

Request for Proposals for the Humboldt County Regional Vision Zero Action Plan

RFP released: January 15, 2025
Proposals due: 5 p.m., February 18, 2025

Invitation: The Humboldt County Association of Governments (HCAOG) is inviting interested parties to submit proposals for providing services to complete the Humboldt County Regional Vision Zero Action Plan. HCAOG would like to retain the professional services of a qualified professional and/or firm, or team of professionals and/or firms, to assist in developing a comprehensive safety action plan for the region. The project is federally funded by a Safe Streets for All (SS4A) planning grant. The SS4A program supports the U.S. Department of Transportation's National Roadway Safety Strategy and their goal of zero roadway deaths using a Safe System Approach. A comprehensive safety action plan ("Action Plan") is the basic building block to significantly improve roadway safety. Action Plans are aimed at reducing and eliminating serious-injury and fatal crashes affecting all roadway users. Action Plans use data analysis to characterize roadway safety problems and strengthen a community's approach through projects and strategies that address the most significant safety risks.

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I. BACKGROUND

The *Humboldt County Vision Zero Action Plan* is funded by the U.S. Department of Transportation Safe Streets and Roads for All (SS4A) grant program. The project will fund development of a Regional Vision Zero Action Plan in order to advance the goal to significantly reduce and then eliminate traffic fatalities and serious injuries in Humboldt County. Any deaths or serious injuries from crashes are unacceptable, yet 76 people were killed in motor-vehicle related crashes on Humboldt County roadways over the five-year period from 2018-2022, a rate of 18 fatalities per 100,000 people. Humboldt County is a rural, geographically isolated place in northwestern California with a land area of 3,500 square miles. 64% of the area's population lives in disadvantaged communities, ranging from extremely rural Tribal communities to more urbanized areas within the City of Eureka. There are 1,400 miles of roads combined between the County and the seven incorporated cities, plus 378 miles of state highways.

Humboldt County suffers from a multitude of roadway safety issues including lack of infrastructure to protect vulnerable pedestrians and bicyclists, impaired driving, speed management, and roadway departure. Pedestrian fatalities are concentrated on the Broadway Corridor, the state highway Route 101 that runs through the City of Eureka. The regional Vision Zero Action Plan aims to provide significant safety benefits by streamlining Vision Zero planning for all jurisdictions under a single Action Plan. The consolidated planning effort will result in a consistent and data-driven approach within the region to identify high-impact projects and strategies to reduce traffic fatalities. A countywide public engagement process will both educate the general public about the Safe System Approach and generate feedback to inform the Plan. The

regional plan will lead to more efficient implementation by encouraging Cities to share best practices and allowing for multi-jurisdictional project bundling.

Humboldt County Association of Governments (HCAOG)

HCAOG conducts work for the benefit of the entire Humboldt County region. The region now known as Humboldt County includes the unceded traditional territories and current homelands of several indigenous nations including the Karuk, Hupa, Wiyot, Yurok, Tsnugwe, Chilula, Chimariko, Lassik, Mattole, Nongatl, Sinkyone, Wailaki, and Whilkut people.

HCAOG is the designated Regional Transportation Planning Agency (RTPA), which has transportation planning responsibilities under federal and state law. As the RTPA, HCAOG is responsible for developing regional transportation plans and programs in a cooperative, continuous, and comprehensive planning process. This process is carried out with federal, state, regional, local, and tribal agencies, and the public. The HCAOG Board of Directors is comprised of eight members: the Chairman of the Board of Supervisors, and the Mayors of Humboldt's seven cities (Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad), or an alternate designate from that governing body. HCAOG has three standing advisory committees: the Policy Advisory Committee, Social Service Transportation Advisory Council, and Technical Advisory Committee (TAC).

II. PROJECT SUMMARY

This project will develop a Humboldt County Regional Vision Zero Action Plan (Action Plan) in collaboration with its project partner agencies and other stakeholders to promote coordinated solutions in engineering, education, encouragement, evaluation, equity, and enforcement. Partner agencies include the County of Humboldt, Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad, and the Hoopa Valley Tribe, Yurok Tribe, Karuk Tribe, and Cher-Ae Heights Indian Community of the Trinidad Rancheria). The goal of the Action Plan is to eliminate traffic fatalities and severe injuries in Humboldt County through existing efforts and programs, along with implementation of additional recommendations. The Action Plan will utilize the Safe Systems Approach to develop recommendations focused on infrastructure, human behavior, and emergency response. Consultant will lead all aspects to prepare a regional Vision Zero Action Plan that meets the eight required elements of the Department of Transportation (DOT) Safe Streets and Roads for All Action Plan.

The comprehensive Action Plan will include a systemic safety analysis using the Safe Systems Approach for the entire region including the unincorporated County, the seven cities, and Tribal Nations. HCAOG staff will facilitate a broad-based regional steering committee composed of elected representatives, Public Works engineers, Caltrans District 1, community-based organizations, and engaged citizens to set a vision statement, guide development of the plan, and plan pop-up safety demonstration projects. The steering committee will meet monthly throughout the project and collaborate to develop evidence-based policies, identify implementation measures based on proven countermeasures, and select priority projects that will best advance Vision Zero and achieve equity. A consultant will develop the plan by collecting baseline crash data, crash types and historic trends over the preceding five years for all local streets and roads as well as State routes. Based on locational data, the consultant will create a map of the High-Injury Network (HIN) for the region. Using tools such as the DOT Equitable Transportation Community Explorer, the HIN map will be overlaid on a map of equity indicators to visualize geographic overlap between disadvantaged areas and locations with high occurrence of traffic fatalities and serious injuries. Consultants will also be tasked with developing concept designs and planning level cost estimates for priority implementation projects.

The Action Plan will culminate in presentations to partner agency Councils/Boards for decision-makers to adopt the Action Plan and approve a resolution signing on to a regional Vision Zero commitment. The project will create an online Vision Zero Data Dashboard featuring a story map that clearly conveys Humboldt's traffic safety problems with the ability to filter by jurisdiction, location, mode, and collision factor. The dashboard will be part of a regional Vision Zero landing page that contains the final Plan, annual progress reports, local road safety plans, and links to Vision Zero educational resources. Easily accessible data showing traffic fatality and serious injury trends over time will create a means for both the public and policy makers to track the progress in meeting the regional Vision Zero target.

Public engagement will focus on reaching traditionally underserved groups and encouraging their participation in the development of the Action Plan. HCAOG will convene a broad stakeholder group (in addition to the project steering committee) that seeks to include representation from community-based organizations including but not limited to: Promotores, Latino Outdoors, Black Humboldt, youth groups, and Area 1 Agency on Aging. Stakeholders will be interviewed one-on-one to provide input on challenges and solutions with regard to moving safely throughout the community. To ensure geographic equity and reach rural, disadvantaged communities, public meetings/listening sessions will be held in each City, several unincorporated communities, and Tribal areas. Session outreach will feature bilingual print resources, at least one meeting solely for Spanish speakers, and ongoing online public engagement through a citizen outreach tool. The 10-12 listening sessions will be structured to hear from citizens about their needs and where they are struggling in relation to getting to their everyday destinations safely. In addition, the Humboldt County Department of Health and Human Services will assist with direct outreach to the unhoused population. The public engagement process will extend to the pop-up demonstrations. The pop-ups will be a hands-on visual demonstration of what types of fixes are possible to address the concerns heard during the listening sessions. The public engagement process presents an opportunity to communicate the safety benefits of Safe Systems to the public in order to build a shared understanding and knowledge base. Better public literacy about the Safe Systems Approach will help build shared responsibility among all road users and build a stronger base of support for future infrastructure projects. Outreach efforts will also include local community-based advocacy group, the Coalition for Responsible Transportation Priorities (CRTP), promoting StreetStory, a UC Berkeley SafeTrec tool that people can use to document near misses or other safety hazards. CRTP will encourage the ongoing use of StreetStory as a citizen empowerment and storytelling tool.

III. SCOPE OF WORK

This RFP contains eight major tasks. HCAOG considers the activities listed in the Scope of Work, attached as Attachment B, to be the minimum requirements expected for conducting the Humboldt County Humboldt County Regional Vision Zero Action Plan. Proposals should describe tasks, time frames, staffing, and approaches to project management and communicating with project stakeholders.

A final scope of work and schedule will be developed by HCAOG and the Successful Proposer. All proposers will be held to the applicable requirements, standards and protocols set forth in this RFP, and the sample Consultant Services Agreement (Attachment A). If subconsultants are proposed, the Subconsultant List form (Attachment D) must be included with the proposal. Such requirements and standards will be incorporated into the final Consultant Services Agreement subject to negotiation between HCAOG and the Successful Proposer.

Regular progress reports will be required as deliverables for this project. Proposals should detail

any assistance the respondent will require from HCAOG staff and/or committee members.

IV. PROJECT TIMETABLE

The following dates represent HCAOG's best estimate of the schedule that will be followed with regard to this RFP process. HCAOG hereby reserves the right, at its sole discretion, to modify this tentative schedule as it deems necessary, including, without limitation, extending the deadline for submission of Proposals.

January 15, 2025	Request for Proposals (RFP) released
January 24, 2025	Deadline to submit questions regarding RFP
January 31, 2025	HCAOG deadline for responding to RFP questions
February 18, 2025	Closing date for receipt of proposals
March 7, 2025	HCAOG completes review and evaluation process
March 20, 2025	Staff recommends award to HCAOG Board
March 21, 2025	Finalize consultant services agreement
March 24, 2025	Project commences

Closing Date

Complete proposals must be received via electronic delivery (email) no later than **5:00 p.m. Pacific Standard Time (PST) on February 18, 2025**. By submitting a proposal, the Proposer certifies that his or her name or the consultant firm's name, as well as the name of Proposer's subcontractors, does not appear on the Comptroller General's list of ineligible contractors for federally assisted projects.

All proposals received *prior to* the closing date and time specified above may be withdrawn or modified by respondent's written request. Any modification, to be considered, must be received in writing (via email), prior to the closing date for receipt of proposals. Any modifications received late shall not be considered. Proposals will become HCAOG's property after the submission deadline has passed.

V. PROPOSAL CONTENT AND ORGANIZATION

Proposals should be limited to specifically discuss the elements outlined in this RFP and must be submitted in accordance with the standards and specifications set forth in this RFP and contain all required attachments. To be considered to perform the services requested by this RFP, a respondent must meet the following criteria and submit all the following information outlined below. Submittals failing to meet any of these criteria shall be considered to be non-responsive and will not be evaluated further.

Complete proposals submitted in response to this RFP shall be submitted to HCAOG via electronic mail submitted to: **amy.eberwein@hcaog.net**, with subject line: Humboldt County Regional Vision Zero Action Plan proposal submittal.

PROPOSAL REQUIREMENTS

The proposal shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

- A. Cover Letter: Maximum of two pages serving as an executive summary which shall include an understanding of the scope of services. The proposal shall be transmitted with a cover letter that describes the respondent's interest and commitment to the proposed project. The cover letter should include the name, title, address and telephone number of the individual to whom

correspondence and other contacts should be directed during the consultant selection process and shall contain a statement to the effect that the proposal is a firm offer for at least a sixty (60) day period. The person authorized to negotiate a contract with HCAOG shall sign the cover letter. Only one cover letter need be prepared to accompany the technical and cost. Proposals that are unsigned or signed by an individual not authorized to bind the Proposer, will be considered nonresponsive and rejected.

- B. Brief Company Profile. General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Include discussion of consultant's commitments and approach to diversity, equity and inclusion. Describe the general qualification of the firm as they relate to the work proposed with this RFP.
- C. Organization and Staffing. Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional planning level of work to be performed by each individual. Indicate who will provide project management for this contract. HCAOG will retain under its agreement with the successful Consultant the right of approval of all persons performing under the agreement.
- D. Description and Approach. The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFP and include a discussion of how communication with HCAOG will be handled during the contract term. Also include methods for communicating and controlling costs with on-call assignments.
- E. Cost Proposal. The cost proposal shall include the hourly rate for services not to exceed \$420,000.

The cost proposal for the proposed scope of work shall be detailed by cost per activity and shall describe:

- (a) both the hourly rate for all personnel, including subcontractors to be assigned to this contract;
 - (b) a summary of any related costs that are to be billed directly, including costs for attending additional meetings; and
 - (c) work to be completed by subconsultants should be clearly identified in both the proposal and cost proposal. Cost plus a percentage of cost for subcontractors is not allowed.
- F. Travel and Mileage. Any consultant travel and per diem reimbursement costs must be consistent with the California Department of Transportation's Travel Guide policies for consultants, contractors, and subcontractors (non-state employees). Policies can be found at <https://dot.ca.gov/programs/accounting/travel-guide.>
 - G. Required Attachments. Proposals that do not contain each of the following required attachments (if applicable), may be rejected by HCAOG.
 - (a) Draft Scope of Work as Attachment A
 - (b) If subconsultants are proposed, the Subconsultant List form, as Attachment B, must be included with the proposal.
 - (b) Staff résumés for key personnel as Attachment C

I. Conflict of Interest. By submitting a Proposal in response to this RFP, Proposer warrants and

covenants that no official or employee of HCAOG, nor any business entity in which an official of HCAOG has an interest, has been employed or retained to solicit or assist in procuring the final Consultant Services Agreement resulting from this RFP process, nor that any such person will be employed in the performance of such Consultant Services Agreement without immediate divulgence of such fact to HCAOG.

VI. OTHER REQUIREMENTS

A) Insurance

The selected firm(s) or project team must be prepared to comply with HCAOG's standard Consultant Services Agreement (Attachment A) terms and must submit evidence of eligibility for all insurance required. Prior to executing a final Consultant Services Agreement, the successful proposer shall produce certificates of the required insurance, including a certified endorsement naming HCAOG as an additional insured. Additional insurance should not be purchased until a final Consultant Services Agreement has been awarded by the HCAOG Board.

HCAOG's standard requirements for insurance coverage include:

- One million dollars (\$1,000,000) General Liability Insurance
- One million dollars (\$1,000,000) Automobile Insurance
- Twenty-five thousand dollars (\$25,000) for Document
- Five-hundred thousand dollars (\$500,000) for Errors and Omissions

Exceptions to the standard insurance amounts may be considered on a case-by-case basis. Any proposer seeking any exception, must include that request as part of the proposal, listing a justification for the exception and proposed insurance coverage.

B) Disadvantaged Business Enterprise (DBE) Policy and Obligation

It is the policy of the U.S. Department of Transportation (USDOT) that minority-and women-owned business enterprises (hereby referred to as DBEs) as defined in 49 CFR Part 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. The recipient or its subcontractor agrees to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this contract. In this regard, all recipients or subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Recipients and their subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of USDOT assisted contracts.

C) Title VI of the Civil Rights Act of 1964

The contractor agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued there under in 49 CFR Part 21.

D) Equal Employment Opportunity

In connection with the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national origin. 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.

Each proposal, to be considered responsive, must include the following:

- (1) A copy of the consultant's affirmative action policy (applicable for firms with 50 or more

employees); and

(2) Discussion of the consultant's program for use of DBEs in the performance of this work, including the following:

- The names and addresses of DBE firms that will participate
- The description of the work each named firm will perform
- The dollar amount of participation by each DBE firm.

E) Americans with Disabilities Act (ADA) Provisions

To comply with the nondiscrimination requirements of the Americans with Disabilities Act (ADA), it is the policy of HCAOG to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. For persons with a disability needing a reasonable modification to participate in the procurement process, or for persons having questions regarding reasonable modifications of the procurement process, you may contact the HCAOG representative listed in this RFP.

IMPORTANT: To ensure that we can meet your need for ADA accommodations, it is best that we receive your request for reasonable modification at least 10 working days before the scheduled event (e.g., meeting, conference, workshop, etc.) or deadlines due date for procurement documents. In order to ensure the proposal is in compliance with Federal ADA guidelines, Proposers should review the Federal ADA guidelines at <http://www.ada.gov/>.

F) Format and Copies of Proposal

Complete proposals submitted in response to this RFP will only be accepted in electronic form via email. Printed hard copies are not accepted.

G) Public Record

Proposals will not be treated as confidential documents unless they are marked as such by the bidder and the bidder is able to demonstrate that the documents contain the type of information protected by law as confidential or trade secret. Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the Successful Proposer, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof. All proposals, whether selected or rejected, shall become the property of HCAOG.

H) Exceptions, Objections and Requested Changes

Each proposer should carefully review the terms and conditions of this RFP and the sample Consultant Services Agreement. Any exceptions, objections or requested changes to this RFP or the sample Consultant Services Agreement shall be clearly identified and explained in the Proposal. Descriptions of any exceptions, objections or requested changes should include the page and paragraph number of the referenced portion of this RFP or the sample Consultant Services Agreement. Protests based on any exception, objection or requested change shall be considered waived and invalid by HCAOG, if the exception, objection or requested change is not clearly identified and explained in the proposal.

VII. EVALUATION CRITERIA AND REVIEW PROCESS

Each proposal will be reviewed to determine if it meets the minimum proposal requirements stipulated in this RFP. Failure to meet the requirements of the RFP may be cause for HCAOG to reject the proposal. HCAOG may reject any proposal if it is conditional, incomplete, or contains irregularities. HCAOG may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the respondent from full compliance with the contract requirements if the respondent is awarded the contract. HCAOG

reserves the right to award the contract to other than the low bidder.

Proposals will not be publicly opened. All Proposals will be evaluated by an RFP Evaluation Committee made up of HCAOG and other local-jurisdiction agency staff members that have expertise or experience in the types of services set forth in this RFP. Their review and evaluation will consider the responsiveness to this RFP in order to determine whether the Proposer possesses the qualifications necessary for the satisfactory performance on the services set forth in this RFP. The top-ranked firms may be interviewed, if deemed necessary. HCAOG reserves the right to select a consultant based solely on written proposals and not convene oral interviews.

HCAOG will employ a one hundred (100) point competitive evaluation system with consideration given to the following criteria:

Criteria –	Weight
Respondent’s Understanding of the Project Objectives and Requirements <ul style="list-style-type: none"> • Completeness and clarity of responses to the specific requirements of scope of work; demonstrated knowledge of the required work. 	35
Approach to Services and Deliverables Requested <ul style="list-style-type: none"> • Proposed work plan and schedule by task. Practices to ensure clear communication and coordination between the consultant and HCAOG. 	20
<ul style="list-style-type: none"> • Cost effectiveness and adherence to available budget providing the best value of services offered 	15
Respondent’s Qualifications & Experience <ul style="list-style-type: none"> • Firm’s or project team’s (including subconsultants) qualifications. 	15
<ul style="list-style-type: none"> • Firm’s (or team’s) relevant current and overall experience with similar projects. 	15
Total	100

The Evaluation Committee will make a recommendation to HCAOG’s Executive Director. The Executive Director will conditionally approve or reject the recommendation based on information provided by the Evaluation Committee and other factors as deemed appropriate, including, but not limited to, qualifications, ability to meet schedule, cost of work and meeting insurance requirements. The Executive Director also may interview one or more of the firms prior to making a selection. Once the Consultant has been selected, the recommendation will be brought to the HCAOG Board at which time the Executive Director will obtain authorization to execute a contract incorporating the negotiated terms and conditions.

VIII. GENERAL CONDITIONS

A) Limitations

This RFP does not commit HCAOG to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies. HCAOG expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any respondent and of the suitability of the materials and/or services to be rendered. HCAOG reserves the right to withdraw this RFP at any time without prior notice.

Further, HCAOG reserves the right to modify the RFP schedule.

B) Award

HCAOG may require RFP finalists to present oral presentations regarding their firms and any special expertise in the necessary areas. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. HCAOG also reserves the right to award the contract without discussion, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a cost and a technical viewpoint. The final award will be made by the HCAOG Board.

C) RFP Addenda

Any changes to the RFP requirements will be accomplished by issuance of an addendum at least 72 hours before proposals are due. Distribution of the addenda will be via HCAOG’s website and sent to original RFP recipients. Before amending an RFP, the period of time remaining until the proposal deadline and the possible need to extend this period will be considered and, if necessary, confirmed in the addendum.

Addenda issued by HCAOG interpreting or modifying any portion of this RFP shall be incorporated in the Proposal. An Addenda Cover sheet shall be signed and dated by the Proposer and submitted to HCAOG with the Proposal. Any oral communication concerning this RFP by HCAOG personnel are not binding on HCAOG and shall in no way modify this RFP or the obligations of HCAOG or any Proposer.

D) Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of HCAOG shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E) Pre-contractual Expense

Pre-contractual expenses are those expenses that respondents and selected consultant(s) incurred in relation to:

1. Preparing proposals in response to this RFP;
2. Submitting proposals to HCAOG;
3. Negotiating with HCAOG on any matter related to proposals; and
4. Other expenses incurred by a contractor or respondent prior to the date of award of any agreement.

HCAOG shall not be liable for any pre-contractual expenses incurred by any respondent or selected contractor. Respondents shall not include any such expenses as part of the price proposed in response to this RFP. HCAOG shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

F) Signature

The proposal must include name, title, address and telephone number of the individual with authority to bind the company and also who may be contacted during the period of proposal evaluation. The proposal must be signed by an official authorized to bind the consultant and shall contain a statement to the effect that the proposal is a firm offer for at least a sixty (60)- day period. This signature should be included in the cover letter to the proposal.

G) Contract

The successful consultant will be required to enter into a standard contract with HCAOG that specifies the scope of service, completion schedule, and a mutually agreed upon schedule of

payment. The consultant will be required to prepare a scope of work (See Section III) to be inserted into the contract as an Attachment A. A sample copy of the HCAOG's standard agreement is included as Attachment A. Consultants are responsible for reviewing the terms of the contract.

Upon notification of award the consultant will be sent an electronic copy of the contract for signature.

H) Contract Term

The period of the contract will be from September 2024 to no later than December 2026.

I) Conflict of Interest

By submitting a proposal in response to this RFP, the prospective contractor warrants: Consultants and consultant firms submitting proposals in response to this RFP must disclose to HCAOG any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Contract for consultant services to be awarded pursuant to this RFP. If the consultant or firm has no conflict of interest, a statement to that effect shall be included in the proposal.

The selected consultant shall refrain from and disclose subsequent potential conflicts during this contract. Consultant shall at all times avoid conflicts of interest, or the appearance of conflicts of interest, in the performance of this contract. Consultant shall file statements of financial interest on forms provided by AMBAG to the extent and at all times required by AMBAG's Conflict of Interest Code and applicable law.

In the event that the prospective contractor has no prior knowledge of a conflict of interest as set forth above and hereafter acquires information that indicates there may be an actual or apparent violation of any of the above, the prospective contractor shall promptly bring such information to the attention of the HCAOG Executive Director. The prospective contractor shall thereafter cooperate with HCAOG review and investigation of such information and comply with any instruction it receives from HCAOG in regard to remedying the situation.

J) Lobbying

With the exception of contacting HCAOG to ask questions regarding this RFP, any party submitting a proposal shall not contact or lobby any appointed or elected official, member, or other officer or employee of HCAOG. Any party attempting to influence any part of the proposal, submittal, or review process through ex parte contact of any HCAOG officials may have their proposal rejected.

K) Payment Schedule

The contracted consultant will be paid based on work actually performed during the preceding month. The consultant should forward a copy of all invoices for payment for work performed, and associated expenses, by the 10th day of the following month. Invoices shall be mailed or emailed to the attention of the Executive Director. Invoices shall include the following information.

1. Date work was performed.
2. Personnel performing the work (all staff billed for must be identified in proposal or must have been approved by HCAOG).
3. Number of hours worked.
4. Hourly rate (must correspond to cost proposal).
5. Brief description of work completed.
6. Related task/scope of work.

The contracted consultant may bill no more than once monthly after submittal of completed deliverable(s). Quarterly progress reports will be required as deliverables for this project.

L) Questions

Proposers shall be responsible for meeting all of the requirements and specifications set forth in this RFP and the sample Consultant Services Agreement attached hereto. If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, a written request for clarification or correction should be submitted to HCAOG via email at the following addresses:

amy.eberwein@hcaog.net

Requests for clarification or correction and any other question pertaining to this RFP must be received by HCAOG before 5:00 p.m. PST on Monday, January 27, 2025. All responses for clarification or correction and written questions will be posted to the HCAOG website on or before Friday January 31, 2025.

IX. PROTEST PROCEDURES AND DISPUTE RESOLUTION PROCESS

HCAOG's Protest and Procedures and Dispute Resolution Process (Attachment C) shall be utilized to resolve any protests or disputes to this procurement process.