



**REQUEST FOR QUALIFICATIONS**

**DEPARTMENT OF TRANSPORTATION  
FRESNO AREA EXPRESS (FAX)  
FIXED-ROUTE SYSTEM RESTRUCTURE PUBLIC INVOLVEMENT SERVICES**

**FILE NUMBER: 111516JL**

MONTH, YEAR  
PROJECT ID#: FC26  
FUND/ORG: 43559/459901  
FILE NUMBER: **111516JL**  
PROJECT MANAGER: JEFF LONG/JUDITH NISHI  
559-621-7433

SCHEDULED PROPOSAL OPENING: Tuesday, January 24, 2017

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## NOTICE INVITING PROPOSALS

Proposals will be received at the office of the Purchasing Manager of the City of Fresno, 2600 Fresno Street, Room 2156, Fresno, CA 93721 all in accordance with the specifications for:

### **FIXED-ROUTE SYSTEM RESTRUCTURE PUBLIC INVOLVEMENT SERVICES FILE NUMBER: 111516JL**

The City of Fresno Department of Transportation Fresno Area Express (FAX) request written proposals for Fixed-Route System Restructure Public Involvement Services. Proposals are to include all labor, materials, tools, equipment and incidentals to perform the work, as described in this solicitation.

The Request for Qualifications (RFQ) may be downloaded at the City's online website at: <http://www.fresno.gov>. For businesses (to the left of the screen), Bid Opportunities. **Proposals will not be accepted online or via fax.** Proposal forms and instructions to proposers can also be obtained at the Office of the Purchasing Manager.

Proposals must be received prior to the proposal opening at 3:01 p.m. on Tuesday, January 24, 2017, when the proposals will be publicly opened and recorded.

The City of Fresno hereby notifies all Proposers 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, ethnicity, status as a disabled veteran or veteran of the Vietnam era or on any other basis prohibited by law.

The City will carry out applicable federal requirements in the award and administration of any contract awarded hereunder. This is a federal project funded in full or in part by the 5307 Grant Program through the U.S. Department of Transportation, Federal Transit Administration (FTA).

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

## INSTRUCTIONS TO PROPOSERS

In order to be considered for award, the Proposals including any addenda shall be submitted with all forms and documents listed on the Proposer's Checklist, completely filled out, properly signed by the Proposer and delivered under sealed cover and plainly marked:

FIXED-ROUTE SYSTEM RESTRUCTURE PUBLIC INVOLVEMENT SERVICES  
FILE NUMBER: 111516JL

to the office of the Purchasing Manager of the City of Fresno, 2600 Fresno Street, Room 2156, Fresno, CA 93721. Attention: JEFF LONG, prior to the date and time specified in the Notice Inviting Proposals, when all proposals will be publicly opened and recorded. Proposals received on January 24, 2017, at 3:01 p.m. or after will not be accepted. The time stamp in the Purchasing Manager's office will be the official clock for documenting the time of filing.

Whether this solicitation is an Invitation for Bids (IFB), Request for Proposals (RFP) or Request for Qualifications (RFQ), as well as in the resultant contract, we may interchangeably use the terms "bid," "offer" or "proposal" to mean your response to this solicitation. Also, we may interchangeably use the terms "offeror," or "proposer" meaning you as the responder to this solicitation. In addition, the terms "successful offeror," "successful proposer," "supplier," "vendor" and "contractor" have the same meaning as the party to which a contract is awarded.

### PRE-PROPOSAL CONFERENCE

A pre-proposal conference will not be held.

### QUESTIONS, CLARIFICATIONS AND CONCERNS

Any questions or concerns relating to the specifications shall be directed in writing to JEFF LONG/JUDITH NISHI and shall be sent by facsimile to (559) 488-1065. A Proposal Question Form for this purpose has been included in the proposal documents.

Questions must reference the appropriate page, and will be accepted only up to five (5) working days prior to the proposal opening date to allow the City, if necessary, to issue an addendum to all stating revisions, deletions, or additions to be made to the specifications as a result of any questions. The City reserves the right to amend answers prior to the opening date.

Proposers must notify the City of any ambiguity, conflict, discrepancy, exclusionary specification, omission or other error in the RFQ by the deadline for submitting questions and comments. If a Proposer fails to notify the City of these issues, it will submit an offer at its own risk, and if awarded a contract: (1) shall have waived any claim of error or ambiguity in the RFQ or resulting contract, (2) shall not contest the City's interpretation of such provision(s), and (3) shall not be entitled to additional compensation, relief or time by reason of the ambiguity, error or its later correction.

If questions arise after the deadline, please contact JEFF LONG/JUDITH NISHI, but the City will not guarantee a response. The City will not be responsible for verbal responses made by parties other than the Purchasing Manager or her/his designee.

### CONDITIONS, EXCEPTIONS, RESERVATIONS OR UNDERSTANDINGS

Proposers are cautioned to limit exceptions, conditions and limitations to the provisions of the RFQ, as they may be determined to be so fundamental as to cause rejection of the Proposal for not responding to the requirement of the RFQ.

Any exceptions taken at the time of or after proposal submittal may render the proposal nonresponsive. Attachments by Proposers which include legal terms and conditions that conflict with the **GENERAL CONDITIONS** may be considered an exception, and Proposer may, therefore, be considered nonresponsive.

### **PROPOSAL RESPONSE**

The attached Proposal Form must be properly executed, with all blank spaces filled in, signatures in longhand, and without line-outs, alteration, or erasure. Each proposal must give the full business address of the Proposer and be signed by him/her with his/her usual signature. Proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing will also be typed or printed on the form. A proposal by a person, who affixes to his signature the word "President", "Secretary", "Agent" or other designation, without disclosing his principal, may be held to the proposal of the individual signing. When requested by FAX, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

Any proposal conditioned in whole or in part on the revision or omission of any requirement or provision in the solicitation or on the inclusion of an escalation clause or any other requirement or provision not contained in the solicitation will be rejected unless this procurement is negotiated.

Each proposal will be received with the understanding that acceptance by FAX of the proposal to provide the goods and services described herein shall constitute a contract between the Proposer and FAX which shall bind the Proposer on its part to furnish and deliver at the prices given and in accordance with conditions of said accepted proposal and specifications.

### **PROPOSAL CONTENT/FORMAT**

Proposals shall be submitted in sealed packages. Each package shall be marked as specified below, and shall contain all of the required proposal documents. The package shall include no other documents. These same requirements shall apply to any best and final offers (BAFOs) that may be requested.

Proposers shall submit one original (marked clearly as such), four (4) hard copies, and one storage media device or CD, each containing an electronic PDF copy of the proposal to the Agency. In case of any discrepancies, the original will be considered by the Agency in evaluating the proposal, and the electronic version is provided for the Agency's administrative convenience only.

The hard-copy proposals shall be prepared double-sided on 8½ × 11 in. paper in at least 11-point font. The hard copies shall be contained in three-ring binders, the contents of which are identified on the outside. Use of 11 × 17 in. foldout sheets for large tables, charts or diagrams is permissible but should be limited. Elaborate formatting is not necessary. Do not provide promotional or advertising information, unless this information is requested and/or is necessary to support the submittal.

### **PROPRIETARY/CONFIDENTIAL INFORMATION PACKAGE REQUIREMENTS**

The Proposer is advised that the Agency is public and as such may be subject to certain state and/or local Public Records Act provisions regarding the release of information concerning this RFQ. If a request is received by the Agency for the release of Proposer's propriety/confidential information, subject request will be referred to the Proposer for review and consideration. If Proposer chooses to declare the information proprietary/confidential and withhold it from release, it shall defend and hold harmless the Agency from any legal action arising from such a declaration.

## **MODIFICATION OF PROPOSALS**

Any Proposer who wishes to make modifications to a proposal already received by FAX must withdraw its proposal in order to make the modifications. All modifications must be made in ink, properly initialed by Proposer's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation. It is the responsibility of the Proposer to ensure that modified proposals are resubmitted before the submittal deadline. Proposers may withdraw their proposals at any time prior to the due date and time by submitting notification of withdrawal signed by the Proposer's authorized agent. Proposals cannot be changed or modified after the date and time designated for receipt.

## **PRE-CONTRACTURAL EXPENSES**

Expenses incurred by the Proposer to prepare a proposal, submit it, conduct negotiations and other expenses incurred in proposal preparation are the Proposer's liability and shall not be included as part of the proposal.

## **POST PROPOSAL INTERVIEW**

Proposers may be invited to attend an on-site interview with FAX personnel to review questions concerning their proposal. At least five (5) working days' notice will be given.

## **ADDITIONAL INFORMATION**

If during the evaluation process, FAX is unable to determine as Proposer's ability to perform, FAX has the option of requesting any additional information which FAX deems necessary to determine the Proposer's ability. The Proposer will be notified and permitted five (5) working days to comply with any such request.

## **CONTACTS WITH CITY STAFF**

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

## **STATEMENT OF BUSINESS AND FINANCIAL QUALIFICATIONS (SOQ)**

Proposers who desire to submit a proposal for the City of Fresno must (a) have on file with the Office of the Purchasing Manager of the City of Fresno or; (b) must submit with the proposal, a "Statement of Business and Financial Qualifications". The statement or an update to the statement must be filed annually. Statements that are older than one year are no longer valid which may render a proposal nonresponsive.

## **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.

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, and Article 6 may be viewed on the City's website at, <http://www.fresno.gov>. Under "Government" on the top right portion of the home page click on "City Clerk", then click on "Fresno Municipal Code and Charter" located in the middle of the page.

### **FORMS, CERTIFICATIONS AND INFORMATION TO BE SUBMITTED WITH PROPOSAL**

The forms, certifications and information requirements are to be included in the proposal. Unless otherwise stated, they should be completed, signed and returned in the number of copies specified.

### **POST-AWARD SUBMISSION REQUIREMENTS**

Failure to provide within ten (10) calendar days after award of contract the following completed and signed forms and certificates will result in cancellation of award:

- a.) Certificate of Insurance as explained in **EXHIBIT B**, Insurance Requirements.

### **EXAMINATION OF THE REQUEST FOR QUALIFICATIONS**

Proposers should carefully examine the entire RFQ, any addenda thereto, and all related materials and data referenced herein or otherwise available to Proposer. Proposer shall be presumed to be familiar with all specifications and requirements of this RFQ. The failure or omission to examine any form, instrument, or document shall in no way relieve Proposers from any obligation with respect to this proposal.

### **RESPONSIBLE PROPOSER:**

The City reserves the right to reject the proposal of any Proposer who in the opinion of the City is not responsible or has previously failed to perform properly, or to complete on time, contracts of a similar nature, or is not in a position to perform the contract, or has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, material or employees. In determining if a Proposer is responsible, the following elements, in addition to those mentioned above, will be considered: Whether the Proposer (1) maintains a permanent place of business; (2) has adequate equipment and resources available to do work properly and expeditiously; (3) has suitable financial resources to meet the obligations incident to the work; and (4) has appropriate experience.

The Proposer may be required, prior to execution of a contract and upon request of the City, to prove to the City's satisfaction that Proposer has the skill, experience, necessary facilities, and ample financial resources to perform the Contract in a satisfactory manner and within the required time.

## SCOPE OF SERVICES

### BACKGROUND

FAX is governed by the Fresno City Council. FAX is the largest public transportation provider in the region, with 11.3 million annual boardings and an operating budget of approximately \$36 million per year. A highly efficient operation for its size, FAX service consists of 16 fixed routes in the City of Fresno with three major hubs: the Downtown Transit Mall; the Manchester Transit Center along Blackstone Avenue north of downtown; and a transfer point at the River Park Shopping Center in north Fresno.

### PURPOSE

The Fresno Council of Governments has recently completed a Fresno Clovis Metropolitan Area (FCMA) Public Transportation Strategic Service Evaluation Project the purpose of which was to examine metro travel patterns through extensive origin and destination studies, transit ride check and transfer studies, and public and stakeholder input with a goal of reducing transit travel times, and improving linkages to major trip generators. As a result of this planning effort, FAX is considering implementing a significant number of service improvements that were developed during the process.

The proposed adjustments require a very thorough review with the community, stakeholders and policy makers. The selected proposer will work with FAX staff to develop and implement a public review process that will lead to the adoption of a FAX Preferred Network Plan.

### ACTION DATES

Milestone	Date(s)
Issue RFQ	11/17/16
Pre-Proposal Conference	None
Deadline for Proposer's Questions	12/19/16
FAX Response to questions	1/6/17
Proposal Due Date	1/24/17
Contract Award	3/16/2017
Kick-Off Meeting	Within 10 days of Notice To Proceed (NTP)
Provide Proof of Insurance	10 days after award
Commence Performance	TBD
Complete Performance	TBD

The selected consultant will not commence work until a meeting between representatives of the consultant and FAX is held. The meeting shall be held at FAX's facility at a date and time to be established.

### FAX PREFERRED NETWORK PLAN

The development of a FAX Preferred Network Plan is required that, at a minimum, should include the following:

### SERVICE EQUITY ANALYSIS

FAX is required to conduct a Service Equity Analysis of the proposed FAX Preferred Network Plan for system changes which includes an analysis of adverse effects relating to possible disparate impacts and disproportionate burdens.

- Establish major service threshold based on local population.



- Develop a disparate impact policy and disproportionate burden policy.
- Prepare a Title VI analysis of the proposed service changes to assess whether there are any disparate impacts on populations as determined by an analysis of race, color, or national origin; or disproportionate burdens of low income populations within the service area as defined by FAX's Policy and Procedure for Solicitation and Consideration of Public Comment on Fare Changes and Major Service Changes on Public Transportation (AX-X revised 04/29/15) and FTA Circular 4702.1b.

## **PUBLIC INFORMATION/INVOLVEMENT PLAN**

A public information plan that builds on the outreach and education strategies implemented during the Public Involvement phase of the FCMA Strategic Service Evaluation Project needs to be developed. As identified in the Public Involvement phase, public outreach is a critical element of the implementation phase to communicate the recommended changes to the transit network and the public in a timely and effective manner. A major goal of the plan is to reach out to nontraditional as well as traditional audiences to include them in the implementation process. Lack of information or understanding of how the system works is often a significant barrier to utilization.

The primary goal of a public information plan is to connect with community stakeholders; including community members, schools, public agencies, underserved populations, business community, and community-based organizations, youth, seniors, and elected officials. An integral part of a plan is to reach bus passengers, businesses, and property owners, particularly in the vicinity of the transit routes. The database of contacts developed during the Public Involvement phase of the FCMA Strategic Service Evaluation Project will serve as the initial mailing list for meetings, announcements, newsletters, project documents and other initial project notices.

Multiple public involvement and information strategies and activities should be implemented to deliver the recommended branding strategy, route changes and generate interest and participation from the community.

- Administer a basic customer opinion survey as part of the plan to obtain an early indication of public feedback on the proposed changes.
- Develop key stakeholder lists and use the lists to keep all stakeholders up to date on the proposed changes.

## **PUBLIC OUTREACH AND AWARENESS COMPONENT**

Implementation of a public information plan is an opportunity to inform a wide range of people about the outcomes of the system evaluation effort and to ensure community stakeholders and residents are well engaged and informed about the impact of the proposed route changes. The tools and activities that can be used to accomplish these objectives include the following:

- Public Comments/Survey - Develop and implement a survey instrument aimed at gathering public transit user feedback on the proposed system changes. The survey can be posted on the City of Fresno and other public agency websites. Survey participants can be invited to a post-assessment public meeting to discuss the results of the public survey. An incentive can be provided to survey participants for their willingness to provide input (bus pass, for example).
- Media Relations - Work with mainstream and ethnic media to promote the proposed system changes at public meetings. Distribute advisories about upcoming meetings, write op-eds, and work with local media to place stories. Develop a speaker's bureau and provide training to potential spokespersons, if necessary.

- Website and Online Communications - The website developed during the Public Involvement phase can be used as a repository of all proposed system change information for the public. The webpage can be linked to other public agency websites and social media pages. Media advisories issued for all public meetings and community workshops can be distributed to community calendars across print, television, and online media. Stakeholders, partner agencies and organizations can be kept informed of project updates through electronic notifications such as email, e- blasts, and e-newsletters.
- Develop a new brand for the proposed Preferred Network and implement a high-profile roll-out of the brand
- Development and distribution of a Guide to the proposed Preferred Network changes
- Staff public information booths at key transit centers and high-volume locations to make the riding public aware of the proposed Preferred Network changes
- Develop a Preferred Network “Fact Sheet” that can provide an overview of the proposed changes and value to the rider
- Schedule Open House workshops staffed by consultant and agency personnel where an overview of the proposed Preferred Network is provided

## **PUBLIC REVIEW PROCESS**

Direct community contact is the most effective way to get the project message out. Proven activities include:

- Public Meetings and Community Workshops - Conduct well publicized meetings for the public to discuss suggested system changes. The following items are vital to an effective meeting: present the information in a clear, non-technical manner; collateral material in Spanish, Hmong, and English can be made available; promote the meetings through mainstream and ethnic media; hold meetings in convenient public spaces; provide interpreters in crucial languages and potentially American Sign Language (ASL); and have comment cards available.
- One-on-One and Small Group Outreach - One-on-one and small group meetings can be used to effectively target diverse ethnic communities. Enlist “trusted messengers” to help communicate the proposed Network changes.
- Collateral Materials - Develop culturally and linguistically appropriate flyers, media advisories, and promotional materials to inform the public of proposed Network changes. Important elements include: post flyers at public places and distribute through community based organizations; develop a brochure to outline proposed Network changes and the process to be used to select the final changes; and provide materials online.
- Business Outreach - If the recommended Network changes have a construction component, a form of business outreach should be implemented to 1) inform businesses and residents around the construction project of dates of construction; and 2) inform interested parties of any traffic impact; and 3) provide a toll free telephone numbers for interested parties to call to have their questions answered.

## **FAX PREFERRED NETWORK PLAN REFINEMENTS**

Following the Title VI analysis, and initial public review, it is very likely that specific refinements to the Preferred Network Plan will need to be undertaken. These refinements will include, at a minimum, the following:

- Develop service network changes and or modifications needed to address identified disparate impacts or disproportionate burdens;
- Develop service network changes and or modifications needed to address concerns raised by stakeholders that appear to be supported by most policy makers;
- Develop service network additions generated by stakeholder comments and concerns, and supported by policy makers; and
- Generate new maps, and update other public information materials to reflect the final FAX Preferred Network Plan.

#### **FINAL REVIEW AND ADOPTION OF THE FAX PREFERRED NETWORK PLAN**

Since the goal of this process is to adopt and implement a FAX Preferred Network Plan, the final review of this Plan will need to take place.

- Prior to implementation of a major service change, a public hearing must be held. A notice must be published at least thirty (30) days prior to the hearing and the second one at least five (5) days prior to the hearing. The posting shall include the proposed change, proposed date of the change, and will provide the public the opportunity to provide written comment.

The focus of this effort is adoption of the Plan by the Fresno City Council, but it will be crucial to maintain a high level of visibility and communication with all stakeholders throughout the process, and even following Plan adoption. Updating websites, continuing regular communication via email blasts, social media, community meetings, and media advisories should be planned and continued through the implementation of the Plan.

## **GENERAL CONDITIONS**

### **DEFINITIONS (NONFEDERAL)**

Wherever used in the Specifications, including the Instructions to Proposers and the Proposal, or any of the Contract documents, the following words shall have the meaning herein given, unless the context requires a different meaning.

1. "Proposer" shall mean and refer to each person or other entity submitting a proposal, whether or not such person or entity shall become a Seller by virtue of award of a Contract by the Buyer.
2. "City," "Buyer," "Owner," "Vendee," "City of Fresno" shall each mean and refer to the City of Fresno, California.
3. "Contract," "Contract Documents" shall mean and refer to these Specifications, including the Instructions to Proposers, the Proposal and any addenda thereto, the Agreement and all other standard Specifications, Buyer's 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.
4. "Consultant", "Contractor," "Seller," "Vendor," "Supplier" shall each mean and refer to each person or other entity awarded a Contract hereunder and named or to be named in the Agreement with the Buyer to furnish the goods or services, or both, to be furnished under the Contract.
5. "Council," "City Council" shall each mean and refer to the Council of the Buyer.
6. "Goods," "Merchandise" shall each mean and refer to the equipment, material, article, supply or thing to be furnished by the Seller under the Contract.
7. "Purchasing Manager" shall mean and refer to the Purchasing Manager of the Buyer.
8. "Specifications" shall mean and refer to all of the Contract Documents.
9. "State Standard Specifications" State of California, Department of Transportation, Standard Specifications, Latest Edition.
10. "Working day" shall mean and refer to City regular business day.

### **GENERAL DESCRIPTION**

This procurement is for Consultant Services at FAX's facility located at 2223 G Street Fresno, CA 93706.

### **PROGRESS PAYMENTS**

Progress payments are authorized on a monthly basis. The Consultant may submit one invoice at the end of each calendar month during the period of performance for an amount equal to work completed to date. The monthly amount will be paid net 10th of the following month. Invoices should be submitted to the attention of Accounts Payable, City of Fresno, Department of Transportation, 2223 G Street, Fresno, CA 93706.

## **FEDERAL, STATE AND LOCAL LAWS**

Consultant warrants that in the performance of this Agreement it shall comply with all applicable federal, state and local laws, statutes and ordinances and all lawful orders, rules and regulations promulgated there under. If this contract is funded with federal funds, the Consultant shall also comply with applicable Federal Transit Administration (FTA) directives. Since laws, regulations, directives, etc. may be modified from time-to-time; the Consultant shall be responsible for compliance as modifications are implemented. The Consultant's failure to comply shall constitute a material breach of this contract.

## **ADA REQUIREMENTS**

The Consultant shall comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 USC Section 12101 et seq; Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC Section 794; 49 USC Section 5301(d).

## **TIME OF COMPLETION/LIQUIDATED DAMAGES**

The Consultant shall diligently prosecute the work to completion for all items before the expiration of 180 working days from the date of the Notice to Proceed.

It is agreed that the Consultant shall be liable for and shall pay to the City, as fixed, and agreed, liquidated damages, and not as a penalty, the sum of ONE HUNDRED DOLLARS (\$ 100.00) per day for each calendar day of delay in completion of the work from the date for completion as specified herein or in any written extension of time granted by the City.

NOTE: The following shall apply to all items:

Time of completion as specified will be enforced.

Liquidated damages will be deducted from payments.

## **ADDENDA**

The City makes a concentrated effort to ensure any addenda issued relating to this Request for Qualifications are distributed to all interested parties. It shall be the Proposer's responsibility to inquire as to whether any addenda to the Request for Qualifications have been issued. Upon issuance by the City, all Addenda are part of the Request for Qualifications. Signing the Proposal on the signature page thereof shall also constitute signature on all addenda.

## **TIME PERIOD TO AWARD/REJECT PROPOSALS**

The undersigned Proposer agrees that the City may have 90 days from the date proposals are opened to accept or reject this proposal. It is further understood that if the Proposer to whom any award is made fails to enter into a Contract as provided in the Request for Qualifications, award may be made to the next responsive and responsible Proposer, who shall be bound to perform as if he/she had received the award in the first instance. No proposal may be withdrawn prior to award within that time.

## **AWARD OF CONTRACT**

It is the City's intent to award a contract to the most qualified firm that can provide all of the services identified in the RFQ document. The firm selected to be awarded the contract will enter into a written contract with the City. The Proposer to whom the award is made will be notified at the earliest practicable date.

## **RESERVATION OF RIGHTS**

The City reserves the right to:

- a. Accept or reject any and all Proposals or any item or part thereof, and/or re-solicit or cancel the process, if deemed to be in the best interest of the City.
- b. Waive any informality or minor irregularity in Proposals received when such rejection or waiver is in the best interest of the public and the City. A discrepancy that offers a Proposer an unfair advantage will cause the proposal to be nonresponsive;
- c. Accept the Proposal that best corresponds to quality, fitness and capacity to the requirements of the City considering its past experience as to suitability of the equipment and/or services offered;
- d. Accept the Proposal, which provides for the earliest completion of the Project; and award contracts to multiple Proposers.

## **TAXES**

FAX is exempt from payment of Federal Excise and Transportation Taxes. Sales tax is not applicable to services.

## **CITY OF FRESNO TRANSIT DESIGNEE**

The Director of FAX, or designee, shall have the authority to act for and exercise any of the rights of FAX as set forth in this agreement, subsequent to and in accordance with the authority granted by FAX's City Council.

## **INTEREST OF MEMBERS OF CONGRESS**

No member of, or delegate to, the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising there from.

## **CHANGES**

By written notice, FAX may from time to time order work suspension or make any change in the general scope of this Agreement including, but not limited to changes, as applicable, in the drawings, specifications, delivery schedules or any other particular of the description, statement of work or provisions of this Agreement. If any such change causes an increase or decrease in the cost or time required for performance of any part of the work under this agreement, the Consultant shall promptly notify FAX thereof and assert its claim for adjustment within thirty (30) days after the change is ordered, and an equitable adjustment shall be made and the agreement modified accordingly. However, nothing in this clause shall excuse the Consultant from proceeding immediately with the agreement as changed. No claim by the Consultant for equitable adjustment hereunder shall be allowed if asserted after final payment under this agreement.

## **MODEL AGREEMENT**

The proposer agrees to the terms contained in the Fresno Model Consultant Agreement, (page 13) attached hereto including all exhibits thereto. Any exceptions to the terms should be clearly included in the proposal; however, said exception may be cause for a proposal to be excluded from consideration.

## **EVALUATION METHOD AND CRITERIA**

A selection committee representing The City of Fresno will be appointed to evaluate Proposals received. References may be contacted and interviews may be conducted. Qualification Statements will be reviewed and the respondents will be ranked based on the following evaluation criteria:

## **Evaluation Criteria**

### **1. Technical Qualifications and Experience of Firm (30 points)**

- Experience in performing work similar in nature and/or related to the work described in the Scope of Services and this Request for Qualifications; experience working with transit agencies, strength and stability of the firm; appropriateness of personnel to their assigned work tasks; logic of project organization; adequacy of labor commitment.

### **2. Record of Past Performance (30 points)**

- Proven track record of completed work, specifically related to transit operations scheduling and planning.
- Work experience with regulatory agencies and in regulatory compliance of transit, transportation and scheduling.
- Satisfaction of key references.

### **3. Qualifications and Experience of Key Personnel (20 points)**

- Qualifications and previous experience of personnel; key personnel's level of involvement in performing related work and ability to meet FAX's needs in terms of performance and schedule.

### **4. Project Understanding (10 points)**

- The proposal demonstrates a clear and complete understanding of the project.

### **5. Implementation Schedule (? Points)**

- Detailed implementation work plan and timeline.

### **6. Cost (10 points)**

- Competitive and reasonable.

## **INTERVIEWS**

The City may request interviews when clarification is required. The interviews will not be scored.

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**PROPOSER'S CHECKLIST**

FIXED-ROUTE SYSTEM RESTRUCTURE PUBLIC INVOLVEMENT SERVICES  
File No. 111516JL

Submit this proposer's checklist with your proposal documents. Proposers shall complete and submit all documents marked with an "X" in the "REQUIRED" column. Documents required on the checklist but not included may render your proposal nonresponsive and ineligible for award. Proposals received by the City by the scheduled proposal opening time will be opened and publicly read but are subject to verification that all the required documents have been submitted.

**REQUIRED**

- 1. PROPOSER'S CHECKLIST, page 16.
- 2. PROPOSAL FORM, page 17.
- 3. ACKNOWLEDGEMENT OF ADDENDA, page 17.
- 4. PROPOSAL SUBMITTAL INFORMATION, page 18.
- 5. STATEMENT OF BUSINESS AND FINANCIAL QUALIFICATIONS (SOQ), page 19.
- 6. UPDATE OF SOQ, page 22.
- 7. RESUMES OF KEY PERSONNEL page 23.
- 8. PROPOSED SUBCONTRACTORS/SUB-CONSULTANTS, page 24.
- 9. CURRENT CLIENT REFERENCES page 25.
- 10. PRESENTATION OF PROPOSED ORGANIZATION CHART page 26.
- 11. PROPOSED IMPLEMENTATION WORK PLAN page 27.
- 12. INSTRUCTIONS FOR SIGNATURE PAGE, page 28.
- 13. SIGNATURE PAGE, page 29.
- 14. SAMPLE CERTIFICATION, page 30.
- 15. DBE APPROVAL CERTIFICATION, page 31.
- 16. DEBARMENT AND SUSPENSION CERTIFICATION, page 32.
- 17. LOBBYING CERTIFICATION, page 33.
- 18. FLY AMERICA CERTIFICATION, page 34.
- 19. EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION, page 35.
- 20. NON-COLLUSION AFFIDAVIT, page 36.
- 21. PRE-PROPOSAL CONFERENCE
- 22. EXHIBIT C - DISCLOSURE OF CONFLICT OF INTEREST, page 57.
- 23. PROPOSAL QUESTION FORM, page 65.

Submitted by:

Name of Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



PROPOSER'S NAME: \_\_\_\_\_  
 (Submit with Proposal)

**PROPOSAL FORM**

The undersigned hereby shall perform all work for which a contract may be awarded and to furnish any and all labor, services, material, tools, equipment, supplies, transportation, utilities, and all other items and facilities necessary therefore as required in Fresno Area Express (FAX) Request for Qualifications (RFQ) for Fixed-Route System Restructure Public Involvement Services, and to do everything required therein; and further, if this offer is accepted, will contract in the form and manner stipulated to perform all the work in strict conformity therewith within the time limits set forth therein, and will accept as full payment therefore, the below total price which is broken down by the following general descriptions of work category:

Total Estimated Hours: \_\_\_\_\_

Item No.	Title of Proposed Staff	Proposed Hours	Rate	Cost
1				
2				
3				
4				
5				
6				
		<b>TOTAL COST</b>		

Work may commence \_\_\_\_\_ days after award and be completed in \_\_\_\_\_ days.

Offeror hereby certifies that it (check one):  IS  IS NOT an eligible Disadvantaged Business Enterprise (DBE). If "IS" is checked, provide Firm Number here \_\_\_\_\_.

Acknowledgement of Addenda if any: Addendum Number Date Received  
 (If none received, write "NONE") \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify the above information is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Name (Print/Type) \_\_\_\_\_ Date \_\_\_\_\_

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**PROPOSAL SUBMITTAL INFORMATION**

Firm Name of Proposer: \_\_\_\_\_

Name of Lead Representative: \_\_\_\_\_

Name(s) of Associates who will assist Lead Representative: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

Firm Telephone No.: \_\_\_\_\_

Firm Fax No.: \_\_\_\_\_

The undersigned has attached to this Proposal all documents and information required by this RFQ, and specifically those items listed under "Required Documents."

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**STATEMENT OF BUSINESS AND FINANCIAL QUALIFICATIONS (SOQ)**

Proposer shall complete the Statement of Business and Financial Qualifications below. Proposers shall submit all of the information required by this RFQ so that the City shall be able to adequately evaluate the Proposer's ability to perform the services required under this RFQ.

Proposers are free to attach additional material, but it is either to be attached to this form or clearly identified as being a part of this form. The information on this Statement will be a factor in evaluating the awards.

1. Business Name of Proposer:

a. Address: \_\_\_\_\_

b. Telephone No.: \_\_\_\_\_

c. Contact Person: \_\_\_\_\_

2. Form of Proposer Organization:

a. Is Proposer a sole proprietorship? Yes  No

Name of Owner: \_\_\_\_\_

b. Is Proposer a partnership, or joint venture? Yes  No

Name of Partners, or joint venturers: \_\_\_\_\_

c. Is Proposer a limited partnership? Yes  No

Name of General Partner: \_\_\_\_\_

d. Is Proposer a corporation? Yes  No

State of Incorporation: \_\_\_\_\_

Name of Officers: \_\_\_\_\_

Corporation Number: \_\_\_\_\_

3. Business License (documented) \_\_\_\_\_

Taxpayer ID Number (Federal) \_\_\_\_\_

4. How many years has your organization been in business under your present business name? \_\_\_\_\_

\_\_\_\_\_

5. Has your organization ever operated under another or different name than your present business name? If so, please give such name(s), the time periods that such name was used, and the reason(s) for changing such name. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. All Proposers must have experience providing Consultant Services to public agencies. How many years of experience does your organization have? \_\_\_\_\_

7. How many years of experience does your organization have in the type of work similar to the Project? \_\_\_\_\_

8. List similar types of projects your firm has successfully concluded in the last five (5) years. Include names of individuals and telephone numbers the City may contact, including public bodies, for this Project (attach additional page if necessary).

<u>Year</u>	<u>Contract Price</u>	<u>Project Description</u>	<u>Names of Owners and addresses</u>	<u>Contact Person</u>

9. The Proposer shall provide evidence that the individual or firm and its personnel have sufficient expertise and experience in providing transit consultant services. Identify the key personnel who are to work on the Project, and next to each person's name, indicate the project title of similar work which they have successfully participated. Complete the Resumes of Key Personnel form on page 55.

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10. How many years have the key personnel identified above worked in your firm? \_\_\_\_\_

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11. How many years of experience have the key people had working in areas similar to this Project? \_

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12. Where is the location of offsite work to be done, if any?

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Contact Telephone No. \_\_\_\_\_

13. Have you or your organization failed to complete a contract? If so, give details:

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14. In what other line of business are you financially interested? \_\_\_\_\_

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15. Is any litigation pending against your organization? If so, give details. \_\_\_\_\_

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16. Proposer hereby certifies that it (check one):  IS  IS NOT on the Controller General's List of Ineligible Bidders/Contractors.
17. Proposer hereby certifies that it (check one):  IS  IS NOT on the Debarred List of the Labor Commissioner of the State of California.
18. Proposer hereby certifies that it (check one):  IS  IS NOT on the Federal System for Award Management (SAM) as excluded.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Executed on \_\_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Name/Title of Authorized Official: \_\_\_\_\_

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**UPDATE OF STATEMENT OF BUSINESS AND FINANCIAL QUALIFICATIONS**

TO: Purchasing Manager, City of Fresno

The undersigned Proposer filed with the Purchasing Manager of the City of Fresno a STATEMENT OF BUSINESS AND FINANCIAL QUALIFICATIONS on \_\_\_\_\_, 20\_\_.  
The Statement is valid for one year and must be refilled after that time.

In connection with the submission of a proposal for this project, it is desired to advise the City regarding any changes in the information contained in the STATEMENT and its schedules or attachments.

The Consultant hereby declares under penalty of perjury under the laws of the State of California that the information contained in the STATEMENT OF BUSINESS AND FINANCIAL QUALIFICATIONS (and its schedules and attachments) currently on file with the City of Fresno is correct and complete, except as stated below:

(If the information is all correct and complete, state "No Change." Otherwise, indicate the portion of the STATEMENT involved and the nature of the change or correction. Attach additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Proposers are cautioned that making a false declaration may subject the certifier to criminal prosecution.

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**RESUMES OF KEY PERSONNEL**

The Proposer shall attach to this Form the resumes for the Project Manager and key staff including education, relevant past project experience, and description of their assignment on this Project.

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**PROPOSED SUBCONTRACTORS/SUB-CONSULTANTS**

The Proposer shall list all proposed subcontractors/sub-Consultants and provide the information identified below:

Business Name and Address	Principal	Description of Work	% of Work	DBE Yes/No



PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**CURRENT CLIENT REFERENCES**

1. Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact Person \_\_\_\_\_

2. Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact Person \_\_\_\_\_

3. Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact Person \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**PRESENTATION OF PROPOSED ORGANIZATION CHART**

[Proposer to attach hereto]

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

## **PROPOSED IMPLEMENTATION WORK PLAN**

The Proposer shall set forth its implementation plan for carrying out the services under the RFQ, including:

- (a) A description of how the Proposer will approach satisfying the Project as required by the RFQ;
- (b) A detailed implementation schedule including timelines; and
- (c) A description of how the Proposer envisions its role in carrying out the responsibilities of the consultant.

**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 Articles of Incorporation, a copy of the Bylaws, a copy of the Board Resolution or Minutes.

(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 opening of the proposals 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 ventures; or by a joint venture(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 venture(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.

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) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Proposing Firm Phone Fax

(2)  Corp: State of Incorporation: \_\_\_\_\_  
 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: \_\_\_\_\_

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**SAMPLE CERTIFICATION**

I, \_\_\_\_\_, certify that I am the secretary \_\_\_\_\_  
Name

of the corporation named herein; that \_\_\_\_\_ who signed  
Name

this 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: \_\_\_\_\_

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**DBE APPROVAL CERTIFICATION**

I hereby certify that the Proposer has complied with the requirements of 49 CFR 26, Participation by Disadvantaged Business Enterprises in DOT Programs, and that its goals have not been disapproved by the Federal Transit Administration.

\_\_\_\_\_  
Name and Title of the Proposer's Authorized Official

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

## **DEBARMENT AND SUSPENSION CERTIFICATION**

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

The Proposer, under penalty of perjury under the laws of the State of California, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager: is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

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

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

**Note: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.**



PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

### LOBBYING CERTIFICATION

This form is to be submitted with an offer exceeding \$100,000. The undersigned Proposer 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 making lobbying contacts to 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 [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Proposer, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Signature of Proposer's Authorized Official  
Name and Title of Proposer's Authorized Official  
Date

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**FLY AMERICA CERTIFICATION**

Fly America Requirements - The Consultant agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and sub recipients of Federal funds and their Consultants are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Consultant shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Consultant agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

<b>CERTIFICATE OF COMPLIANCE WITH FLY AMERICA REQUIREMENTS</b>	
_____	_____
Name	Title
_____	
Company	
_____	
Dates Traveled (If applicable)	
_____	
Origin and Destination of Travel (If applicable)	
Detailed itinerary of your travel, name of the air carrier and flight number for each leg of the trip (If applicable).	
_____	
_____	
_____	
_____	
A statement explaining why you met one of the exceptions in §301-10.135, §301-10.136, or §301-10.137 or a copy of your agency's written approval that foreign air carrier service was deemed a matter of necessity in accordance with §301-10.138 (If applicable).	
_____	
_____	
_____	
_____	
_____	
_____	
_____	_____
Authorized Signature	Date

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

## **EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The Proposer hereby certifies under penalty of perjury under the laws of the state of California that he/she has , has not , participated in a previous contract or subcontract subject to the equal opportunity clauses, as required by Executive Orders 10925, 11114, or 11246, and that, where required, he/she has filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

### **Note:**

The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by proposers and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime Consultants and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b) (1) prevents the award of contracts and subcontracts unless such Consultant submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

**The above Equal Employment Opportunity Certification is part of the Proposal. Signing this Proposal on the signature page thereof shall also constitute signature of this Equal Employment Opportunity Certification.**

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

PROPOSER'S NAME: \_\_\_\_\_  
(Submit with Proposal)

**NON-COLLUSION AFFIDAVIT**

This affidavit is to be filled out and executed by the Proposer; if a corporation makes the proposal, then by its properly executed agent. The name of the individual swearing to the affidavit should appear on the line marked "Name of Affiant." The affiant's capacity, when a partner or officer of a corporation, should be inserted on the line marked "Capacity." The representative of the Proposer should sign his or her individual name at the end, not a partnership or corporation name, and swear to this affidavit before a notary public, who must attach his or her seal.

State of _____, County of _____	
I, _____, being first duly sworn, do hereby state that (Name of Affiant)	
I am _____ of _____ (Capacity) (Name of Firm, Partnership or Corporation)	
whose business is _____	
and who resides at _____	
and that _____ (Give names of all persons, firms, or corporations interested in the proposal)	
is/are the only person(s) with me in the profits of the herein contained Contract; that the Contract is made without any connection or interest in the profits thereof with any persons making any Proposal for said Work; that the said Contract is on my part, in all respects, fair and without collusion or fraud, and also that no members of the Board of Trustees, head of any department or bureau, or employee therein, or any employee of the City, is directly or indirectly interested therein.	
_____ Signature of Affiant	_____ Date
Sworn to before me this _____ day of _____, 20_____.	
Notary public my commission expires	Seal

**CITY OF FRESNO FORMS**

# MODEL CONSULTANT AGREEMENT

## AGREEMENT CITY OF FRESNO, CALIFORNIA CONSULTANT SERVICES

THIS AGREEMENT is made and entered into effective the Day [e.g. '1st'], day of \_\_\_\_\_, [Year], by and between the CITY OF FRESNO, a California municipal corporation (hereinafter referred to as "CITY"), and [Consultant Name], [Legal Identity] (hereinafter referred to as "CONSULTANT").

CITY desires to obtain professional services and CONSULTANT is capable, legally qualified and willing to furnish said services.

### THE PARTIES THEREFORE AGREE as follows:

1. Scope of Services. CONSULTANT shall perform to the satisfaction of CITY the Scope of Services described in **Exhibit A**, including all work incidental to, or necessary to perform, such services even though not specifically described in **Exhibit A**.

2. Term of Agreement and Time for Performance. This Agreement shall be effective from the date first set forth above and shall continue in full force and effect through the earlier of complete rendition of the services hereunder or [Completion Date], subject to any earlier termination in accordance with this Agreement. The services of CONSULTANT as described in **Exhibit A** are to commence upon CITY'S issuance of a written "Notice to Proceed." Work shall be undertaken and completed in a professional and expeditious manner.

3. Compensation.

(a) CONSULTANT'S sole compensation for satisfactory performance of all services required or rendered pursuant to this Agreement shall be a total fee not to exceed [Fee Amount] payable on such terms and in such amounts as set forth in the Schedule of Fees in **EXHIBIT A**. Such fees include all expenses incurred by CONSULTANT in performance of such services.

(b) Detailed statements shall be rendered monthly and will be payable in the normal course of CITY business.

(c) The parties may modify this Agreement to increase or decrease the scope of services or provide for the rendition of services not required by this Agreement, which modification shall include an adjustment to CONSULTANT'S compensation. Any change in the scope of services must be in compliance with all Federal Transit Administration ("FTA") procurement guidelines, and be made by written amendment to the Agreement signed by an authorized representative for each party. CONSULTANT shall not be entitled to any additional compensation if services are performed prior to a signed written amendment.

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4. Termination, Remedies and Force Majeure.

(a) This Agreement shall terminate without any liability of CITY to CONSULTANT upon the earlier of: (i) CONSULTANT'S filing for protection under the federal bankruptcy laws, or any bankruptcy petition or petition for receiver commenced by a third party against CONSULTANT; (ii) 7 calendar days prior written notice with or without cause by CITY to CONSULTANT; (iii) CITY'S non-appropriation of funds sufficient to meet its obligations hereunder during any CITY fiscal year of this Agreement, or insufficient funding for the services provided hereunder; or (iv) expiration of this Agreement.

(b) Upon any termination or expiration of this Agreement, CONSULTANT shall (i) immediately stop all work hereunder; (ii) immediately cause any and all of its subcontractors to cease work; and (iii) immediately return to CITY any and all unearned payments and all properties and materials in the possession of CONSULTANT that are owned by CITY. Subject to the terms of this Agreement, CONSULTANT shall be paid compensation for services satisfactorily performed prior to the effective date of termination. CONSULTANT shall not be paid for any work or services performed or costs incurred which reasonably could have been avoided.

(c) In the event of termination due to failure of CONSULTANT to satisfactorily perform in accordance with the terms of this Agreement, CITY may withhold an amount that would otherwise be payable as an offset to, but not in excess of, CITY'S damages caused by such failure. In no event shall any payment by CITY pursuant to this Agreement constitute a waiver by CITY of any breach of this Agreement which may then exist on the part of CONSULTANT, nor shall such payment impair or prejudice any remedy available to CITY with respect to the breach.

(d) Upon any breach of this Agreement by CONSULTANT, CITY may (i) exercise any right, remedy (in contract, law or equity), or privilege which may be available to it under applicable laws of the State of California or any other applicable law; (ii) proceed by appropriate court action to enforce the terms of the Agreement; and/or (iii) recover all direct, indirect, consequential, economic and incidental damages for the breach of the Agreement. If it is determined that CITY improperly terminated this Agreement for default, such termination shall be deemed a termination for convenience.

(e) CONSULTANT shall provide CITY with adequate written assurances of future performance, upon Director's request, in the event CONSULTANT fails to comply with any terms or conditions of this Agreement.

(f) CONSULTANT shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of CONSULTANT and without its fault or negligence such as, acts of God or the public enemy, acts of CITY in its contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. CONSULTANT shall notify Director in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, and shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to Director of the cessation of such occurrence.

(g) CONSULTANT agrees that, notwithstanding any contrary provision in this Agreement, any dispute arising from or relating to this Agreement (including, without limitation, disputes based on contract, tort, equity or statute) may, at CITY'S option, be joined and consolidated with any other dispute or disputes arising from or relating to the services provided hereunder so that all disputes arising from or relating to the services provided hereunder may be resolved in a single

proceeding. CONSULTANT hereby specifically waives any objection it may otherwise have to such joinder and consolidation and specifically consents to mediation, arbitration or any other dispute resolution mechanism, forum or proceeding necessary to effectuate the joinder and consolidation contemplated by this provision.

(h) Any notice of termination sent to CONSULTANT shall include the reason(s) for such termination or state that it is without cause.

(i) FTA Protest Notification: CONSULTANT is hereby notified that this contract is funded in whole or in part by the Federal Department of Transportation, the Federal Transit Administration (FTA) may entertain a protest that alleges that the CITY failed to have or follow written protest procedures. CONSULTANT must file a protest with the FTA not later than five (5) days after the CITY renders a final decision or five (5) days after the CONSULTANT knows or has reason to know that the CITY has failed to render a final decision. Protests to the FTA must be filed in accordance with FTA Circular 4220.1F (as periodically updated). If a protest has been filed with the FTA, the CITY will not make an award of contract unless the CITY determines that: (1) the items to be procured are urgently required; (2) delivery of performance will be unduly delayed by failure to make the award promptly; or (3) failure to make prompt award will otherwise cause undue harm to the CITY or the Federal Government.

#### 5. Confidential Information.

(a) Any reports, information, or other data prepared or assembled by CONSULTANT pursuant to this Agreement shall not be made available to any individual or organization by CONSULTANT without the prior written approval of CITY. During the term of this Agreement, and thereafter, CONSULTANT shall not, without the prior written consent of CITY, disclose to anyone any Confidential Information. The term Confidential Information for the purposes of this Agreement shall include all proprietary and confidential information of CITY, including but not limited to business plans, marketing plans, financial information, designs, drawings, specifications, materials, compilations, documents, instruments, models, source or 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.

i. Permission granted to CONSULTANT to disclose information on one occasion shall not authorize CONSULTANT to further disclose such information or any other information or disseminate the same on any other occasion.

ii. CONSULTANT shall not comment publicly to the press or any other media regarding the Agreement or CITY'S actions on the same, except to CITY'S personnel or CONSULTANT'S personnel involved in the performance of this Agreement at public hearings or in response to questions from a Legislative committee.

iii. CONSULTANT shall not issue any news releases or any public relations item of any nature, whatsoever, regarding work performed or to be performed under this Agreement without prior review of the contents thereof by CITY and receipt of CITY'S written permission.

(b) If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall cause each subcontractor to also comply with the requirements of this Section 5.

(c) This Section 5 shall survive expiration or termination of this Agreement.



6. Licenses. It is further mutually understood and agreed by and between the parties hereto that inasmuch as CONSULTANT represents to CITY that CONSULTANT and its employees and subcontractors, if any, are skilled and properly licensed by the State of California to perform in accordance with the standards necessary to perform the services agreed to be done by it under this Agreement, CITY relies upon the skill of CONSULTANT and any subcontractors to do and perform such services in a skillful manner and CONSULTANT agrees to thus perform the services and require the same of any subcontractors. Therefore, any acceptance of such services by CITY shall not operate as a release of CONSULTANT or any subcontractors from said standards.

7. Indemnification. To the furthest extent allowed by law, CONSULTANT 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) incurred by CITY, CONSULTANT or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this Agreement. CONSULTANT's obligations under the preceding sentence shall apply regardless of whether CITY or any of its officers, officials, employees, agents or volunteers are actively or passively negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused by the sole negligence or willful misconduct of CITY or any of its officers, officials, employees, agents or volunteers, except when such officers, officials, employees, agents or volunteers are under the direct supervision and control of CONSULTANT.

If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT 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.

8. Insurance.

(a) Throughout the life of this Agreement, CONSULTANT shall pay for and maintain in full force and effect all insurance as required in **Exhibit B**, which is incorporated into and part of this Agreement, 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 in Exhibit B 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, CONSULTANT or any of its subcontractors/sub-Consultants 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT shall not be deemed to release or diminish the liability of CONSULTANT, 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 CONSULTANT. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of CONSULTANT, its principals, officers, agents, employees, persons under the supervision of CONSULTANT, vendors, suppliers, invitees, Consultants, sub-Consultants, subcontractors, or anyone employed directly or indirectly by any of them.

(d) If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall require each subcontractor/sub-Consultant to provide insurance protection, as an additional insured, to the CITY and each of its officers, officials, employees, agents and volunteers in accordance with the terms of this section, except that any required certificates and applicable endorsements shall be on file with CONSULTANT and CITY prior to the commencement of any services by the subcontractor. CONSULTANT and any subcontractor/sub-Consultant shall establish additional insured status for CITY, its officers, officials, employees, agents and volunteers by using Insurance Service Office (ISO) Form CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01 or by an executed manuscript company endorsement providing additional insured status as broad as that contained in ISO Form CG 20 10 11 85.

#### 9. Conflict of Interest and Non-Solicitation.

(a) Prior to CITY'S execution of this Agreement, CONSULTANT shall complete a City of Fresno conflict of interest disclosure statement in the form as set forth in **Exhibit C**. During the term of this Agreement, CONSULTANT shall have the obligation and duty to immediately notify CITY in writing of any change to the information provided by CONSULTANT in such statement.

(b) CONSULTANT shall comply, and require its subcontractors to comply, with all applicable (i) professional canons and requirements governing avoidance of impermissible client conflicts; and (ii) federal, state and local conflict of interest laws and regulations including, without limitation, California Government Code Section 1090 et. seq., the California Political Reform Act (California Government Code Section 87100 et. seq.), the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations Section 18700 et. seq.) and Section 4-112 of the Fresno Municipal Code (Ineligibility to Compete). At any time, upon written request of CITY, CONSULTANT shall provide a written opinion of its legal counsel and that of any subcontractor that, after a due diligent inquiry, CONSULTANT and the respective subcontractor(s) are in full compliance with all laws and regulations. CONSULTANT shall take, and require its subcontractors to take, reasonable steps to avoid any appearance of a conflict of interest. Upon discovery of any facts giving rise to the appearance of a conflict of interest, CONSULTANT shall immediately notify CITY of these facts in writing.

(c) In performing the work or services to be provided hereunder, CONSULTANT shall not employ or retain the services of any person while such person either is employed by CITY or is a member of any CITY council, commission, board, committee, or similar CITY body. This requirement may be waived in writing by the City Manager, if no actual or potential conflict is involved.

(d) CONSULTANT represents and warrants that it has not paid or agreed to pay any compensation, lawful or unlawful, contingent or otherwise, direct or indirect, to any party to solicit or procure this Agreement or any rights/benefits hereunder. CITY shall have the right, in its discretion, to deduct from any payment to CONSULTANT under this Agreement, or otherwise recover the full amount of, any rebate, kickback or other consideration paid by CONSULTANT in violation of any representation or warranty under this section.

(e) Neither CONSULTANT, nor any firm affiliated with CONSULTANT, nor any of CONSULTANT'S subcontractors performing any services provided hereunder, shall proposal for, assist anyone in the preparation of a proposal for, or perform any services pursuant to, any other contract in connection with this Agreement with the exception of any subcontractor whose services are limited to providing surveying or materials testing information. CONSULTANT and any of its subcontractors shall have no interest, direct or indirect, in any other contract with a third party in connection with this Agreement unless such interest is in accordance with all applicable law and fully disclosed to and approved by the City Manager, in advance and in writing. An affiliated firm is one which is subject to the control of the same person(s) through joint-ownership or otherwise.

(f) CONSULTANT shall disclose any financial, business, or other relationship with CITY that may have an impact upon the outcome of this Agreement or any ensuing CITY project or agreement. CONSULTANT shall also disclose any current clients who may have a financial interest in the outcome of this Agreement or any ensuing CITY project or agreement, which will follow.

(g) CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this Agreement.

(h) If CONSULTANT should subcontract all or any portion of the work to be performed or services to be provided under this Agreement, CONSULTANT shall include the provisions of this Section 9 in each subcontract and require its subcontractors to comply therewith.

(i) This Section 9 shall survive expiration or termination of this Agreement.

10. Recycling Program. In the event CONSULTANT 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, CONSULTANT at its sole cost and expense shall:

- (i) Immediately establish and maintain a viable and ongoing recycling program, approved by 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.
- (ii) Immediately contact CITY'S 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.
- (iii) 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.

11. General Terms, Federal and State Assurances and Requirements.

(a) Except as otherwise provided by law, all notices expressly required of CITY within the body of this Agreement, and not otherwise specifically provided for, shall be effective only if signed by the Director or his/her designee.

(b) Records of CONSULTANT'S expenses pertaining to the services provided under this Agreement shall be kept on a generally recognized accounting basis. CONSULTANT and its subcontractors shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of the Agreement including, but not limited to, the costs of

administering the Agreement. CONSULTANT and its subcontractors shall make such materials available at their respective offices at all reasonable times during the period of this Agreement and for 3 years, or longer if required by law, from the date of final payment under the Agreement. CITY, the State, the State Auditor, FTA or any duly authorized representative of the federal government shall have access to any books, records, papers, accounting records and other documents of CONSULTANT and its subcontractors that are pertinent to the Agreement for audit, examinations, excerpts, and transcriptions. Copies thereof shall be furnished by CONSULTANT, if requested.

If any litigation, claim, negotiations, audit or other action is commenced before the expiration of the 3-year time period, all records shall be retained and made available until such action is resolved, or until the end of said time period whichever shall later occur. If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall cause each subcontractor to also comply with the requirements of this section and in the event a subcontract is entered into for an amount in excess of \$25,000 the subcontract shall include this paragraph in its entirety. This Section 11(b) shall survive expiration or termination of this Agreement.

(c) Prior to execution of this Agreement by CITY, CONSULTANT shall have provided evidence to CITY that CONSULTANT is licensed to perform the services called for by this Agreement (or that no license is required). If CONSULTANT should subcontract all or any portion of the work or services to be performed under this Agreement, CONSULTANT shall require each subcontractor to provide evidence to CITY that subcontractor is licensed to perform the services called for by this Agreement (or that no license is required) before beginning work.

(d) CONSULTANT'S services pursuant to this Agreement shall be provided under the supervision of [Consultant's Supervisor Name], and he/she shall not assign another to supervise CONSULTANT'S performance of this Agreement without the prior written approval of the Director.

(e) CITY will carry out any applicable federal requirements in the administration of this Agreement. Notwithstanding Section 25 herein, CONSULTANT agrees to comply with and give precedence to all applicable federal and state assurances and requirements, if any, identified in **Exhibit D along with any attachments it may have** and require that each subcontract include the same assurances by and requirements of each of its subcontractors.

12. Nondiscrimination. To the extent required by controlling federal, state and local law, CONSULTANT shall not employ discriminatory practices in the provision of services, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era. Subject to the foregoing and during the performance of this Agreement, CONSULTANT agrees as follows:

(a) CONSULTANT will comply with all applicable laws and regulations providing that no person shall, on the grounds of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement.

(b) CONSULTANT will not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era. CONSULTANT shall ensure that applicants are employed, and the employees are treated during employment, without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital

status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era. Such requirement shall apply to CONSULTANT'S employment practices including, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.

(c) CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of CONSULTANT in pursuit hereof, state that all qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.

(d) CONSULTANT will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising such labor union or workers' representatives of CONSULTANT'S commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(e) If CONSULTANT should subcontract all or any portion of the services to be performed under this Agreement, CONSULTANT shall cause each subcontractor to also comply with the requirements of this Section 12.

### 13. Independent Contractor.

(a) In the furnishing of the services provided for herein, CONSULTANT is acting solely as an independent contractor. Neither CONSULTANT, nor any of its officers, agents or employees shall be deemed an officer, agent, employee, joint venturer, partner or associate of CITY for any purpose. CITY shall have no right to control or supervise or direct the manner or method by which CONSULTANT shall perform its work and functions. However, CITY shall retain the right to administer this Agreement so as to verify that CONSULTANT is performing its obligations in accordance with the terms and conditions thereof.

(b) This Agreement does not evidence a partnership or joint venture between CONSULTANT and CITY. CONSULTANT shall have no authority to bind CITY absent CITY'S express written consent. Except to the extent otherwise provided in this Agreement, CONSULTANT shall bear its own costs and expenses in pursuit thereof.

(c) Because of its status as an independent contractor, CONSULTANT and its officers, agents and employees shall have absolutely no right to employment rights and benefits available to CITY employees. CONSULTANT 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, CONSULTANT shall be solely responsible, indemnify, defend and save CITY harmless from all matters relating to employment and tax withholding for and payment of CONSULTANT'S employees, including, without limitation, (i) compliance with Social Security and 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, CONSULTANT may be providing services to others unrelated to CITY or to this Agreement.

14. Notices. Any notice required or intended to be given to either party under the terms of this Agreement shall be in writing and shall be deemed to be duly given if delivered personally, transmitted by facsimile followed by telephone confirmation of receipt, 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 this Agreement 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.

15. Binding. Subject to Section 16, below, once this Agreement 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.

16. Assignment.

(a) This Agreement is personal to CONSULTANT and there shall be no assignment by CONSULTANT of its rights or obligations under this Agreement without the prior written approval of the City Manager or his/her designee. Any attempted assignment by CONSULTANT, its successors or assigns, shall be null and void unless approved in writing by the City Manager or his/her designee.

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

17. Compliance With Law. In providing the services required under this Agreement, CONSULTANT shall at all times comply with all applicable laws of the United States, the State of California and CITY, 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 this Agreement.

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

19. Governing Law and Venue. This Agreement 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 this Agreement and any rights and duties hereunder shall be Fresno County, California.

20. Headings. The section headings in this Agreement 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 Agreement.

21. Severability. The provisions of this Agreement are severable. The invalidity, or unenforceability of any one provision in this Agreement shall not affect the other provisions.

22. Interpretation. The parties acknowledge that this Agreement in its final form is the result of the combined efforts of the parties and that, should any provision of this Agreement be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this Agreement in favor of or against either party, but rather by construing the terms in accordance with their generally accepted meaning.

23. 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 this Agreement, 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.

24. Exhibits. Each exhibit and attachment referenced in this Agreement is, by the reference, incorporated into and made a part of this Agreement.

25. Precedence of Documents. In the event of any conflict between the body of this Agreement and any Exhibit or Attachment hereto, the terms and conditions of the body of this Agreement shall control and take precedence over the terms and conditions expressed within the Exhibit or Attachment. Furthermore, any terms or conditions contained within any Exhibit or Attachment hereto which purport to modify the allocation of risk between the parties, provided for within the body of this Agreement, shall be null and void.

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 Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement 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 Agreement. This Agreement 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 Agreement may be modified only by written instrument duly authorized and executed by both CITY and CONSULTANT.

29. RFQ or RFP Document. Any Request for Qualifications, Request for Proposal, or Request for Qualifications and Proposal, and documents issued therewith (collectively referred to herein as "RFQ") by CITY that resulted in selection of CONSULTANT for entry into this Agreement are hereby incorporated into and made a part of this Agreement. In the event of a conflict between the RFQ and this Agreement (including any Exhibit hereto), this Agreement (including any Exhibit hereto) shall take precedence.

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

CITY OF FRESNO,  
a California municipal corporation

[Consultant Name],  
[Legal Identity]

By: \_\_\_\_\_  
[Name],  
[Title]  
Fresno Area Express/Transportation  
Department

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
(Type or print written signature.)

Dated: \_\_\_\_\_

Title: \_\_\_\_\_  
(if corporation or LLC, Board  
Chair, Pres. or Vice Pres.)

ATTEST:  
YVONNE SPENCE, CMC  
City Clerk

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Deputy Date

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
(Type or print written signature.)

APPROVED AS TO FORM:

Title: \_\_\_\_\_  
(if corporation or LLC, CFO,  
Treasurer, Secretary or Assistant  
Secretary)

DOUGLAS SLOAN  
City Attorney

By: \_\_\_\_\_  
Deputy/Senior Deputy

Dated: \_\_\_\_\_



Attachments:

Exhibit A - Scope of Services

Exhibit B – Insurance Requirements

Exhibit C – Disclosure of Conflict of Interest

Exhibit D - Federal Requirements

**EXHIBIT A - SCOPE OF SERVICES**

**Exhibit A**

**SCOPE OF SERVICES**

Scope of Services to be completed upon award.

**EXHIBIT B - INSURANCE REQUIREMENTS**

## Exhibit B

### INSURANCE REQUIREMENTS Consultant Service Agreement between City of Fresno (“CITY”) and [Consultant Name] (“CONSULTANT”)

[Project Title]  
PROJECT TITLE

#### **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 ISO \*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). If personal automobile coverage is used, the CITY, its officers, officials, employees, agents and volunteers are to be listed as additional insureds.
3. Workers’ Compensation insurance as required by the State of California and Employer’s Liability Insurance.
4. Professional Liability (Errors and Omissions) and Cyber Liability (Privacy and Data breach) insurance appropriate to CONSULTANT’S profession.

#### **MINIMUM LIMITS OF INSURANCE**

CONSULTANT, or any party the CONSULTANT 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.
6. **CYBER LIABILITY** insurance with limits of not less than:
  - (i) \$1,000,000 per claim/occurrence; and,
  - (ii) \$2,000,000 policy aggregate

### **UMBRELLA OR EXCESS INSURANCE**

In the event CONSULTANT 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**

CONSULTANT shall be responsible for payment of any deductibles contained in any insurance policy(ies) required herein and CONSULTANT shall also be responsible for payment of any self-insured retentions. Any deductibles or self-insured retentions must be declared to on the Certificate of Insurance, and approved by, the CITY'S Risk Manager or his/her designee. At the option of the CITY'S Risk Manager or his/her designee, either:

- (i) The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY, its officers, officials, employees, agents and volunteers; or
- (ii) CONSULTANT shall provide a financial guarantee, satisfactory to CITY'S Risk Manager or his/her designee, guaranteeing payment of losses and related investigations, claim administration and defense expenses. At no time shall CITY be responsible for the payment of any deductibles or 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. CONSULTANT shall establish additional insured status for the City and for all ongoing and completed operations by use of ISO Form CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01 or by an executed manuscript insurance company endorsement providing additional insured status as broad as that contained in ISO Form CG 20 10 11 85.
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. For any claims relating to this Agreement, CONSULTANT'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 CONSULTANT'S insurance and shall not contribute with it. CONSULTANT shall establish primary and non-contributory status by using ISO Form CG 20 01 04 13 or by an executed manuscript insurance company endorsement that provides primary and non-contributory status as broad as that contained in ISO Form CG 20 01 04 13.

The Workers' Compensation insurance policy is to contain, or be endorsed to contain, the following provision: CONSULTANT and its insurer shall waive any right of subrogation against CITY, its officers, officials, employees, agents and volunteers.

The Cyber Liability insurance shall cover claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information (including credit monitoring costs), alteration of electronic information, extortion and network security. Such coverage is required only if any products and/or services related to information technology (including hardware and/or software) are provided to Insured and for claims involving any professional services for which Consultant is engaged with the City for such length of time as necessary to cover any and all claims

If the Professional (Errors and Omissions) and Cyber Liability insurance policy(ies) 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 CONSULTANT.
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 CONSULTANT, CONSULTANT 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.

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. CONSULTANT 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, CONSULTANT 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, CONSULTANT 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.

Should any of these policies provide that the defense costs are paid within the Limits of Liability, thereby reducing the available limits by defense costs, then the requirement for the Limits of Liability of these policies will be twice the above stated limits.

The fact that insurance is obtained by CONSULTANT shall not be deemed to release or diminish the liability of CONSULTANT, 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 CONSULTANT. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of CONSULTANT, its principals, officers, agents, employees, persons under the supervision of CONSULTANT, vendors, suppliers, invitees, consultants, sub-consultants, subcontractors, or anyone employed directly or indirectly by any of them.

### **VERIFICATION OF COVERAGE**

CONSULTANT 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, CONSULTANT 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.



**EXHIBIT C - DISCLOSURE OF CONFLICT OF INTEREST**

PROPOSER'S NAME: \_\_\_\_\_  
 (Submit with Proposal)

**Exhibit C**

**DISCLOSURE OF CONFLICT OF INTEREST  
 FIXED-ROUTE SYSTEM RESTRUCTURE PUBLIC INVOLVEMENT SERVICES**

		YES*	NO
1	Are you currently in litigation with the City of Fresno or any of its agents?	<input type="checkbox"/>	<input type="checkbox"/>
2	Do you represent any firm, organization or person who is in litigation with the City of Fresno?	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you currently represent or perform work for any clients who do business with the City of Fresno?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
* If the answer to any question is yes, please explain in full below.			

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_  
 Date \_\_\_\_\_  
 (Name) \_\_\_\_\_  
 (Company) \_\_\_\_\_  
 (City, State, zip) \_\_\_\_\_  
 \_\_\_\_\_

Additional page(s) attached.

**EXHIBIT D - FEDERAL REQUIREMENTS**

## Exhibit D

### FEDERAL REQUIREMENTS

#### FEDERAL REQUIREMENTS

This Agreement is subject to the Master Agreement between the City of Fresno and the FTA and FTA Circular 4220.1F which require this Agreement contain the following clauses:

#### NO GOVERNMENT OBLIGATIONS TO THIRD PARTIES

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

The Consultant agrees to include the above clause in each subcontract. 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 Consultant 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 Agreement, the Consultant 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 Agreement or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Consultant 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 Consultant to the extent the Federal Government deems appropriate.

(2) The Consultant 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. 5307(n)(1) on the Consultant, to the extent the Federal Government deems appropriate.

(3) The Consultant agrees to include the above two clauses in each subcontract. 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) The Consultant agrees to provide the City, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Consultant which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. The Consultant agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(2) The Consultant agrees to maintain all books, records, accounts and reports required under this Agreement for a period of not less than three years after the date of termination or expiration of this Agreement, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Consultant agrees to maintain same until the City, the FTA Administrator, the Comptroller General, or any of their duly authorized representative, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

(3) The Consultant agrees to include the above two clauses in each subcontract. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

## **FEDERAL CHANGES**

Consultant 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 City and FTA, as they may be amended or promulgated from time to time during the term of this Agreement. Consultant's failure to so comply shall constitute a material breach of this Agreement.

## **CIVIL RIGHTS**

(1) Nondiscrimination – In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 20000d et. seq., 49 C.F.R. part 21, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6102, section 202 of the Americans with disabilities Act of 1990, 42 U.S.C. 12132, FTA Circular 4702.1A, "Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients", Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. sec., U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 C.F.R. Part 25, and Federal transit law at 49 U.S.C. 5332, the Consultant agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Consultant 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 Agreement.

(a) Race, Color, Creed, National Origin, Sex In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. 2000e, and Federal transit laws at 49 U.S.C. 5332, the Consultant agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulation, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq., "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor", (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. 2000e note), and with any applicable Federal statutes, executive orders, regulations and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Consultant agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship. In addition, the Consultant agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967 (ADEA), as amended, 29 U.S.C. §§621-634 which prohibits discrimination on the basis of age, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. Part 1625, which implements the ADEA, the Aged Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et. seq., which prohibits discrimination against individuals on the basis of age in the administration of programs or activities receiving funds, 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, which implements the Age Discrimination Act of 1975 and Federal transit law at 49 U.S.C. 5332, the Consultant agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Consultant agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. 12112, the Consultant agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "regulations to Implement the Equal employment Provisions of the Americans with Disabilities Act, "29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the Consultant agrees to comply with any implementing requirements FTA may issue.

(3) The Consultant also agrees to include these requirements in each subcontract entered into hereunder, modified only if necessary to identify the affected parties.

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

(1) This Agreement is subject to the requirements of 49 U.S.C. §5332, as stated in Section 12.a, and 49 CFR Part 26 "Participation by Disadvantaged Business Enterprises in Department of Transportation Finance Assistance Programs. Consequently, the DBE requirements of 49 CFR Part 26 apply to this Agreement and Consultant assures that it will comply with all applicable requirements thereof and will not discriminate on the basis of race, color sex or national origin in performance of this Agreement and in the entering into subcontracts for the performance of work hereunder.

(2) Consultant agrees to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of subcontracts under this Agreement. In this regard, Consultant shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform subcontracts. Failure by Consultant to carry out these requirements is a material breach of this Agreement which may result in its termination or such other remedy as City deems appropriate.

(3) The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. City's goal for participation of Disadvantaged Business Enterprises (DBE) is 13%. . A separate contract goal has not been established for this Project.

Consultant agrees to incorporate the above paragraphs in all subcontracts and further require all subcontractors and all subsequent subcontractors of subcontractors be required to incorporate it into their contracts.

### **INCORPORATION OF FTA TERMS**

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 4220.1F, dated November 1, 2008, 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 CONSULTANT 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.

Consultant agrees to incorporate the above paragraph in all subcontracts and further require all subcontractors and all subsequent subcontractors of subcontractors be required to incorporate it into their contracts.

### **TERMINATION**

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

(b) Termination for Default: If the Consultant does not deliver supplies in accordance with the Agreement delivery schedule, or, if the Agreement is for services, the Consultant fails to perform in the manner called for in the Agreement or if the Consultant fails to comply with any other provisions of the Agreement, the City of Fresno may terminate this Agreement for default. Termination shall be effected by serving a notice of termination on the Consultant setting forth the manner in which the Consultant is in default. The Consultant 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 Agreement.

If it is later determined by the City of Fresno that the Consultant 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 Consultant, the City of Fresno, after setting up a new delivery or performance schedule, may allow the Consultant to continue work, or treat the termination as a termination for convenience.

(c) Opportunity to Cure: The City, in its sole discretion may, in the case of termination for breach or default, allow the Consultant a defined amount of time in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

If Consultant fails to remedy to City's satisfaction the breach or default of any of the terms, covenants, or conditions of this Agreement within the number of days allowed within the notice of termination after receipt by Consultant of said notice which shall state the nature of said breach or default, City shall have the right to terminate the Agreement without further obligation to Consultant. Any such termination for default shall not in any way operate to preclude City from also pursuing all available remedies against Consultant and its sureties for said breach or default

(d) Waiver of Remedies for any Breach: In the event that City elects to waive its remedies for any breach by Consultant of any covenant, term or condition of this Agreement, such waiver by City shall not limit City's remedies for any succeeding breach of that or any other term, covenant, or condition of this Agreement.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Consultant is required to verify that none of the Consultant, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945. The Consultant is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. 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 {insert agency name}. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to {insert agency name}, 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 49 CFR 29, Subpart C 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) Pending final resolution of a dispute hereunder, the Consultant shall proceed diligently with the performance of this Agreement and in accordance with the City's decision.

## **LOBBYING**

Consultants who file a proposal for an award of \$100,000 or more shall file the certification required by 49CFR part 20, "New Restrictions on Lobbying." Each tier of subcontractor shall certify to the Consultant immediately above them that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

The prospective participant also agrees by submitting his or her proposal 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 sub-recipients shall certify and disclose accordingly.

## **CLEAN AIR AND CLEAN WATER**

(1) The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401 et seq) and the Federal Water Pollution Control Act as amended (33 USC 1251 et seq). . The Consultant agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Consultant also agrees to include these requirements in each subcontract exceeding \$100,000.

## **FLY AMERICA**

(When property or persons covered under this contract are transported by air between U.S. and foreign destinations or between foreign locations)

The Consultant agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and sub recipients of Federal funds and their Consultants are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Consultant shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Consultant agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

Flow Down – The Fly America requirements flow down from FTA recipients (City) and sub recipients to Consultants, who are responsible for ensuring that lower tier Consultants and subcontractors are in compliance.

## **ENERGY CONSERVATION**

The Consultant 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.

Flow Down – The Energy Conservation requirements extend to all third party Consultants and their contracts at every tier and sub recipients and their sub agreements at every tier.





**PROPOSAL QUESTION FORM**  
FRESNO AREA EXPRESS  
TELEPHONE # (559) 621-7433  
FAX # (559) 488-1065

<p>PROPOSAL QUESTION FOR: FIXED-ROUTE SYSTEM RESTRUCTURE PUBLIC INVOLVEMENT SERVICES</p> <p>FILE NUMBER: 111516JL</p> <p>ATTENTION: JEFF LONG/JUDITH NISHI</p>	<p>(FOR CITY OF FRESNO USE ONLY)</p> <p>QUESTION NO: _____</p> <p>DATE: _____ REVIEWED BY: _____</p> <p>RESPONSIBLE FOR RESPONSE: <input type="checkbox"/> CITY STAFF <input type="checkbox"/> CONSULTANT</p>
<p>FROM: _____</p> <p>COMPANY: _____</p> <p>CONTACT PERSON: _____</p>	<p>DATE: _____</p> <p>PHONE No: _____</p> <p>FAX No: _____</p>
<p>QUESTION (One question per sheet.) _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>ANSWER: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>RESPONSE BY: _____ DATE: _____</p> <p>INCLUDED IN ADDENDUM NO. _____ DATE: _____</p>	