listing of Subcontractors

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

BIDDERS LIST

Bidders are advised that, as required by federal law, the City is required to report to the U.S. Department of Transportation participation for all Federally aided contracts each year so the attainment efforts may be evaluated.

The proposal will be considered non-responsive if this form is not fully completed.

List all Subcontractor information including, without limitation, those that will perform any portion of the work or provide any products for this project, even if the dollar amount of the work that will performed is less than one half (1/2) of one percent (1%) of the total bid amount.

Prime Contractor:

Name: Alta Planning + Design, Inc.
Address: 101 SW Main Street, Suite 2000
City: Portland State: OR Zip Code: 97204
Check one: ☐ DBE or ☒ Non-DBE DBE Cert Number: _____
NAICS code(s) (applicable to each scope of work the firm seeks to perform in its bid): ☐ Check if N/A
541330, 541320, 541370, 541512, 541430
Age of firm: 30 Years
Annual Gross: ☐ less than \$1 million ☐ \$1-3 million ☐ \$3-6 million ☐ \$6-10 million ☒ over \$10 million

Subcontractors: ☐ Check as N/A if a subcontractor(s) will not be used

Name: Bodewell Group
Address: 12770 El Camino Real, Suite 100
City: San Diego State: CA Zip Code: 92130
Check one: ☐ DBE or ☒ Non-DBE DBE Cert Number: _____
NAICS code(s) (applicable to each scope of work the firm seeks to perform in its bid): ☐ Check if N/A
541820
Age of firm: 25 Years
Annual Gross: ☐ less than \$1 million ☐ \$1-3 million ☐ \$3-6 million ☐ \$6-10 million ☒ over \$10 million

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Check one: ☐ DBE or ☐ Non-DBE DBE Cert Number: _____
NAICS code(s) (applicable to each scope of work the firm seeks to perform in its bid): ☐ Check if N/A

Age of firm: _____
Annual Gross: ☐ less than \$1 million ☐ \$1-3 million ☐ \$3-6 million ☐ \$6-10 million ☐ over \$10 million

8. Debarment and Suspension Certification

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

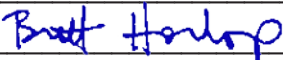
DEBARMENT AND SUSPENSION CERTIFICATION

Contractor and all subcontractors shall meet debarment, suspension, ineligibility, and voluntary exclusion requirements pursuant to Executive Order 12549. See Federal Requirements, of these Specifications. A list of excluded parties may be found at the following website: <https://sam.gov/content/home>

Contractor shall return with its Proposal **this form.**

Note: Providing false information may result in criminal prosecution or administrative sanctions.

Date February 27, 2026

Signature 

Company Name Alta Planning + Design, Inc

Title CEO

If registered on SAM.gov, please provide UEI: ZNDWTZ6M23L9

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Bodewell Group
(Submit with Proposal)

DEBARMENT AND SUSPENSION CERTIFICATION

Contractor and all subcontractors shall meet debarment, suspension, ineligibility, and voluntary exclusion requirements pursuant to Executive Order 12549. See Federal Requirements, of these Specifications. A list of excluded parties may be found at the following website: <https://sam.gov/content/home>

Contractor shall return with its Proposal **this form.**

Note: Providing false information may result in criminal prosecution or administrative sanctions.

Date 2/24/2026

Signature A. Christopher Will

Company Name Bodewell Group

Title CEO & Partner

If registered on SAM.gov, please provide UEI: _____

9. Non-Lobbying Certification

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

NON-LOBBYING CERTIFICATION

LOBBY RESTRICTIONS

Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

	Signature of Contractor's Authorized Official
<u>Brett Hondorp, CEO</u>	Name and Title of Contractor's Authorized Official
<u>February 27, 2026</u>	Date

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Bodewell Group
(Submit with Proposal)

NON-LOBBYING CERTIFICATION

LOBBY RESTRICTIONS

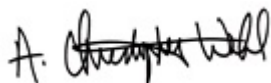
Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Signature of Contractor's Authorized Official

____ Chris Wahl, CEO & Partner _____ Name and Title of Contractor's Authorized Official

____ 2/24/2026 _____ Date

10. Local Preference

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

CERTIFICATION FOR LOCAL
PREFERENCE FOR: Request for
Proposals Contractor Services for
Transit Design Guidelines
RFP NO. 12600774

We certify that we qualify as a local business pursuant to Fresno Municipal Code Section 4-109(b)(1).

Location of Business:

Primary Office []

Please provide street address
(No PO Box)

Branch Office []
(Please mark as applicable)

Address: NA

Phone: _____

The undersigned Respondent hereby declares under penalty of perjury under the laws of the State of California that the information contained on this CERTIFICATION FOR LOCAL PREFERENCE is correct and complete.

The above Statement is part of the Proposal. Signing this Proposal on the signature page thereof shall also constitute signature of this Certification.

Respondents are cautioned that making a false certification may subject the certifier to criminal prosecution.

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Bodewell Group
(Submit with Proposal)

**CERTIFICATION FOR LOCAL
PREFERENCE FOR: Request for
Proposals Contractor Services for
Transit Design Guidelines
RFP NO. 12600774**

We certify that we qualify as a local business pursuant to Fresno Municipal Code Section 4-109(b)(1).

Location of Business:

Primary Office ☐

Please provide street address (No PO Box)

Branch Office ☒
(Please mark as applicable)

Address: 265 E. River Circle STE 250, Fresno, CA

Phone: (559) 271-6824

The undersigned Respondent hereby declares under penalty of perjury under the laws of the State of California that the information contained on this CERTIFICATION FOR LOCAL PREFERENCE is correct and complete.

The above Statement is part of the Proposal. Signing this Proposal on the signature page thereof shall also constitute signature of this Certification.

Respondents are cautioned that making a false certification may subject the certifier to criminal prosecution.

11. Tax Liability Certification

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

Federal Tax Liability and Recent Felony Convictions Certification

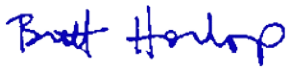
FTA Master Agreement Section 4(g)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that they and their organization:

1. Does not have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
2. Was not convicted of felony criminal violation under any Federal law within the preceding 24 months.

The Contractor agrees to flow this requirement down to participants at all lower tiers, without regard to the value of any subagreement.

Date February 27, 2026

Signature 

Company Name Alta Planning + Design, Inc.

Title CEO

12. Disclosure of Conflict of Interest

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

DISCLOSURE OF CONFLICT OF INTEREST

		YES*	NO
1	Are you currently in litigation with the City of Fresno or any of its agents?	☐	☒
2	Do you represent any firm, organization, or person who is in litigation with the City of Fresno?	☐	☒
3	Do you currently represent or perform work for any clients who do business with the City of Fresno?	☐	☒
4	Are you or any of your principals, managers, or professionals, owners or investors in a business which does business with the City of Fresno, or in a business which is in litigation with the City of Fresno?	☐	☒
5	Are you or any of your principals, managers, or professionals, related by blood or marriage to any City of Fresno employee who has any significant role in the subject matter of this service?	☐	☒
6	Do you or any of your subcontractors have, or expect to have, any interest, direct or indirect, in any other contract in connection with this Project?	☐	☒
* If the answer to any question is yes, please explain in full below.			

Explanation: NA

☐ Additional page(s) attached.

Brett Hondorp
Signature

February 27, 2026
Date

Brett Hondorp, AICP
Name

Alta Planning + Design, Inc.
Company

101 SW Main St., Suite 2000
Address

Portland, OR, 97204
City, State, Zip

Alta Planning + Design, Inc.

PAGE 26

567689v1

13. Signature Page

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

Proposer's Name Alta Planning + Design, Inc.
(Submit with Proposal)

SIGNATURE PAGE

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the statements contained in this proposal are true and correct.

PROPOSAL SUBMITTED BY:
(Please follow the instructions for each line, as explained below.)

(1) Alta Planning + Design, Inc. () (510) 540-5008 () NA
Firm Phone Fax

(2) X
(Corp.) (Individual) (Partner) (Other)

(3) 101 SW Main St., Suite 2000
Business Address
Portland OR 97204
City State Zip Code

(4) By: Brett Hondorp
Signature of Authorized Person
Brett Hondorp, AICP
Type or Print Name of Authorized Person and Title

Federal Tax I.D. No.: 680465555 Date: February 27, 2026

14. Sample Certification

Request for Proposals Contractor Services for Transit Design Guidelines
RFP No. 12600774

SAMPLE CERTIFICATION

I, Katie Mangle, AICP, certify that I am the secretary
Name
of the corporation named herein; that Brett Hondorp, AICP who signed this
Name
Proposal on behalf of the corporation, was then CEO of
Title
said corporation; that said Proposal is within the scope of its corporate powers and was
duly signed for and on behalf of said corporation by authority of its governing body, as
evidenced by the attached true and correct copy of the Statement of Information Corporation
Name of Corporate Document

By: 
Name: Katie Mangle, AICP
Title: Secretary
Date: February 27, 2026



BA20231915152



STATE OF CALIFORNIA
Office of the Secretary of State
STATEMENT OF INFORMATION
CORPORATION

California Secretary of State
 1500 11th Street
 Sacramento, California 95814
 (916) 653-3516

For Office Use Only

-FILED-

File No.: BA20231915152

Date Filed: 12/20/2023

B2349-3764 12/20/2023 7:54 AM Received by California Secretary of State

Entity Details			
Corporation Name	ALTA PLANNING + DESIGN, INC.		
Entity No.	2302888		
Formed In	CALIFORNIA		
Street Address of Principal Office of Corporation			
Principal Address	711 SE GRAND AVENUE PORTLAND, OR 97214		
Mailing Address of Corporation			
Mailing Address	711 SE GRAND AVENUE PORTLAND, OR 97214		
Attention	Registration		
Street Address of California Office of Corporation			
Street Address of California Office	None		
Officers			
Officer Name	Officer Address	Position(s)	
■ Julia Stutz	711 SE GRAND AVENUE Portland, OR 97214	Secretary	
■ Charul Doshi	711 SE GRAND AVENUE PORTLAND, OR 97214	Chief Financial Officer	
■ BRETT HONDORP	711 SE GRAND AVENUE PORTLAND, OR 97214	Chief Executive Officer	
Additional Officers			
Officer Name	Officer Address	Position	Stated Position
STEVEN FRIESON	617 W. 7TH ST. SUITE 1103 L;OS ANGELES, CA 90017	Vice President	
Directors			
Director Name	Director Address		
+ Charul Doshi	711 SE GRAND AVENUE PORTLAND, OR 97214		
+ Julia Stutz	711 SE GRAND AVENUE PORTLAND, OR 97214		
+ Michael Renshaw	711 SE GRAND AVENUE PORTLAND, OR 97214		
The number of vacancies on Board of Directors is: 0			
Agent for Service of Process			
California Registered Corporate Agent (1505)	CSC - LAWYERS INCORPORATING SERVICE Registered Corporate 1505 Agent		
Type of Business			

Type of Business	NON-MOTORIZED TRANSPORTATION PLANNING & DESIGN
Email Notifications Opt-in Email Notifications	No, I do NOT want to receive entity notifications via email. I prefer notifications by USPS mail.
Labor Judgment No Officer or Director of this Corporation has an outstanding final judgment issued by the Division of Labor Standards Enforcement or a court of law, for which no appeal therefrom is pending, for the violation of any wage order or provision of the Labor Code.	
Electronic Signature ☒ By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign. Julia Stutz Signature 12/20/2023 Date	

B2349-3765 12/20/2023 7:54 AM Received by California Secretary of State

16. Addenda



Gregory A. Barfield, Director
2223 G Street
Fresno, California 93706
(559) 621-RIDE
www.fresno.gov



ADDENDUM NO. 1 Fresno Area Express Transit Design Guidelines RFP Bid File #12600774

NOTICE TO ALL BIDDERS

This Addendum is attached to and made a part of the above-entitled specifications for the City of Fresno with a scheduled bid closing of **3:00 P.M., February 27, 2026.**

All changes and or clarifications will appear in **bold underlined**.

Request for Information

ANSWER TO REQUEST FOR INFORMATION

1. **Question:** If we are not claiming local preference how should the form "CERTIFICATION FOR LOCAL PREFERENCE" be filled out?

Answer: **This document is not required. Please see the updated Checklist.**

2. **Question:** On page 62 of the RFP, the Scope of Work for the Draft Toolkit includes item #3 Greening and Aesthetics - are plumbing/irrigation infrastructure specifications required?

Answer: **No, plumbing/irrigation infrastructure specifications are not required.**

3. **Question:** What is the expected interaction between the Transit Design Guidelines and the Mobility Design Guide?

Answer: **The Mobility Hub Study and the Transit Design Guidelines are unrelated.**

4. **Question:** On page 19 of the RFP, there is a note in the Statement of Acceptance of the Indemnification and Insurance Requirements that states "Any exceptions may cause a proposer to not be awarded a contract". Can we submit exceptions with our proposal, but also check "Accept", or will that render a disqualification or non-award?

Answer: **If you are taking exception to any of the required indemnification and/or insurance requirements, you should check Do Not Accept and list the exceptions.**

5. **Question:** On page 12 of the RFP, there are various forms listed for the consultant to submit as part of the Check List. Can FAX please confirm which forms subconsultants should submit?

Answer: The Checklist has been updated. The changes include 2 documents that are not required: (1) Sample Service Contract and (2) Certification for Local Preference. All other items with an "X" are required. The only additional documents required are under #17 are Key Personnel Resumes.

6. **Question:** On page 12 of the RFP, the Check List is marked with an X next to item #15 Sample Service Contract. Please clarify if we are to provide a signature on the Sample Service Contract or if we are only expected to review the contract at this time. Are we required to submit the Sample Service Contract with our proposal response? If so, can we submit the document unsigned until a selection has been made?

Answer: The Sample Service Contract is not required at this time. Please see updated Checklist.

7. **Question:** On page 7 of the RFP, item C states "The scoring for costs is based on the lowest price in relation to the price offered." Would FAX please provide the anticipated total project cost? In addition, would FAX please provide a breakdown of the evaluation criteria by percentages and/or points (and totals)?

Answer: The criteria in the RFP is listed in order of relative importance. The project is fully funded, but FAX will not be sharing the value.

8. **Question:** Will FAX be short listing and interviewing consultants to award the contract?

Answer: As stated under Selection Process and Evaluation Criteria on page 7, "The Selection Committee reserves the right to request additional information from Contractors, to negotiate terms and conditions of the Contract, to visit sites, to request demonstrations or oral Request for Proposals Contractor Services for Transit Design Guidelines RFP No. 12600774 presentations, to establish a competitive range, or ask Contractors to appear before the Selection Committee to clarify points of their proposal."

9. **Question:** Are you able to share a target budget range for this project?

Answer: The project is fully funded, but FAX will not be sharing the value.

10. **Question:** May we include a narrative document with our proposal in order to address the desired criteria on page 7 of the RFP, in addition to the required forms and attachments listed in the Check List on RFP page 13?

Answer: Yes.

11. **Question:** May we reformat our firm's response to the PROPOSER QUALIFICATION QUESTIONNAIRE, as long as we include the form's header and all prompts in the same sequence, in order to provide enough space on the page to adequately answer each question?

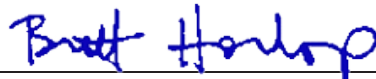
Answer: Yes, ensuring that all questions are responded to in order they appear in the RFP.

City of Fresno
Department of Transportation



Jeff Long
Senior Regional Planner

The bidder shall sign below indicating he/she has thoroughly read and understands the contents of this Addendum No. 1.

Signed: 

Company: Alta Planning + Design, Inc.

This addendum is being distributed ONLINE only and will not be sent by U.S. Mail. The bidder shall submit a signed copy of this addendum with their bid.



Brian Barr, Director
2101 G. Street, Building A
Fresno, CA 93706
www.fresno.gov

ADDENDUM NO. 2
Request for Proposals Contractor Services for: Transit Design Guidelines
Bid File: 12600774

NOTICE TO ALL BIDDERS

This Addendum is attached to and made a part of the above entitled specifications for the City of Fresno with a scheduled bid opening of **3:00 P.M., February 27, 2026.**

All changes and or clarifications will appear in **bold underlined type.**

Please note the primary contact for this project has changed from Jeff Long, Jeff.Long@Fresno.gov to Tamra Torrence, Purchasing@fresno.gov.

City of Fresno

A handwritten signature in blue ink that reads "Tamra Torrence". The signature is written in a cursive, flowing style.

TAMRA TORRENCE
Senior Procurement Specialist

The bidder shall sign below indicating he/she has thoroughly read and understands the contents of this Addendum.

Signed: A handwritten signature in blue ink that reads "Brett Harlop". The signature is written in a cursive, flowing style.

Company: Alta Planning + Design, Inc.

This addendum is being distributed ONLINE only and will not be sent by U.S. Mail. The bidder shall submit a signed copy of this addendum with their bid.

Addenda to date: 2
February 25, 2026

17.

Other Required Documents

17.a) Key Personnel Resumes



Sam Corbett

Principal-in-Charge

YEARS OF EXPERIENCE

28 years

EDUCATION

Master of City Planning,
University of California,
Berkeley

BS, Environmental Policy,
Analysis, and Planning,
University of California, Davis

AREAS OF EXPERTISE

Project management

Quality control

Transit planning

Bicycle and pedestrian
planning and design

PROFESSIONAL HIGHLIGHTS

2020 State of Transportation
Planning Report, "Empowering
Low-Resourced Communities
to Envision Their Active
Transportation Network",
co-authored with Courtney
Banker and Julia Lippe-Klein,
American Planning Association,
May, 2020

2017 IPENZ Transportation
Group Conference, "Enabling
the New Network – Using
the Business Case Approach
to Address Auckland's
Transportation Challenges",
co-authored with Biserka Stetic

2016 IPENZ Transportation
Group Conference, "Wellington
Cycleway Master Plan – project
insights", coauthored with Terri
Collett

Sam has 28 years of experience as a transportation planner and manager, specializing in transit planning, transportation demand management, transportation system improvements, multimodal planning, bicycle and pedestrian planning and design, traffic calming and grant funding. Sam believes strongly in taking a client-oriented approach to his work and is honored to have received the 2017 Client's Choice Award for being the Most Client Focused Consulting Engineer in Australia/New Zealand as independently researched by Beaton Consulting Group. Sam brings strong transportation planning skills to all his projects, developed from working in both the public and private sector. Throughout his career, Sam has led numerous high performing teams to deliver exceptional results on projects related to improving transportation systems in highly complex and constrained urban environments.

Relevant Experience

Caltrans Bay Area Transit Plan, CA

Alta worked with Caltrans Bay Area (District 4) to develop a transit plan for the Bay Area. The plan, which supports and complements the District's Active Transportation Plan, identifies areas of need, develops best practices, prioritizes improvements, and identifies strategies to implement needed programmatic and capital improvements on the State transportation Network to improve transit service and improve access to and integration between transit modes. Sam was the Principal-in-Charge.

Sacramento State University TDM Plan, CA

The Sacramento State TDM project focuses on developing a comprehensive Transportation Demand Management (TDM) plan for a prominent university in California. This initiative enhances the sustainability and efficiency of transportation systems within the campus and surrounding areas. The project involved creating detailed datasets that encompass various modes of transportation, including walking, biking, and transit access, to understand current usage patterns of students and employees. Key activities included running access shed testing to evaluate the effectiveness of transportation options and visualizing anonymized data on student and worker locations to inform planning decisions. Sam served as Principal-in-Charge on the project.

Los Angeles BSS Canoga Park Urban Cooling Strategies, CA

Alta was hired by StreetsLA (previously the City of Los Angeles Bureau of Street Services) to develop a conceptual plan to mitigate the threats of extreme heat, Urban Heat Island Effect, and other climate change impacts in the neighborhood of Canoga Park. The project focused on shade, cool pavement, native plantings, and traffic safety improvements as a first- and last-mile connection of a Bus Rapid Transit Station. The Alta team held multiple community meetings to identify potential hazards and solutions and created photo simulations and 3-D video fly-throughs of the proposed design using Sketch-Up, Lumion, and other software. Sam served as the Principal-in-Charge.

Sam Corbett, Continued

Additional Transit and Mobility Planning Experience

- Mountain View Comprehensive Modal Plan, Mountain View, CA
- Los Altos Complete Streets Visioning and Performance Measurement, Los Altos, CA
- Amtrak Capitol Corridor Mode of Access Survey Design Review, Sacramento, CA
- LA Metro Gold Line First/Last Mile Plan and Extension, Los Angeles County, CA
- Redlands Passenger Rail Access Plan, Redlands, CA
- Improvement to Transit Access for Cyclists and Pedestrians Study, San Bernardino County, CA
- Arrow Highway Multimodal Regional Corridor Plan, San Gabriel Valley, CA
- South Orange County Multimodal Study, Orange County, CA
- Anaheim Resort Area Mobility Plan, Anaheim, CA
- Denver Regional Transit District First and Last Mile Strategic Plan, Denver, CO
- Phoenix Mobility Study, Phoenix, AZ
- Salt Lake and Ogden Urbanized Areas Methodology Development to Assess Project-Level Destination Accessibility, Wasatch Front Regional Council, UT
- Charlotte Area Transit System (CATS) North & West Corridor Alternative Analysis and Center City Integration Project, Charlotte, NC
- West Palm Beach Intermodal Transit Center Redesign, West Palm Beach, FL
- Wynyard Quarter and Fanshawe Urban Busway, Auckland, NZ*
- Northwest Busway Strategic Business Case, Auckland, NZ*
- Wellesley Street Bus Rapid Transit Indicative Business Case, Auckland, NZ*
- Auckland Light Rail Detailed Business Case, Auckland, NZ*
- Downtown Bus Facility Design, Auckland, NZ*
- Intercity Bus Terminal Design, Auckland, NZ*

*Completed prior to joining Alta



Mauricio Hernández

Project Manager

YEARS OF EXPERIENCE

17 years

EDUCATION

Master of Community Planning,
University of Maryland

Bachelor of Arts, Geography,
Florida International University

Bachelor of Arts, International
Relations, Florida International
University

AREAS OF EXPERTISE

Master planning

Feasibility studies

Program implementation

Micromobility

Tactical urbanism

Transit access

PROFESSIONAL HIGHLIGHTS

Co-Chair, Bicycle Parking
Guidelines Update, Association
of Pedestrian and Bicycle
Professionals

Member, Diversity and Inclusion
Committee, Association
of Pedestrian and Bicycle
Professionals

Chair, TCRP J-11/Task 37 –
Transit and Micro-mobility

Member, Innovations in
Transportation Equity for Latino
Communities Workgroup

Principal Author and
Researcher Transit Cooperative
Research Program (TCRP)
Synthesis 132: Public Transit
and Bikesharing. National
Academies of Sciences,
Engineering and Medicine.
September 2018

Mauricio is an experienced multimodal planner with 17 years of experience who prioritizes equity in all aspects of his practice. Originally from Bogotá, Colombia, he strives to incorporate bilingual public involvement strategies into the transportation planning process. He has a background working in micromobility and multimodal transportation, having led the implementation and evaluation of countless bike share programs throughout the US, as well as national studies for FHWA and the National Academies of Science. His experience spans the public and private sectors, including positions with the District of Columbia Department of Transportation where he helped implement one of the country's first micromobility programs (Capital Bikeshare) and expand transit operations of DC's Circulator Bus and DC Streetcar. Mauricio's passion lies in the development and implementation of multimodal transportation projects with a focus on public engagement and data analytics.

Relevant Experience

Caltrans (District 4) Bay Area Transit Plan, CA

Mauricio served as Project Manager for the development of a Transit Plan for the Bay Area. The Plan which supports and complements the District's Active Transportation Plans identified areas of need, developed best practices, prioritized improvements, and identified strategies to implement needed programmatic and capital improvements on the State transportation network to improve transit service and improve access to and integration between transit modes. The Plan also provided transit modal plan as a reference for treatments in prioritizing and nominating improvements to include in the District System Management Plan, Comprehensive Multimodal Corridor Plans, the State Highway System Management Plan, the State Highway Operation and Protection Program, and the RTP (Plan Bay Area 2050). The Plan included an analysis for corridor planning documents, informing the public, partners, and other internal Caltrans functional units of transit needs and prioritization.

Fresno Council of Governments Mobility Hub Feasibility Study, CA

Mauricio serves as Project Manager in support of the Fresno Council of Governments to complete a Mobility Hub Feasibility Study to identify feasible mobility hub locations within the urban core as well as in the rural areas of the County, that can facilitate multimodal transportation, such as e-bikes, e-scooters, carshare, and traditional public transit. In addition to sites, the study will develop criteria for mobility hubs and implementation guidelines. Once the feasible locations have been identified, criteria will be applied to identify four specific locations at existing transit stops/stations – one each in Fresno, Clovis, the FCRTA service area, and an unincorporated community – to design mobility hub features at these places for future implementation. The study includes a robust public outreach campaign, emphasizing the underserved communities within Fresno County.

OCTA Mobility Hubs Concept of Operations Study, Orange County, CA

Mauricio serves as Project Manager for the development of a Mobility Hubs Concept of Operations (ConOps) Study. The project focuses on identifying potential hub locations and develop conceptual design plans for hub services and amenities. The project also focuses on identifying the roles/responsibilities of the parties required to implement and operate mobility hubs successfully. Alta is also considering how mobility hub locations can influence equitable access to mobility and reduce single occupancy vehicle trips. The objective is to develop conceptual designs and a ConOps strategy that expands mobility access for disadvantaged populations, reduces greenhouse gas and smog-forming emissions, and increases the use of transit services.



Charlie Simpson

Assistant Project Manager

YEARS OF EXPERIENCE

13 years

EDUCATION

Master of Urban Planning,
University of Washington
College of Built Environments
BS, Urban and Environmental
Policy, Occidental College

AREAS OF EXPERTISE

Urban planning
Vision Zero
Tactical urbanism
Community engagement

Charlie is a passionate transportation planner and advocate for safe streets that meet the needs of all ages and abilities. He continually works to ensure that equity guides his work and is energized by building relationships with communities. Charlie has multiple years of experience utilizing tactical urbanism as a tool to expand community engagement, more quickly implement bicycle and pedestrian projects, and catalyze long-term change.

Relevant Experience

Caltrans Bay Area Transit Plan, CA

Alta worked with Caltrans Bay Area (District 4) to develop a transit plan for the Bay Area. The plan, which supports and complements the District's Active Transportation Plan, identifies areas of need, develops best practices, prioritizes improvements, and identifies strategies to implement needed programmatic and capital improvements on the State transportation Network to improve transit service and improve access to and integration between transit modes. Charlie worked as Planner on the project.

Fresno Council of Governments Mobility Hub Feasibility Study, CA

Alta was contracted by the Fresno Council of Governments (Fresno COG) to complete a Mobility Hub Feasibility Study to identify feasible mobility hub locations within the urban core as well as in the rural areas of the County, that can facilitate multi-modal transportation, such as e-bikes, e-scooters, carshare, and traditional public transit. In addition to sites, the study will develop criteria for mobility hubs and implementation guidelines. Once the feasible locations have been identified, criteria will be applied to identify four specific locations at existing transit stops/stations – one each in Fresno, Clovis, the FCRTA service area, and an unincorporated community – to design mobility hub features at these places for future implementation. The study will include a robust public outreach campaign, with an emphasis on the underserved communities within Fresno County. Charlie is supporting the project as Planner.

Campbell Multimodal Transportation Plan, CA

Charlie is serving as Assistant Project Manager for the City of Campbell's Multimodal Transportation Plan. To date, the City has not completed a citywide transportation-focused plan. Alta is helping the City develop a plan that will act as a significant catalyst in modifying how the City provides for the mobility needs of its community members. The plan will focus on sustainable transportation improvements, creating a comprehensive and interconnected bicycle and pedestrian system that serves users of all ages and abilities.

Santa Rosa Active Transportation Plan, CA

Alta is working with the City of Santa Rosa to develop the city's Active Transportation Master Plan as an update to its Bicycle and Pedestrian Master Plan. The Plan will focus on improving conditions for people walking, biking, and rolling throughout the City of Santa Rosa. The plan will address active transportation needs citywide. Community input will guide the City in developing a citywide plan that prioritizes active transportation needs and projects over the next several years. Charlie is serving as Assistant Project Manager.



Derek Abe
Design Advisor

YEARS OF EXPERIENCE

17 years

EDUCATION

MURP, Portland State University
BS, Environmental Science,
Portland State University

AREAS OF EXPERTISE

- Complete Streets and Complete Streets 2.0
- Active transportation analytics
- Active transportation design guidelines
- New mobility
- Transit integration
- Network design for equitable outcomes

REGISTRATIONS

- Project Management Certification, PSMJ
- NACTO Instructor

PROFESSIONAL HIGHLIGHTS

- Adjunct Faculty at Portland State University School of Urban Studies and Planning
- Transit-Oriented Development Steering Committee Member, Oregon Metro Regional Government
- Initiative for Bicycle and Pedestrian Innovation (IBPI) Fellow, Oregon Transportation Research and Education Consortium
- Association of Pedestrian and Bicycle Professionals (APBP) Chapter

As a national expert in active transportation facility design and Alta’s Urban Bikeway Design leader, Derek elevates deep technical knowledge of facility design standards and guidelines. Derek worked on dozens of state- and city-wide bicycle and pedestrian plans. He served as Project Manager and principal author to the most recent NACTO *Urban Bikeway Design Guide* that includes the latest bikeway network design principles, contextualizing bikeways in relation to transit, pedestrians, and other micromobility devices, and safe intersection design approach and tools for jurisdictions to support their communities safe, active transportation needs. He is a NACTO-certified instructor and, for the last nine years, instructed the Active Transportation Planning and Design Studio in Portland State University’s Master of Urban and Regional Planning program.

Relevant Experience

NACTO Urban Bikeway Design Guide Update, Nationwide

Alta, with Derek as Project Manager, assisted the National Association of City Transportation Officials (NACTO) with the update to their *Urban Bikeway Design Guide*, integrating intersection guidance as well as integration with transit and many other sections on design details. Alta also led workshops and training for NACTO, APBP, and ITE, and was involved in training professionals throughout the country on these standards. This definitive national resource establishes the latest and greatest in bikeway design and was published in January 2025.

NACTO Designing for Small Things with Wheels Working Paper, Nationwide

Derek served as the Project Manager and Technical Lead to update bikeway design guidance to account for micromobility and e-powered users, setting new national guidelines and incorporating direct input from a working group of lead staff from NACTO member cities.

TriMet Division Street Transit Project, Portland, OR

As Project Manager, Derek worked with TriMet to design a concept for new integrated bus rapid transit platforms that would safely accommodate pedestrians, passengers, and bicyclists. He led a precedent study of existing facility types, evaluated the issues, advantages/disadvantages, and trade-offs of the range of station typologies, and facilitated discussions with advisory groups and stakeholders to advance a final design concept. This iterative design process coincided with the 30% drawing set, and led to the construction of a full-scale mock-up and live demonstration evaluation.

Washington County Roadway Standards Update, OR

Derek served as Alta’s Project Manager for this project. As part of a team, Alta helped Washington County update its roadway standards. Alta provided expertise in streamlining internal processes and policy, including analysis of existing development code and public works standards. Alta also provided expertise to help the County create new roadway standards that prioritize safety for people walking, biking, and taking transit, and led trainings for engineering staff to implement Complete Street approaches. The final deliverables include new policies, standards, and internal team workflow processes.



Lisa Ballard, PE

Engineering Advisor

YEARS OF EXPERIENCE

29 years

EDUCATION

MS, Civil Engineering,
University of California, Irvine
BS, Civil Engineering, California
Polytechnic State University -
San Luis Obispo

AREAS OF EXPERTISE

Multimodal guidance conflict
resolution

Bridging planning vision and
engineering practice

Complete Streets
implementation

Multi-agency coordination

Stakeholder facilitation and
trade-off negotiation

Transit-street integration and
first/last-mile connections

Environmental justice and
equity in transportation
planning

Performance metrics and
evaluation frameworks

Traffic engineering and
intersection operations

Transit signal priority and ITS
systems

Community engagement and
equity-centered outreach

Transportation data analysis
and performance measurement

REGISTRATIONS

Professional Civil Engineer:
CA (#58390), 1998

Professional Engineer:
WA (#25026941); MT (#16978)

Lisa is a transportation engineer, planner, and project manager who specializes in resolving complex, multi-agency design challenges, bringing competing standards, stakeholder priorities, and technical constraints into alignment so that projects can move forward. With nearly 30 years of experience spanning public agencies, consulting, and research, she bridges the gap between planning vision and engineering practice, translating policy goals into feasible, buildable solutions. Her time at the Washington State Department of Transportation and King County Metro gave her firsthand experience navigating conflicts between state DOT, national, and local agency guidance. Lisa's will draw on the right expertise at the right moment, and facilitate the technical and policy conversations that move competing perspectives toward shared standards. She chairs the TRB Standing Committee on Transit Facilities and Infrastructure.

Relevant Experience

King County Metro Transit Speed and Reliability Program, King County, WA*

Lisa managed multiple corridor and partnership projects to improve bus speed and reliability, working closely with cities, the state DOT, and other transit agencies. She facilitated technical and policy conversations with local agencies, identifying trade-offs between transit, general purpose, bicycle, and pedestrian needs. Her contributions included refining signal timing plans, selecting appropriate transit priority measures, and guiding implementation of queue jumps and lane reallocations.

King County Metro Roundabout Guidance | King County, WA*

Lisa led development of Metro's internal policy guidance for roundabout design and operations. She built internal team consensus, then coordinated external review with WSDOT, Seattle DOT, and other partner agencies to produce a cohesive guidance document standardizing Metro's practices across jurisdictions.

WSDOT Alternatives to LOS Framework and Technical Advisory Group, WA*

Lisa co-led a research and assessment initiative on alternatives to Highway Capacity Manual (HCM) vehicle Level of Service (LOS) metrics as part of WSDOT's Highway System Plan. She led the technical development of analysis frameworks and facilitated the LOS Technical Advisory Group (LOSTAG), with participation from MPO and other regional partners. The findings informed WSDOT's interim guidance and helped shape the policy landscape ahead of 2023 GMA reforms.

WSDOT Complete Streets Implementation, King and Snohomish Counties, WA*

Lisa served as Program Manager for WSDOT's Complete Streets rollout in the state's most complex region, monitoring more than 100 projects and leading cross-disciplinary teams from early planning through design initiation. She facilitated multidisciplinary teams to incorporate safe facilities for active transportation and access to transit into projects, ensuring inclusive community engagement and addressing environmental justice concerns.

* Completed prior to joining Alta



Chloe Ward, PE

Senior Engineer

YEARS OF EXPERIENCE

11 years

EDUCATION

BS, Civil Engineering, Iowa State University

AREAS OF EXPERTISE

Design guidelines
Multi-use trail design
On-street bicycle design
Wayfinding

REGISTRATIONS

Professional Engineer:
CO (#0056849); AZ (#71106);
UT (#11782267-2202);
ID (P-21461); NV (#030607)

PROFESSIONAL ASSOCIATIONS

WTS - Colorado Chapter
Institute of Transportation Engineers

Chloe joined Alta after discovering that her passion for active transportation could be translated into her career as an engineer. With 11 years of transportation engineering experience, Chloe is an expert in bicycle and pedestrian design ranging from small mountain towns to dense urban areas. She works on a range of projects, including on-street bicycle and pedestrian facilities, multi-use pathways and trails, and design guidelines. Chloe has led two rounds of multi-year trainings on bicycle and pedestrian facility design for the Colorado DOT. She also developed and facilitated trainings on Pedestrian and Bicycle Facility Design Course through the National Highway Institute (NHI) of the FHWA. She has provided similar trainings for the MPOs, DOTs, and City staff across the country.

Relevant Experience

FHWA Small Town and Rural Multimodal Networks Guide

Alta developed this guide for FHWA, which translates existing street design guidance and best practices for bicycle and pedestrian safety and comfort to the rural context. Chloe provided engineering perspective by researching existing national design guidance to use in the guide. She also offered a unique perspective from her background working in rural communities to provide insight on the guide's recommendations.

San Luis Obispo Protected Bikeway Standard Detail, CA

Alta was asked to create standard design details for Protected Bike Lanes in a variety of contexts. Alta based these standard details on current national best practices for buffer and bike lane widths, types of protection, curb design, and raised or street-level protected bike lanes. The final standard design details will be used for future design and construction projects in San Luis Obispo for protected bike lanes. Chloe served as Project Manager for this project.

Neighborhood Byway Design Guide & Corridor Designs, Salt Lake City, UT

Chloe is developing conceptual design for three planned corridors as part of this project. As part of the design guide, she is developing standard treatments for roadway crossings, traffic calming, signage and other infrastructure improvements along the City's Neighborhood Byway routes. Alta will also make policy recommendations for data collection, how neighborhood byways interact with the City's traffic calming program, and inter-division coordination. Alta is completing environmental permitting for the Kensington neighborhood byway in preparation for its construction.

Multimodal Options for a Vibrant Economy (MOVE), Glenwood Springs, CO

Alta was part of a multi-disciplinary team performing alternatives analysis along Grand Avenue in Glenwood Springs, focused on options for a new Bus Rapid Transit (BRT) route through Glenwood Springs, with additional consideration for related multimodal improvements, parking utilization, and traffic circulation/efficiencies. Chloe provided multimodal expertise by identifying and preparing conceptual designs for recommended bicycle and pedestrian improvements to encourage active transportation to transit services.



Jesús Contreras

Outreach Lead

YEARS OF EXPERIENCE

8 years

EDUCATION

Masters of City Planning, Urban Design & Transportation, UC Berkeley

BA Environmental Studies/ Economics, Sustainability Studies Minor, UC Santa Cruz

AREAS OF EXPERTISE

Independent study administration

Research and site analysis

Outreach and engagement

Data analysis

Quick-build implementation

Survey development and administration

Jesús is a planner with a passion for collaborative design practices that center on lived-experiences and elevate community values. As a bike commuter who was born and raised in the Bay Area, Jesús seeks to improve the safety and reliability of active transportation options for all Bay Area residents and visitors. Prior to joining Alta, Jesús worked with bicycle and pedestrian programs at the City of Berkeley.

Relevant Experience

Caltrans District 4 Bicycle Superhighways Study, Bay Area, CA

Alta is currently conducting a bicycle superhighway suitability and feasibility study throughout the nine Bay Area counties. The study addresses best practices in bicycle superhighway planning throughout the world and uses advanced data analytics to identify the best state highway corridor candidates for a bicycle superhighway. Jesús serves as a Planner on the project.

Hayward High Injury Network Safety Plan, CA

The Alta team, in partnership with Kimley-Horn, is leading the City of Hayward High Injury Network Safety Plan – an SS4A grant-funded project to redesign three of Hayward's highest priority streets for serious and fatal injury collisions. Alta is leading public outreach, including partnerships with CBOs, for each of the three corridors. The Alta team is also leading advanced data analytics for near-miss collisions at 10 key intersections and is leading design for the Tennyson Road corridor in south Hayward. The project will develop 35% design plans for each of the three corridors with a focus on transformative safety-based countermeasures for vulnerable road users. Jesus is serving as a Planner and leading outreach for this project.

MTC Origin Destination Study, Bay Area, CA

In order to gather information on people who make regional trips on foot, by bicycle or other emerging micromobility modes, MTC hired Alta to design an Active Transportation Origin-Destination Study. Alta will administer a statistically significant survey at multiple points along the Richmond-San Rafael Bicycle-Pedestrian Path, the Dumbarton Bridge, Golden Gate Bridge, and Napa Vine Trail. The study will intercept active transportation corridor users and obtain critical information such as their origin and destination, trip purpose, trip routing, trip length, trip frequency, demographics and attitudes related to both existing and future bicycle and pedestrian infrastructure and programs. Jesús is serving as Planner on the project.

Roseville Active Transportation Plan, CA

Jesús serves as the Planner for the development the City of Roseville's Active Transportation Plan. The Plan will focus on improving conditions for people walking, biking, and rolling (i.e., wheeled mobility devices used by people with disabilities, strollers, scooters, skateboards, etc.) throughout the City. The project will address active transportation needs citywide but will focus outreach and recommendations in areas of high need and historical disinvestment. More specifically, Alta is developing a comprehensive understanding of pedestrian and bicyclist needs and issues in the City.



Devan Gelle, LCI

Planning Lead

YEARS OF EXPERIENCE

7 years

EDUCATION

MA, History, University of New Orleans

BA, History, Baldwin Wallace University

AREAS OF EXPERTISE

Bicycle and pedestrian planning

Community engagement

Project coordination

Report/memo writing

REGISTRATIONS

League Cycling Instructor,
League of American Bicyclists
(# 7094)

PROFESSIONAL HIGHLIGHTS

Graduate Teaching Assistant,
University of New Orleans,
2017-2019

Devan is a planner whose work is informed by her academic emphasis in international and urban history. Her experience includes research, community outreach, pedestrian and bicycle planning, writing, data analysis, and project management. Devan's interest in the planning profession stems from the ways in which planning can help communities provide equitable and sustainable mobility options for residents and create active and healthy environments for everyone. Her exceptional organizational and communication skills keep projects on schedule and she excels at distilling complex information into digestible formats.

Relevant Experience

Complete Streets Design Guidelines, Culver City, CA

Devan was the Project Manager on this Complete Streets Design Guidelines document which unifies multiple city mobility plans and policies into a consolidated set of design and implementation standards. Devan organized and compiled previous city policies and documents as well as federal, national, and local design standards to guide the development of the document. As project manager, Devan led the team in the development of dozens of graphics to create a visually rich and informative document for the city, community, and developers. Devan also led unique and engaging outreach activities including walking tours, interactive workshops, and community events.

Bishop Downtown Specific Plan, CA

Alta led the development of a Downtown Specific Plan and Mixed-Use Overlay for the City of Bishop. This work creates a vibrant pedestrian-friendly environment in Bishop's city center by establishing a framework for growth, function, and streetscape aesthetics. The Plan includes development regulations, building and signage design guidelines, mobility recommendations, and implementation strategies. Devan served as a planner on this project and helped write the final Plan. Devan also acted as a project coordinator for this project and reviewed invoices and budget information.

CSU Stanislaus TDM Plan & Parking Feasibility Study, CA

As part of the CSU Stanislaus TDM Study, Devan led the active transportation component for both the Stanislaus and Turlock campuses. Devan evaluated existing walking and biking conditions, including on-campus paths and trails, and off-campus active transportation infrastructure and transit access. Devan identified opportunities to enhance physical infrastructure (i.e. bike lanes and sidewalks) and recommended improvements to educational outreach and wayfinding to encourage walking and biking. Devan also proposed strategies to expand support facilities, including increasing the availability of bike racks and other amenities.

Yorba Linda-Placentia Multi-Agency Active Transportation Plan, CA

As Assistant Project Manager, Devan supported in the management of the Yorba Linda-Placentia ATP, a multi-jurisdictional Plan that included pedestrian, bicycle, and SRTS recommendations. Devan also led the development of the Yorba Linda Trails Master Plan, which was a separate, but complementary element of this ATP effort that identified opportunities to close trail gaps in Yorba Linda. Devan supported the identification of infrastructure improvements and worked closely with both cities to refine the recommendations to best reflect the city and community needs and desires.



Petra Reyes
Planner

YEARS OF EXPERIENCE

3 years

EDUCATION

Master of City Planning, Master of Public Health, UC Berkeley
BA, Political Science; Minor in Law and Public Policy, University of Southern California

AREAS OF EXPERTISE

Outreach and stakeholder engagement
Data analysis & visualizations

Petra comes to Alta after serving an internship with the City of Berkeley, Department of Public Works, Transportation Division. In that role, she conducted community outreach for four projects, coordinated bus stop improvements and service planning between the city and AC Transit, updated the city’s micromobility permitting policy by evaluating program data, and developing enforcement mechanisms to promote equitable distribution of services. She also designed visual aid materials, including the city’s warning citation for daylighting implementation. Her role also included analysis of geospatial data to project the impact of expanding residential parking permitting.

Relevant Experience

Campbell Multimodal Transportation Plan, CA

Alta is helping the City develop a plan that will act as a significant catalyst in modifying how the City provides for the mobility needs of its community members. The plan will focus on sustainable transportation improvements, creating a comprehensive and interconnected bicycle and pedestrian system that serves users of all ages and abilities. Petra developed existing conditions maps and conducted the plan review for this project.

Cupertino Active Transportation Plan, CA

Alta is working with the City of Cupertino to develop the City’s first Active Transportation Plan. This effort will combine and prioritize recommendations from the Vision Zero Action Plan, Pedestrian Plan, and Bike Plan. Petra contributed to the existing conditions memo and developing pedestrian project recommendations. Petra also led the development of the phase 2 outreach materials and presented at the Planning Commission.

Hayward High Injury Network Safety Plan, Hayward, CA

Alta is working with the City of Hayward to develop a High Injury Network (HIN) Safety Plan. This plan focuses on reducing fatal and serious injury on in two corridors along the HIN. Petra contributed to public outreach planning and staffing. She also contributed to the Advanced Analytics Memo.

Berkeley Bike Plan Update 2024, CA

Alta is working with the City of Berkeley to update their Bike Plan (2017). This effort revisits the previous bike plan, updates recommendations, and develops new ones. Petra contributed to the implementation strategy and plan document preparation tasks.



Migi Lee

Transit Planner

YEARS OF EXPERIENCE

18 years

EDUCATION

MS, Urban Planning, Columbia University, New York

BA, Architecture, UC Berkeley

AREAS OF EXPERTISE

NEPA/CEQA

Transportation impact studies (TIS)

Multimodal circulation studies

Transportation management plan (TMP)

VTM analysis

Transportation demand management (TDM)

Migi is a well rounded transportation planner with particular expertise in transportation demand management (TDM) and NEPA/CEQA documents. She offers a broad range of experience in the successful implementation of TDM programs, including processing user data to identify target populations for carpool matching opportunities and assessing service gaps in transit and bicycle connections. Her comprehensive California Environmental Quality Act (CEQA) experience comprises Initial Studies, Negative Declarations, Mitigated Negative Declarations, and Environmental Impact Reports/Environmental Impact Statements (EIR/EIS) for projects ranging from large-scale redevelopment and infrastructure projects to modest urban infill developments.

Relevant Experience

SFMTA Zero Emission Bus Project, San Francisco, CA

Migi assessed staffing and workforce training implications of SFMTA's transition to a zero-emission, battery-electric bus (BEB) fleet. She conducted interviews with staff across Transit Operations, Fleet Maintenance, and Maintenance of Way to document existing procedures and anticipated changes resulting from BEB deployment. Migu also synthesized staff perspectives to identify future operational and training needs and supported development of recommendations informed by SFMTA staff input, training providers, and peer public transit agencies operating BEB fleets. She helped develop recommendations informed by SFMTA staff input, training providers, and peer transit agencies operating BEB vehicles.

LA Metro Countywide Bus Rapid Transit System Study, Los Angeles County, CA

Migi was the transportation planner responsible for analyzing systemwide bus ridership in Los Angeles County and identifying a priority list of 12 potential BRT corridors. The project analyzed existing ridership data for approximately 100 candidate LA Metro and other regional and municipal bus lines in the 12 corridors. Based on that analysis, the team selected 12 priority BRT corridors (out of a total of 43 candidate corridors) with the most potential ridership.

Broadway BRT, Oakland, CA

Migi was the Project Manager for this project. An existing BRT, previously implemented by AC Transit, already exists along Broadway from 20th to 11th Street. This project will extend it further south to 2nd Street near the Waterfront and north to Grand Avenue. Migu led both parking and traffic studies and collaborated with the project team on alignment and intersection design. The 100% design plan had been submitted to the City of Oakland for approval.

Van Ness Avenue Bus Rapid Transit Project EIS/EIR, San Francisco, CA

Migi performed the transportation analysis for the Van Ness Avenue BRT EIR/EIS, evaluating conversion of a six-lane arterial to a two-lane transit-focused corridor. Migu analyzed traffic diversion to parallel routes and modal shift impacts associated with BRT implementation. She also completed technical analyses for multiple BRT configurations across two horizon years in coordination with SFCTA.



Terri O'Connor, AICP
Curbside Management Lead

YEARS OF EXPERIENCE
20 years

EDUCATION
MS, Transportation Engineering/City Planning, UC Berkeley
MEM, Engineering Management, Dartmouth College
BS, Civil and Environmental Engineering, Northeastern University

AREAS OF EXPERTISE
Transportation demand management (TDM)
Innovative parking management strategies
Parking management plans
Transit-oriented developments
Regional parking policy development

REGISTRATIONS & CERTIFICATIONS
American Institute of Certified Planners (#02273)

Terri has 20 years of experience as a transportation planner in California, including award-winning work for the Metropolitan Transportation Commission, the City of San Diego, and BART. Terri’s work emphasizes a community-based consensus-building process to develop guiding principles, which are used to steer the development of transportation planning efforts. She has a track record of addressing parking needs and developing innovative parking management strategies for downtowns and neighborhoods and has successfully developed parking management plans for the Cities of Menlo Park, Redwood City, Mountain View, Los Altos, San José, San Mateo, Napa, Emeryville, and Berkeley.

Relevant Experience

Five Wounds Urban Village Specific Plan, San Jose, CA

Alta is working with the City of San Jose to develop a district-wide shared parking approach that draws on policy recommendations from the 28th Street VTA TOC Playbook and lessons learned in the Berryessa Urban Village (BBUV) Parking and TDM Program. The Berryessa program was led by Terri (while working for a former employer) and established a development-based incentive framework for an urban village shared parking district and transportation management process, all of which are directly applicable to the project study area.

VTA Transit Pass and TDM Policy Guidelines, Santa Clara County, CA

Under an on-call contract, Alta was engaged by VTA to evaluate three (3) transit pass scenarios for their potential to add new transit riders on VTA’s services for the purpose of developing a TOD transit pass policy. Additionally, Alta developed detailed guidelines for the implementation of a TOD TDM Policy. The effort included support at city stakeholder, committee, and board meetings. The revised TOD TDM policy was approved by the VTA Board of Directors on January 11, 2024.

Shoreline Transportation Study, Mountain View, CA*

Terri worked as Deputy Project Manager, analyzing how multimodal transportation policies and investments would affect the Shoreline area in accommodating the City’s planned growth and achieve General Plan objectives through transit and alternative modes.

BayFair BART Station Area Improvement Plan (SAIP), San Francisco, CA*

BART partnered with the City of San Leandro, the County of Alameda, and Madison Marquette, owners of San Leandro’s Bay Fair Center, to improve safety and security around the half-mile radius of the Bay Fair Station area. Terri was a member of the consultant team led by Placeworks. She served as parking and mobility advisor for the SAIP. During the Bay Fair BART TOD & Access Plan process, the issues of personal safety and security emerged as the biggest concern for the Bayfair community and BART patrons alike. The plan won the 2010 Focused Issue Planning Award of Merit, California APA, Northern Section.

* Completed prior to joining Alta



Maggie White, PE

Engineer

YEARS OF EXPERIENCE

7 years

EDUCATION

BS, Civil Engineering,
University of California Los
Angeles

AREAS OF EXPERTISE

ADA curb ramp design
Complete streets design
Signing and striping

REGISTRATIONS

Professional Engineer,
California (#96787)

Maggie is a Professional Engineer with strong experience designing projects from concept level alternatives through final design. Her project experience includes interdisciplinary design reviews, coordination and collaboration with consultants, working on 3-D intersections and corridor designs, ADA curb ramps, Complete Streets, as well as roadway design and signing and striping projects. She is inspired to work on active transportation projects that increase the connectivity of the community where she lives.

Relevant Experience

People Movement Improvements, Glendora, CA

Alta is delivering the final design for the People Movement Project, which is part of the City of Glendora Sustainable Multimodal Improvement Project Phase 1 (contracted through the San Gabriel Valley Council of Governments). This phase of the project is comprised of two projects: Glendora Avenue Project and Little Dalton Wash Project, which together will deliver key first/last mile connectivity improvements to the Metro A Line and fully develop the Glendora Urban Trail System. The Glendora Avenue project requires the construction of a half mile of raised Class IV protected bikeway and pedestrian improvements. The Little Dalton Wash project consists of 1.7 miles of Class I bicycle and pedestrian facilities to provide connectivity between the Colby Trail and Dinkbinder Park. The design includes intersection crossing improvements, an on-street Class III bike route due to tight right-of-way constraints, native landscaping, and park amenities. Maggie designed the class IV bike lane as well as expanded sidewalks, bus pullouts and a roundabout.

73rd Active Routes to Transit, Oakland, CA

Maggie designed three alternative design approaches for adding bike facilities to 73rd Avenue. The three alternatives included a median bike path, frontage roads with bike sharrows, and a buffered bike lane.

East Palo Alto Traffic Circle Concepts, CA

Alta is preparing 30% conceptual plans and an estimate for two mini-roundabouts on Pulgas Avenue in the City of East Palo Alto. The City of East Palo Alto constructed two Quick Build traffic circles and based on feedback the City received, they wanted to move forward with constructing a more permanent and aesthetically pleasing solution. Alta is working closely with the City to incorporate a design that will accommodate SamTrans buses. Designs include a left turn for a bus around these mini-roundabouts using AutoTurn and field measurements to determine an approximate roadway width and intersection geometry.

7th Street Connection Project, Oakland, CA

Maggie designed and analyzed three buffered and protected bike lane alternatives along the 7th Street corridor. She also designed the signing and striping plans for the most preferred alternative. The project is adding bike lanes on the 7th Street corridor between West Oakland BART at Mandela Parkway to Martin Luther King Jr. Boulevard.



Amanda Zucker, PE

Engineer

YEARS OF EXPERIENCE

9 years

EDUCATION

BS, Civil & Environmental Engineering, University of California, Davis

AREAS OF EXPERTISE

AutoCAD
Civil 3D
Land Development Site Planning
Surveying
Stormwater Design
Utility Design
Pavement Design

REGISTRATIONS

Professional Civil Engineer: CA (#96971)

Amanda has nine years of progressive experience in land development, stormwater and utility design, and project coordination across public and private sectors. Her proven track record in managing multidisciplinary teams, preparing construction documentation, and leading agency submittals is demonstrated in strong technical background in AutoCAD, grading and drainage, roadway and utility design. She is passionate about sustainable engineering, effective mentorship, and delivering efficient, regulatory-compliant solutions throughout the Bay Area.

Relevant Experience

Adeline Street Transportation Improvements, Berkeley, CA

Amanda is serving as the Project Engineer helping the city identify specific locations along the Adeline Street corridor for people centric spaces and locations for sustainable infrastructure improvements and significant bicycle and pedestrian safety upgrades. Tasked with performing analysis to re-configure Adeline Street from a 6-lane roadway to a 4-lane roadway, this project will add a separated bike lane and increase sidewalk widths along the entire stretch of Adeline Street within the project limits.

Metro Crossing, Fremont, CA*

As Project Coordinator, Amanda developed engineering PS&E's and Safe Routes to Schools Plan for a site plan including residential condos, mixed-use development, affordable housing, apartments, clubhouse, parking. She developed master plans for sitewide accessibility and phasing plans for construction. Amanda provided technical training to the engineering team to develop plans on AutoCAD and led coordination with the project architect, landscape architect, joint trench and consultants, surveyors, mapping, City, and Client. As part of the SRTS component, she designed intersection improvements and improved sidewalk and bike paths, and coordinated with agencies and stakeholders to design roadway under BART/UPRR/VTA overpass. She prepared maps, such as plats & legals for easements and lot line adjustments. The purpose of the project is to provide a transit-oriented-development (TOD) adjacent to BART public transit station.

The Greenway, Sunnyvale, CA*

As Project Manager, Amanda prepared engineering PS&E's and bond estimates for a residential development project converted from a previously commercially zoned district. She performed design of the site plan and adjacent streets, stormwater and utilities, signing & striping, and Rails to Trails conversion, and developed master plans for sitewide accessibility. Amanda provided technical training to the engineering team to develop plans on AutoCAD and led coordination with the project architect, landscape architect, joint trench and MEP consultants, surveyors, mapping, City, and Client. The purpose of the project is to develop high-density residential in close proximity to regional transit while developing a bicycle and open space network and addressing California's housing shortage crisis.



YEARS OF EXPERIENCE

13 years

EDUCATION

BA, Broadcast Journalism
University of Maryland, College
Park

AREAS OF EXPERTISE

Government Affairs
Crisis Communications
Construction/Transportation

**PROFESSIONAL
HIGHLIGHTS**

PRSA Hampton Roads Chapter,
Pinnacle Award, Community
Relations for “64 Express
Lanes” 2018

Governor’s Transportation
Safety Award Winner
for “National Work Zone
Awareness Week” 2018

Drive Safe HR Martin H.
Schlosser Award for Traffic
Safety Activism 2018

Nina Napolitano
Manager of Public Affairs/Outreach Lead

Nina is a Manager of Public Affairs at Bodewell Group. In this role, she uses her background in public information, government relations, crisis communications, community outreach, and strategic planning to provide communication services to a variety of public and private clients in the state of California. Before joining Bodewell, Napolitano worked as a Senior Communications Specialist for the Virginia Department of Transportation (VDOT), where she spearheaded multiple award-winning transportation outreach and public safety campaigns.

Relevant Experience

TradePort California, Fresno, CA

Fresno Council of Governments (FCOG) is studying potential locations for its proposed TradePort California (TradePort CA) project. TradePort CA is a proposed shipping hub designed to facilitate the movement of goods to and from the Central Valley. Choosing the right location ensures goods can move from trucks to trains seamlessly, reducing traffic, cutting down on impacts to local communities, and reducing the amount of truck-related emissions in the region. Napolitano drafted copy for an upcoming public survey and coordinated updates to outreach materials. She also participated in client calls to discuss key objectives and assignments.

Lockeford-Lodi, San Joaquin County, CA

Pacific Gas & Electric (PG&E) has proposed construction of a new 230 kV transmission system with approximately 10.6 miles of new 230 kV power lines, multiple updates to existing substations, and several newly constructed facilities amidst other improvements. The goal is to address reliability and capacity issues in the area. Napolitano has participated in client calls to discuss emerging project needs, and she has also drafted updates to the public outreach plan based on client feedback.

Paso Robles Area Reinforcement Project, Paso Robles, CA

PG&E is undertaking 3 miles of reconductoring work between the Paso Robles Substation and Buena Vista Substation in Paso Robles, CA. The project includes removing aging electrical equipment and replacing it with new power lines and conductors. The goal is to improve reliability and support future development in the area. Napolitano conducted extensive research to understand the background of this project and identified stakeholder stances to support the public outreach strategy. She also drafted key updates to materials to reflect emerging developments.

Stakeholder Engagement and Public Education Program, Fresno, CA

The City of Fresno Department of Public Utilities (DPU) is planning a public education campaign to improve the efficiency and effectiveness of its recycling program. Currently, a lack of awareness about how to dispose of materials correctly is creating cost overruns and diverting valuable tax dollars from other potential projects in the city. As the project continues to develop, Napolitano will support with creating and coordinating delivery of materials.



Jordan Baez
Account Coordinator/Outreach Support

YEARS OF EXPERIENCE

5 years

EDUCATION

AA, Communications, Fresno City College

AREAS OF EXPERTISE

- Press Release Writing & Distribution
- Social Media - Caption Writing
- Multicultural Outreach
- Social Media Management

PROFESSIONAL HIGHLIGHTS

- CalSPRA - 2023 Award of Merit
General Publications / Collateral Materials
- CalSPRA - 2023 Award of Merit
Internal Communications Campaign
- CalSPRA - 2024 Award of Merit
Multimedia / Visual Communication

Jordan is an Account Coordinator at Bodewell Strategies, where she plays an integral role in developing and executing communication and public outreach campaigns for a wide range of clients, particularly in the areas of water, land use, and transportation. With a keen ability to craft engaging, innovative content, Jordan specializes in creating compelling messaging across diverse platforms, including social media, newsletters, press releases and other marketing collateral.

Relevant Experience

Microtransit Feasibility Study, Madera, CA

Jordan developed an engagement plan designed to facilitate outreach efforts and to collect community feedback regarding the study. Additionally, she coordinated the project website by securing a contract with Social Pinpoint and managing the development of the messaging platform, which provided guidance for all associated communication materials.

Madera County Transportation Commission 2026, Regional Transportation Plan and Sustainable Communities Strategy, Madera, CA

This project will engage Madera County residents in the development of the Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) through extensive outreach across multiple platforms.

Jordan will educate the public about the RTP/SCS process, ensuring broad awareness using the “Rule of 7” to reach people in diverse ways. By partnering with community leaders and stakeholders, she will form a network of transportation advocates to promote participation. The outreach will be inclusive, with tailored communications, multilingual materials, and accessible venues, ensuring all communities.

Community Resource Center, Greater California

Contribute to the development and delivery of comprehensive training materials for over 1,000 staff members in preparation for their roles at Community Resource Center (CRC) sites during Public Safety Power Shutoffs (PSPS) and extreme weather events.

This included creating and standardizing content on emergency protocols, customer service best practices, safety measures, and resource management, ensuring that all staff were equipped with the necessary knowledge.