



REQUEST FOR PROPOSALS

GREATER PLACERVILLE WILDFIRE EVACUATION PREPAREDNESS, COMMUNITY SAFETY, AND RESILIENCY PLAN

November 15, 2021

**EL DORADO COUNTY TRANSPORTATION COMMISSION
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I. **INTRODUCTION**

The El Dorado County Transportation Commission (“EDCTC” or the “Commission”) is the Regional Transportation Planning Agency (RTPA) for El Dorado County. EDCTC represents the regional transportation planning interests and is responsible for coordinating regional transportation for the western slope of El Dorado County and the City of Placerville. This planning and programming authority does not include that portion of the County within the Tahoe Regional Planning Agency (TRPA) boundaries. TRPA is the RTPA for the Tahoe area.

The Commission shall be composed of the following members: four Supervisors appointed by the El Dorado County Board of Supervisors, two Council Members appointed by the City Council of each incorporated city in the portion of El Dorado County outside of the Tahoe Basin, unless there is only one incorporated city, in which case that city shall appoint three Council Members. The City Council of the City of South Lake Tahoe shall appoint one Council Member to serve as an ex officio non-voting member and the District Director of the California Department of Transportation (Caltrans, District 3) shall designate one ex officio non-voting member. The City shall also appoint a Council Member to serve as an alternate.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Commission include the following:

1. Establishment of rules and regulations to provide for administering transportation planning and allocating the Transportation Development Act (TDA) Funds.
2. Receipt and approval of claims for TDA Funds.
3. Conduct public meetings and hearings as required by law.
4. Administer the regional transportation planning process
5. Every five years update and adopt a Regional Transportation Plan.
6. Every two years adopt a Regional Transportation Improvement Program.
7. Work with the Sacramento Area Council of Governments, as the federally-designated transportation planning agency for El Dorado County to determine air quality conformity of transportation plans, programs, and projects.
8. Oversee the delivery of State Transportation Improvement Program projects, pursuant to the requirements of Senate Bill 45 (Statutes of 1997) and the April 1998 Memorandum of Understanding with Caltrans.
9. Coordinate, consult, and collaborate with the Shingle Springs Rancheria.
10. Conduct outreach efforts to the traditionally under-represented and under-served populations such as the elderly, disabled, low-income, and minority (i.e., Black, Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) community groups.
11. Administer the El Dorado County Airport Land Use Commission and related aviation system planning activities.
12. Administer the El Dorado County Freeway Service Patrol.

II. **BACKGROUND**

The project is located on the western slope of El Dorado County. The project area includes the US Highway 50 corridor from Pollock Pines through the City of Placerville and the principal and minor arterials and major and minor collectors in the project area.

The project area is approximately 110,600 acres and has a population of approximately 52,100. El Dorado County has the second largest senior population per capita of any county in the United States, a fact that is reflected in the median age in the project area which is 48.7 years that is nearly 12 years older than California's median age of 36.7 years. In three of the eleven census tracts that make up the project area the median age is between 52.4 and 54.1 years, indicating that a large percentage of the population in those census tracts is over the age of 60. The large senior population living in the project area is an important statistic because during the 2018 Camp Fire, 85% of people who died were 60 years or older, highlighting the need to identify mobility challenged populations and zero car households in the project area.

There are 22,649 housing units in the project area with a median value of \$354,700 each and a total housing unit value of \$8 billion. Major east/west access to the project area is provided by U.S. Highway 50 that connects the area with Sacramento to the west and South Lake Tahoe and Carson City, Nevada to the east. North/south highway access to the project area is provided by State Route 49, connecting the area with Coloma, Cool, and Auburn to the northwest and the towns of Jackson and Sonora to the southeast. State Route 193 provides northern access to Georgetown. The City of Placerville is the County seat and is the only incorporated City within the project area.

Pollock Pines is 13 miles east of Placerville at an elevation of 4,000 feet above sea level, has a total area of 8 square miles, is in a heavily timbered mountain region situated along a ridgeline on the south side of the South Fork of the American River, and is considered as a "Very High Fire Hazard Severity Zone" (VHFHSZ) by CAL FIRE. Placerville is located in the Sierra Nevada foothills where U.S. Highway 50 crosses State Route 49 and has a total area of 5.8 square miles and sits at an elevation of 1,867 above sea level. Placerville is also identified as a VHFHSZ by CAL FIRE.

III. PROJECT SUMMARY AND DESCRIPTION

Due to the impacts of climate change, wildfire intensity continues to increase in California with over half the State's twenty largest and most destructive wildfires occurring in the last ten years. The 2018 Camp Fire destroyed the town of Paradise, burned over 18,000 structures, killed 85 people, and brought to the forefront the extreme wildfire risk faced by communities across California, including the Greater Placerville area. In August and September 2021, El Dorado County experienced the largest wildfire in county history. The Caldor Fire burned 221,835 acres, destroyed 1,003 structures, including most of the town of Grizzly Flats, forced the evacuation of more than 50,000 people, and closed a 46-mile stretch of U.S. Highway 50 in both directions between Pollock Pines and Meyers for over a month.

To address the project area's growing climate vulnerability to the risk of wildfire, the Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan (project) will deliver a wildfire evacuation preparedness plan for the Greater Placerville area in El Dorado County. The project area includes the U.S. Highway 50 corridor from Pollock Pines through the City of Placerville and the principal and minor arterials and major and minor collectors in the project area.

One of the first tasks of the project will be to produce an "Existing Conditions Report" that will characterize wildfire risk in the project area, including identification of vulnerabilities in the transportation, communication, and water networks that lead to catastrophic failure during a wildfire and result in failed evacuation and loss of life. Another task will identify the infrastructure improvements necessary to make the transportation, communication, and water networks more resilient and add redundancy to avoid catastrophic failure. The project will utilize innovative modeling and simulations of the interactions of fire, traffic, communications,

water, and other public utilities, and human behavior during a wildfire event to identify the most efficient evacuation routes (depending on the location of the fire and weather conditions such as wind that influence the rate and direction of spread) to safely evacuate the entire community, including vulnerable human and domestic animal populations. However, due to the unpredictable nature of fire behavior and almost limitless number of potential ignition spots, the project will not identify specific evacuation routes but will utilize public education to increase the public's awareness of potential evacuation routes. The project will utilize best community engagement practices to actively engage all members of the public, including disadvantaged, senior, and other vulnerable populations to ensure they have an active hand in the decision-making process that results in an evacuation preparedness plan that address the needs of a diverse community and its members.

Several collaborative firesafe initiatives are currently underway in El Dorado County, including "Fire Adapted 50" that is a partnership of federal, state, and local agencies, as well as non-profit organizations and private landowners aimed at thinning trees and reducing fire hazard along the US Highway 50 corridor between Placerville and Pollock Pines. EDCTC's project will conduct a similarly coordinated and collaborative planning effort along U.S. Highway 50 in the Greater Placerville area. The project's final plan, in combination with the Fire Adapted 50 plan, will provide the framework for wildfire risk reduction and efficient evacuation in the Greater Placerville area that will help protect lives and make the community more resilient to wildfires. The project is consistent with the State's Strategic Fire Plan as well as the Wildfire and Forest Resilience Action Plan that was adopted in January 2021, by the California Forest Management Task Force.

Related planning efforts include the 2020-2040 El Dorado County Regional Transportation Plan, 2004 El Dorado County General Plan, 2004 El Dorado County Wildfire Protection Plan, Sacramento Area Council of Government's (SACOG) Sacramento Region Transportation Climate Adaptation Plan, El Dorado County Resource Conservation District Fire Adapted 50 Plan, California Strategic Fire Plan, 2021 Wildfire and Forest Resilience Action Plan, 2014 Bay to Tahoe Basin Recreation and Tourism Travel Impact Study, 2016 Sustainable Agritourism Mobility Study, and the 2020 US 50 Recreational Travel Hot Spot Transportation Management Study.

Project stakeholders will be comprised of three principal groups; agencies, interested groups and organizations, and the public. Agency and private interest stakeholders include federal, state, and local agencies with the responsibility to respond to a wildfire, have land use authority in the project area, have responsibility for public health, safety, and education, public utilities, have communications expertise, provide public transportation, or are a private forest landowner. Those agencies and private interests will be members of the Project Development Team (PDT) and will bring their specific agency wildfire planning and response experience and expertise to the technical development of the project.

Project stakeholders comprised of public and private groups and organizations will be members of the project Stakeholder Advisory Committee (SAC) that will be ratified by the EDCTC Board. The public and the SAC will be used together as part of a community-level engagement strategy to surface local knowledge to build capacity in the community to respond to a wildfire and create community climate resilience. Also, during SAC meetings and public meetings, select PDT members may be invited to participate to add their agency's expertise to the discussion and answer technical or procedural questions specific to their professional discipline.

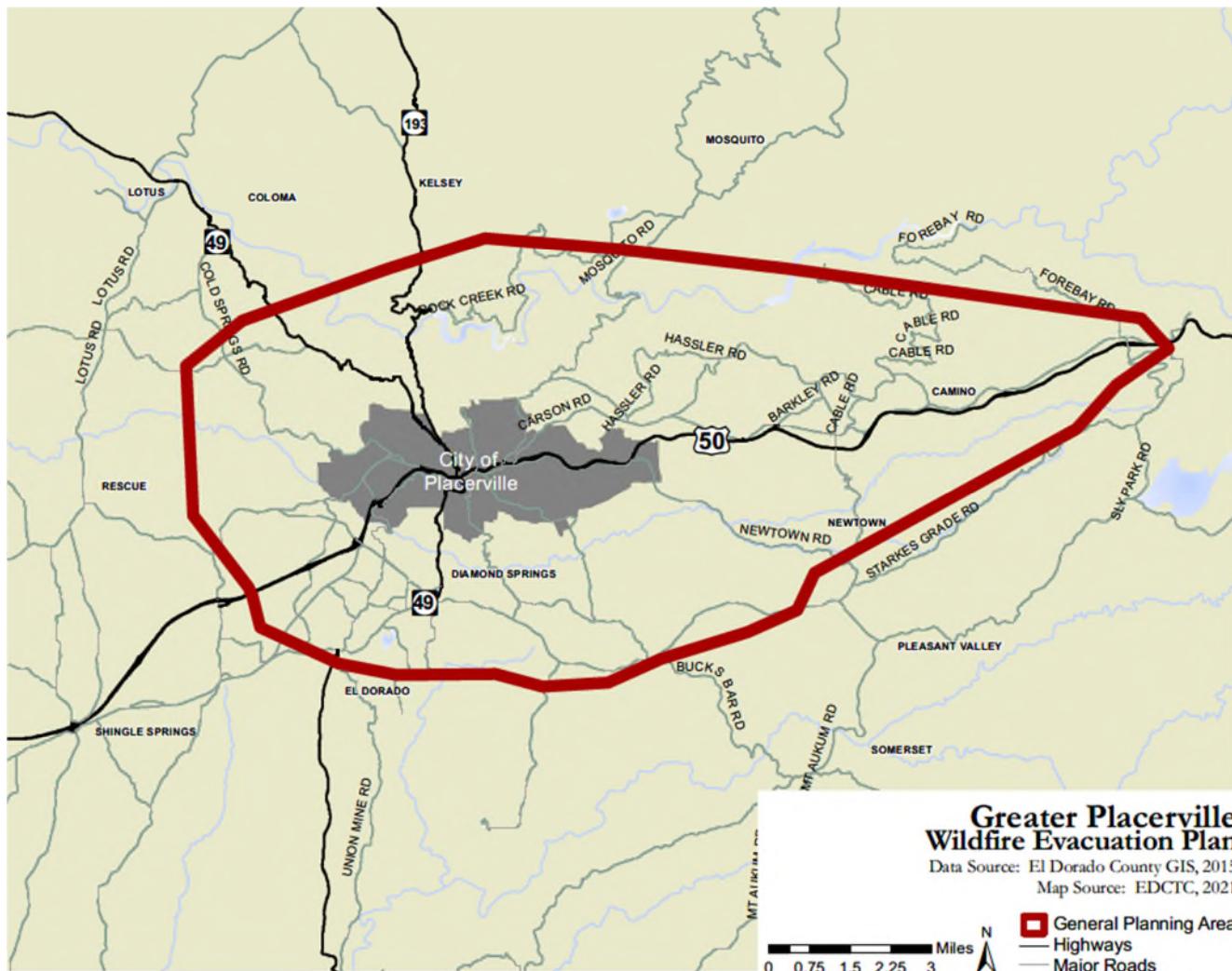
Overall Project Objectives

- Deliver a wildfire evacuation preparedness plan for the Greater Placerville area to address public health and safety and the surrounding community's growing climate vulnerability to the risk of wildfire.
- Identify high risk communities: isolated, one-way in/out access, poor road conditions, difficult topography (steep grades), large percentage of vulnerable populations.
- Create community climate resiliency by educating the community about the risk wildfire poses to their community.
- Facilitate the safe and timely evacuation of all residents and visitors of the Greater Placerville area along the U.S. Highway 50 corridor, including disadvantaged and vulnerable populations, during a catastrophic wildfire event.
- Conduct a robust public outreach effort that includes targeted outreach to diverse community groups representing special needs populations and disadvantaged communities and uses traditional and non-traditional outreach methods as well as COVID-19 Best Practices, as necessary.
- Eliminate barriers to reaching traditionally underserved communities, including disadvantaged communities.
- Build off the work done in 2020-2040 El Dorado County Regional Transportation Plan, SACOG 2020 MTP-SCS, Fire Adapted 50 project, California Strategic Fire Plan, and the Wildfire and Forest Resilience Action Plan.
- Review all relevant planning documents, including federal, state, and local wildfire and emergency/disaster preparedness plans.
- Identify transportation, communication, and water network vulnerabilities that place people's lives at risk, including catastrophic points of failure that lead to evacuation failure.
- Identify potential for active transportation facilities to serve as secondary access routes.
- Learn from the experiences of the 2018 Camp Fire, 2021 Caldor Fire, and other recent catastrophic wildfire events.
- Assess the existing capacity of the transportation network, including contraflow, to facilitate evacuation during a wildfire event and identify the infrastructure or operational improvements needed to enhance traffic safety and provide needed capacity during an evacuation.
- Perform innovative modeling and simulations of fire, traffic, communications, water network, and human behavior interactions during a wildfire event.
- Collect the historic traffic data and modeling information necessary to identify the potentially safest and most efficient evacuation routes during a wildfire.
- Improve accessibility for all users of the transportation system with special consideration for disadvantaged communities, people with special needs, including the disabled population that lives alone, zero car households, and the aging El Dorado County population.
- Identify greenhouse gas (GHG) reduction benefits.
- Identify animal rescue agencies, groups and organizations and involve them in the planning process.
- Develop planning level cost estimates for identified transportation, communication, and water network infrastructure improvements.
- Coordinate with El Dorado County Community Development Agency – Long Range Planning and El Dorado County Transportation Department on integrating future land use and transportation policies at the wildland urban interface (WUI).
- Collaborate with El Dorado County communities, stakeholders, and regional partners, including the City of Placerville, El Dorado County, El Dorado County Fire, El Dorado

County Sheriff's Office, El Dorado County Transit Authority, CAL FIRE, Caltrans, United States Forest Service, Bureau of Land Management, and the Sacramento Area Council of Governments.

- Developing preliminary budgets, funding strategy and next steps to create resiliency and redundancy in the transportation, communication, and water networks and build community climate resilience.
- Develop a marketing plan to widely distribute the evacuation preparedness plan and ensure that residents are familiar with the plan and understand how to execute it.

Figure 1: Project Area Map



The proposed budget for the Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan is \$248,000 and consultants should submit a proposal based on that funding level.

The Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan is funded by a Sustainable Communities – State Highway Account Planning Grant and per grant guidelines conceptual drawings and design are eligible activities but engineering plans, design specification work, and environmental documentation are not eligible. Therefore, the plan will be limited to planning level conceptual drawings and design.

As the Regional Transportation Planning Agency for El Dorado County, EDCTC is committed to engaging the public, stakeholders, and partner agencies in all phases of transportation planning and programming. Therefore, it is strongly encouraged that consultants submit a proposal that includes a public outreach plan with the scope necessary to engage the public and stakeholders throughout development of the Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan.

The consulting contract will be an agreement between EDCTC and the consultant(s). EDCTC staff will provide contract administration services. The consultant(s) will invoice EDCTC for services rendered and EDCTC will pay the consultant(s) for these services. Funding for the consultant(s) services will be provided by EDCTC utilizing Federal, State, and or local funding sources. The EDCTC Board of Directors will award the contract.

IV. SCOPE OF WORK/SERVICES

Task 1: Existing Conditions Report

To prepare a meaningful wildfire evacuation preparedness plan for the Greater Placerville area, existing conditions must be understood and documented. The Existing Conditions Report will identify the project area's physical geography, climate, demographics, the existing transportation, communication, water, and utility networks and their potential catastrophic points of failure. It will review existing wildfire plans, identify organizations responsible to respond to a wildfire, and review any other relevant planning documents and official accounts of catastrophic wildfire events. The report will be a resource for the City of Placerville, El Dorado County, CAL FIRE, Caltrans, United States Forest Service, PG&E, El Dorado Irrigation District, other agencies, and the public. The Existing Conditions Report will make extensive use of maps, graphics, and as much as possible, user-friendly nontechnical terms to help make it accessible to the public.

The Existing Conditions Report will provide background data for the development of the wildfire evacuation preparedness plan and will serve as a technical framework for the plan. The EDCTC project manager will monitor the consultant's execution and delivery of the Existing Conditions Report. The following topic areas are addressed in Task 1, Existing Conditions Report:

- Project area's physical geography, terrain, and climate
- Based on existing studies, reports, planning documents, and other sources of information, characterize wildfire risk – likelihood, intensity, and effects - in the project area.
- Demographics including but not limited to population density, disadvantaged communities, mobility-challenged and senior populations, zero car households, and the disabled population that lives alone.
- Identify high risk communities: isolated, one-way in/out access, poor road conditions, difficult topography (steep grades), large percentage of vulnerable populations.
- Transportation network analysis including description of the roadway network, network capacity (including during contraflow conditions), and bottleneck/pinch points due to roadway capacity, and potential points of catastrophic failure during a wildfire evacuation event.
- Historic traffic data on U.S. Highway 50 and the local and regional road network, including peak periods of agritourism and recreation tourism traffic.
- Identify potential for active transportation facilities to serve as secondary access routes.
- Analysis of the existing communication network, including cell, CodeRED, social media, and Neighborhood Radio Watch programs.
- Identification of communication network vulnerabilities, including potential points of catastrophic failure that impact emergency communications, alerts, and advisories.
- Water network analysis (EID, and SMUD if necessary).

- Utility network analysis (PG&E and SMUD if necessary).
- Detail existing polices/laws for defensible space, use permits, development approvals.
- List all federal, state, and local agencies and organizations responsible to respond to a wildfire and evacuation, including roles, responsibilities, and relationships, including inter-jurisdictional.
- Review federal, state, and local agency wildfire and emergency/disaster preparedness plans.
- Review agency and academic reports/recommendations from the 2018 Camp Fire and other recent catastrophic wildfire events.

Task Deliverables
Existing Conditions Report

Task 2: Dynamic Conditions Analysis

Task 2 will assess how dynamic conditions shape or impact the response of agencies and the public to a wildfire evacuation event. The dynamic conditions include but are not limited to the following:

- Natural: Wind, temperature.
- Physical: Terrain, elevation.
- Ecological: Drought, fuel load, dead timber.
- Technical: Communication, water, and electric utility networks.
- Traffic: Seasonal traffic load, seasonal events impacting Average Daily Traffic (ADT) volumes, and Peak AM and Peak PM agritourism and recreational tourism volumes (particularly on U.S. Highway 50 through the City of Placerville).
- Human Behavior: Evacuee departure time choice, destination choice, and route selection.

The data and information developed during the dynamic conditions analysis will be used to inform the modeling and scenarios performed in Task 5. The EDCTC project manager will direct and monitor the consultant's delivery of Task 2.

Task Deliverables
Dynamic Conditions Analysis Summary

Task 3: Public Outreach

Note: All public meetings will be publicly noticed to ensure maximum attendance.

The public outreach effort will be tailored towards the unique factors of the project: wildfire risk and evacuation. The project will utilize a community-centered public engagement strategy that builds awareness around wildfire risk faced by the community and educates the community, including vulnerable populations and diverse communities, how to evacuate safely. To accomplish that, the public outreach effort will utilize both in-person (if COVID-19 conditions allow) and virtual engagement tools to engage the diverse group of community members and representatives needed to make the project successful, including disadvantaged and difficult to reach stakeholders.

If the COVID-19 environment allows in-person outreach, in-person engagement tools will include traditional public meetings or workshops that include live polling to facilitate discussions, pop-up events, fire evacuation modeling exercises, and will target hard-to-reach audiences like disadvantaged communities. One of the lessons of COVID-19 is that virtual engagement expands public participation and results in participation by more diverse communities, so even if the COVID-19 environment allows in-person engagement, the project will still utilize virtual engagement to expand public participation. Virtual engagement tools will include virtual public meetings with live polling to facilitate discussions, project team informational videos and/or animated informational videos, online

questionnaires, and if possible, online fire evacuation modeling exercises. All materials produced for either in-person or virtual outreach, including public meeting agendas and meeting summaries, will be available to the public on the EDCTC project website and EDCTC Facebook page.

A key goal of the outreach effort will be to develop an engagement approach that provides an accessible and meaningful way for disadvantaged communities to share their voice. Whether the engagement is in-person or virtual, connecting with disadvantaged communities requires identifying barriers to participation and finding ways to reduce them. Technology can be a barrier in hard-to-reach communities where households do not own a computer or tablet. However, most people, even in hard-to-reach communities, own a cell phone and would have access to informational videos or online questionnaires intended to make it easier for community members to engage and understand higher level project concepts.

The public outreach effort will also leverage community partnerships by using community leaders and organizations to reach out to constituents that they already have established relationships and communication links with. An example of that would be the El Dorado Union High School District communicating to its students, many of whom could be drivers during a wildfire evacuation, about the planning effort and how to participate in it.

The project scope anticipates up to three public meetings: one to introduce the project and begin building community awareness of wildfire risk; a second meeting to educate the community about the evacuation process and including them in an evacuation route modeling exercise to surface their local knowledge; and a third to review the draft plan and receive comments. Project team informational videos, animated informational videos, and online questionnaires will be utilized to explain key project strategies and solicit community feedback. Project information will be made accessible to the public on the EDCTC project website and EDCTC Facebook page. All public meeting materials, including minutes, agendas, questionnaires, project team informational videos, animated informational videos, in-person and online questionnaires, community surveys, PowerPoint Presentations, flyers, and website announcements will be posted to the EDCTC project website. Caltrans District 3 staff will be included in all project meetings. The EDCTC project manager will direct and monitor the consultant's delivery of Task 3.

Task Deliverables

In-person and/or virtual public meeting agendas, summaries, sign-in sheets, and other materials presented at the meeting, project team informational videos, animated informational videos, in-person and online questionnaires, community surveys, PowerPoint Presentations, flyers, website announcements, conceptual drawings, bilingual services, receipts for light snacks (Caltrans approval required prior to purchase. No full meals)

Task 4: Advisory Committee Meetings

Note: All public meetings will be publicly noticed to ensure maximum attendance.

The project will utilize two advisory committees: A Project Development Team (PDT) comprised of partner agencies and a Stakeholder Advisory Committee (SAC) made up of a diverse range of groups and organizations in the project area.

The PDT's purpose will be to facilitate agency coordination and partnership on project issues and to provide a forum for agency guidance on technical issues, including the inter-agency and inter-jurisdictional coordination required by wildfire response and planning. If COVID-19 conditions allow, PDT meetings will be held both in-person and virtually. EDCTC will hold PDT meetings throughout the project, and if necessary, EDCTC will meet individually with PDT members. The PDT will include but not be limited to the following agencies that will bring their specific wildfire planning and response experience and expertise to the technical development of the project:

- CAL FIRE
- California Highway Patrol
- California Office of Emergency Services
- Caltrans
- Office of the State Fire Marshall
- United States Forest Service
- City of Placerville
- El Dorado Irrigation District
- El Dorado County Chief Administrative Office
- El Dorado County Resource Conservation District
- El Dorado County Fire Safe Council
- El Dorado County Fire District
- El Dorado County Office of Emergency Services
- El Dorado County Emergency Services Authority Joint Powers Authority
- El Dorado County Sheriff's Office
- El Dorado County Transportation Department
- El Dorado County Planning Services
- El Dorado County Air Quality Management District
- El Dorado County Health Department
- El Dorado County Disaster Preparedness and Response
- El Dorado County Office of Education
- El Dorado County Animal Shelter
- El Dorado County Transit Authority
- El Dorado Communications Networks
- Pacific Gas and Electric Company (PG&E)
- Sacramento Area Council of Governments (SACOG)
- Sacramento Municipal Utility District (SMUD)
- Sierra Pacific Industries

The Stakeholder Advisory Committee (SAC) will enable the project to engage a diverse range of groups and individuals in the project area. Each SAC group, organization, or agency will appoint one of their members to be their SAC representative to attend SAC meetings, express the specific interests of their group or organization and communicate SAC meeting information to the other members of their group, organization, or agency. As people who live and work in communities within the project area and are users of the state and local transportation network, SAC members (and the public at large) are local experts who will be invaluable assets to the project and will be relied upon to provide their unique perspectives on issues such as:

- Existing conditions in the project area.
- Existing traffic demand in their communities.
- Peoples intended actions: departure time, destination choice, route selection.
- Existing “Neighborhood Radio Watch” programs.
- Existing cell phone service vulnerabilities including service “dead zones.”
- Existing pinch points and vulnerabilities in the transportation system.
- Recommended solutions to address transportation and communication vulnerabilities.
- Plan-level cost estimates and implementation strategies.

By sharing their unique perspectives on these and other issues that may arise during the planning process, the SAC will provide guidance and feedback to the EDCTC during the project. If COVID-19

conditions allow, SAC meetings will be held both in-person and virtually. EDCTC will hold SAC meetings throughout the project, and if necessary, EDCTC will meet individually with a SAC member to discuss the project. All SAC meeting materials, including minutes and agendas, will be posted to the EDCTC project website. Caltrans District 3 staff will be included in all PDT and SAC meetings. The EDCTC project manager will direct and monitor the consultant's delivery of Task 4.

Task Deliverables

PDT Deliverables: Agendas, meeting notes, list of attendees, list of action items. SAC Deliverables: Stakeholder list, EDCTC Board meeting minutes that show ratified SAC members, SAC meeting agendas, summaries, list of attendees, list of action items.

Task 5: Modeling and Simulations

Wildfires cause devastation to communities, including loss of life. The safety of populations facing wildfire risk depends on accurate risk assessment and emergency planning. Evacuation modeling and simulation systems are essential tools for wildfire evacuation planning and decision making. The project will independently model fire, traffic, communication, water supply, and human behavior and then perform simulations of the interaction of those five elements to design strategies for managing wildfire evacuation in the Greater Placerville area.

Fire modeling will include but not be limited to modeling likely ignition points, wildfire propagation rate or forward rate of spread (FROS), the effects of the type and density of vegetation, weather, wind speed and direction, ground elevation, and the likelihood of the need to account for rapid fire spread from distant ignitions as happened in the wind-driven 2018 Camp Fire.

Traffic modeling will include but not be limited to modeling existing traffic volumes, including Peak AM and Peak PM volumes, on the segments of U.S. Highway 50, State Route 49, State Route 193, and the principal and minor arterials and major and minor collectors in the project area. Traffic modeling will also include the impact on evacuation time of contraflow or "all-lanes-out" conditions and the impact the number of vehicles used per household has on evacuation time.

Communication modeling will include but not be limited to modeling the communication network's ability to maintain the information flow rate necessary to allow agencies to successfully coordinate response to a wildfire and for the community to get timely, life-saving evacuation information about a fast-moving wildfire. The communication network includes but is not limited to agency radio communication, CodeRED messages, cell phone, internet, Neighborhood Radio Watch (Ham Radio), and door-to-door. Communication infrastructure will be modeled at various operating efficiencies, including but not limited to 100%, 50%, 0%.

Water network modeling will include modeling El Dorado Irrigation District's (EID) water network supply at different flow rates during a wildfire and the impact various flow rates have on the ability of agencies and the public to respond to a wildfire. If necessary, water network modeling will also include modeling of the Sacramento Municipal Utility District's (SMUD) water supply network that is relevant to EID maintaining its water supply during a wildfire. Water network flow rate will be modeled at various operating efficiencies, including but not limited to 100%, 50%, and 0%.

Human behavior during a wildfire evacuation is a key factor; what people do, and when they do it. The project will model departure times, including decision time delay, and destination selection based on various factors, including proximity to the wildfire. Accurately modeling the behavioral patterns of a population during a wildfire evacuation is challenging, so the project will use several approaches to do so, including but not limited to: using the data from past wildfire evacuations, conducting in-person or online surveys to identify people's intended actions during an evacuation, estimating departure times by understanding how rapidly warning information spreads throughout the community, and basing departure times on the judgement of

wildfire evacuation planners and agency experts familiar with wildfire evacuation. The information and data generated will be used to inform traffic modeling volumes during different combined scenarios and will also be a useful educational tool to demonstrate the importance of evacuation preparedness and the need to make decisions in a timely manner.

Modeling the interactions of fire, traffic, communication, water supply, and human behavior will provide insights into the role each of those dynamic factors play during a wildfire evacuation and will provide the information needed to identify people's shortest evacuation path. The EDCTC project manager will direct and monitor the consultant's delivery of Task 5.

Task Deliverables
Modeling Report that includes: Results of modeling fire, traffic, communication, water supply, and human behavior. Results of modeling the interaction of fire, traffic, communication, water supply, and human behavior under various wildfire scenarios and the impacts on route selection and evacuation time.

Task 6: Infrastructure Improvements

Based on the work done in previous tasks, the project will identify the transportation, communication, water, and electric utility infrastructure improvements necessary to avoid catastrophic infrastructure failure during a wildfire event and provide resiliency and redundancy to those systems. Potential transportation improvements could include but not be limited to addressing limitations in road capacity and points of roadway infrastructure vulnerability and utilizing Intelligent Transportation Systems (ITS). Communication improvements will be targeted at providing the resiliency and redundancy in the communication infrastructure necessary for emergency communications and the capacity to mobilize coordinated, inter-organizational, inter-jurisdictional response and issue emergency communications, alerts, and evacuation orders to ensure that the community receives timely, life-saving information. Water and electric utility improvements will focus on improving the resiliency and redundancy of those systems. The EDCTC project manager will direct and monitor the consultant's delivery of Task 6.

Task Deliverables
Infrastructure Improvements Report providing a detailed list of transportation, communication, water, and electric utility improvements and planning-level estimates of the scope and cost of each improvement.

Task 7: Agency Coordination

Response to catastrophic wildfires brings together a range of stakeholders from local, state, and federal firefighting resources and requires strong partnerships across land ownerships and areas of responsibility to identify common goals and desired outcomes for wildland fire management. Agencies responsible to respond to a wildfire in the project area include the El Dorado County Fire District, CAL FIRE, United States Forest Service, and the Bureau of Land Management. There are already existing local, state, and federal wildland fire response plans that define response protocols, including multi-agency response, to ensure the highest degree of readiness and response to a wildfire in the project area. The goal of Task 7 is not to improve on those plans but to have the firefighting agencies and other interested parties working together on the project take advantage of the opportunity to improve response and multi-agency coordination through efforts such as identifying infrastructure and operational vulnerabilities in the communication network that enables organizational and multi-agency coordination. Agency coordination also includes the intra-agency coordination of El Dorado County Planning Services and El Dorado County Transportation Department on future housing and

transportation programs or policies in the wildland urban interface. The EDCTC project manager will direct and monitor the consultant's delivery of Task 7.

Task Deliverables
Agency Coordination Summary

Task 8: Marketing Plan

Making residents familiar with the wildfire evacuation preparedness plan and how to execute it could save countless lives. The marketing plan will be an organized, well written document that outlines the strategy and tactics needed to educate residents about the evacuation preparedness plan and how to use it. Development of the marketing plan includes an analysis of key project area markets to focus on, the needs of individuals who live in those areas, and how to meet those needs. Development of the marketing plan will also include how to make specific individuals such as those from disadvantaged communities and vulnerable populations aware of the need to increase their wildfire evacuation awareness and preparedness. The marketing plan will:

- Provide information necessary for production of a wildfire evacuation preparedness marketing plan.
- Define the wildfire evacuation preparedness plan marketing strategy and tactics.
- Identify key target markets, including disadvantaged and vulnerable communities.
- Identify the format of the marketing materials: printed and/or digital.
- Identify the agencies and organizations responsible for the execution of the wildfire evacuation preparedness plan marketing programs, including cost, dissemination of printed and digital materials and hosting materials on websites.
- Create a schedule for the dissemination of marketing materials.
- Provide a scope and budget.

The EDCTC project manager will direct and monitor the consultant's delivery of Task 8.

Task Deliverables
Marketing Plan

Task 9: Next Steps and Implementation Plan

Task 9 will identify potential funding sources for the recommended infrastructure improvements identified in Task 6 and an implementation plan with next steps. The EDCTC project manager will direct and monitor the consultant's delivery of Task 9.

Task Deliverables
Summary of funding sources and strategies. Implementation plan with next steps.

Task 10: Draft and Final Plan

Based on the work completed in Tasks 1 through 9, the draft Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan will be prepared. The draft plan will be presented to the PDT and SAC for their review. Comments will be incorporated as appropriate, and the revised draft plan will then be presented to the EDCTC Board at a regularly scheduled EDCTC

Board meeting for their review and to receive public comment. The draft plan presented to the EDCTC Board will include a list of comments made by the PDT and SAC.

Based on comments made by the EDCTC Board, PDT, SAC, and the public, the final Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan will be completed, and an Americans with Disabilities Act of 1994 (ADA) accessible electronic copy will be provided to EDCTC as well as a minimum of five printed copies of the final plan. The EDCTC project manager will direct and monitor the consultant's delivery of Task 10.

Task Deliverables
Draft Plan that includes EDCTC Board, PDT, SAC, and Public Review with a list of comments made.
Final Plan that includes a summary of next steps towards implementation, credits Caltrans on the cover or title page, and submitted to Caltrans in an ADA accessible electronic copy.

Task 11: Board Review/Approval

The draft Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan as completed in Task 10 will be presented to the EDCTC Board at a regularly scheduled EDCTC meeting for review and public comment.

The final Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan as completed in Task 10 will be presented to the EDCTC Board at a regularly scheduled EDCTC meeting for review and approval by resolution as complete. The EDCTC project manager will prepare EDCTC Board draft and final plan staff reports and direct and monitor the consultant's delivery of other agenda items necessary for completion of Task 11.

Task Deliverables
EDCTC Board Agenda for draft plan, presentation materials, meeting minutes.
EDCTC Board Agenda for final plan with presentation materials, meeting minutes, and approval resolution.

V. CONTACT PERSON

Dan Bolster, Senior Transportation Planner
El Dorado County Transportation Commission
2828 Easy Street, Suite 1, Placerville, CA 95667
(530) 642-5262; dbolster@edctc.org

VI. PROJECT TIMETABLE

- November 15, 2021.....Issue Request For Proposals
- January 6, 2022**Closing Date for Receipt of Proposals**
- January 10, 2022Finalists contacted to schedule interviews, if required
- January 13, 2022Conduct interviews, if required
- February 3, 2022.....Contract award, execute contract
- February 3, 2022.....Contract Effective Date

Proposals must be **received** no later than **4:00 pm on JANUARY 6, 2022**, at the EDCTC office.

**EL DORADO COUNTY TRANSPORTATION COMMISSION
2828 EASY STREET, SUITE 1
PLACERVILLE, CA 95667**

Proposals must be submitted in a sealed envelope that is clearly marked "**Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan**." If mail delivery is used, the proposer should mail the proposal early enough to provide for arrival by this deadline. Proposer uses mail or courier service at his/her own risk. EDCTC will not be liable or responsible for any late delivery of proposals. **Postmarks will not be accepted.** 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.

By submitting a proposal, the proposer certifies that his or her name or firm's name, as well as that of proposer subcontractors, does not appear on the Comptroller General's list of ineligible contractors for federally assisted projects.

VII. GENERAL CONDITIONS

A. Limitations

This Request for Proposals (RFP) does not commit EDCTC to award a contract, to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for services or supplies. EDCTC 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 proposer and of the suitability of the materials and/or services to be rendered. EDCTC reserves the right to withdraw this RFP at any time without prior notice. Further, EDCTC reserves the right to modify the RFP schedule described above.

B. Award

EDCTC plans to ask RFP finalists, if required, 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. EDCTC also reserves the right to award the contract without discussion or interviews, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint. However, selection will be based upon demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Following the initial qualifications-based selection, the price proposal provided will be the basis for negotiations to ensure EDCTC receives a fair and reasonable price.

C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda by EDCTC and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the RFP documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of EDCTC 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 defined as expenses incurred by proposers and selected contractor in:

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

In any event, EDCTC shall not be liable for any pre-contractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. EDCTC 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 shall provide the following information: 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 shall be signed by an official authorized to bind the consultant(s) and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period. Execution of the contract is expected by February 3, 2022.

G. Term

The term of the contract will be twenty-five months from approximately February 3, 2022 to completion of the project. Project shall be completed prior to February 29, 2024, or as agreed upon by the proposer and the EDCTC Project Manager.

H. Fiscal Out Clause

The Agreement may be terminated at the end of any fiscal year, June 30, without further liability other than payment incurred during such fiscal year, should funds not be appropriated by EDCTC to continue services for which the agreement was intended.

I. Insurance

The successful firm shall provide evidence of the following insurance requirements:

1. Workers Compensation; Employer's Liability: Statutory requirements for Workers' Compensation; \$1,000,000 Employers' Liability.
2. Comprehensive Automobile: Bodily Injury/Property Damage \$1,000,000 each accident.
3. General Liability: \$1,000,000 per occurrence naming the El Dorado County Transportation Commission as an additional insured.

4. Errors and Omissions/Professional Liability (errors and omissions liability insurance appropriate to the Consultant's profession as defined by EDCTC): \$1,000,000 per claim.

J. Contract Arrangements

The proposer is expected to execute a contract similar to EDCTC's Professional Services Agreement, which meets the requirements of the current Federal transportation bill.

1. **Disadvantaged Business Enterprise (DBE) Policy:** It is the policy of the U.S. Department of Transportation that minority- and women-owned business enterprises (hereby referred to as DBE's) as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. DBE certified consultants are encouraged to submit proposals. EDCTC will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR, Part 26 on the basis of race, color, sex, or national origin.
2. **DBE Obligation:** The recipient or its contractor agrees to ensure that DBE's 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 agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE's have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.
3. **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 (42 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
4. **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:

- A. A copy of the consultant(s) affirmative action policy (applicable for firms with 50 or more employees); and
 - B. A 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; and
 - The dollar amount of participation by each DBE firm.
5. **Conflict of Interest:** Firms submitting proposals in response to this RFP must disclose to EDCTC any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consulting services to be awarded pursuant to this RFP. If this firm has no conflict of interest, a statement to that effect shall be included in the proposal.

VIII. PROPOSAL CONTENT AND ORGANIZATION

Proposals should be limited to specific discussion of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements, and which propose the best methods to accomplish the work.

The organization of the proposal should follow the general outline below. Each proposal should consist of a technical proposal (items 1-7 below) and a cost proposal (item 8).

1. Transmittal Letter

The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant(s) firm, and who may be contacted during the period of proposal evaluation. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals.

2. Table of Contents

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

3. Introduction

In this section, the proposer should demonstrate an adequate understanding of the role and relationships of EDCTC and an awareness of issues specific to the Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan, including those described in the project objectives and Scope of Work/Services.

4. Technical Approach

Technical approach should include:

- a) A brief description of the consultant(s) firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and any variation in size over the last five years, along with a statement of the firm's qualifications for performing the subject consulting services;
- b) A brief description of the firm's experience with similar projects;
- c) A thorough explanation of the consultant's proposed course of action. References should be made to the RFP requirements and the consultant's plans for meeting those requirements; and
- d) An itemized description of the proposed project schedule and the end products to be produced.

5. Project Management

The proposer must prepare an explanation of the project management system and practices to be used to assure that the proposed services are completed timely and that the quality of the products will meet EDCTC's requirements.

6. Consultant Staff

The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designated, and an organizational chart showing the manager and all project staff proposed who will provide services must be included.

Time and Services Proposal: The Proposal must indicate the anticipated total efforts, expressed in percentages of person-hours to be provided by each professional and each member of the supporting professional staff. Specific responsibilities of the lead consultant and other key personnel should be detailed. Do not include any cost information with the time and services proposal.

7. Consultant Qualifications and References

The proposal must include a list of references for similar clients. References should include client contact names, addresses, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a subcontractor is proposed, two to three similar qualifications and references should be provided for the subcontractor. The proposal must also include discussion of the consultant's affirmative action policy, use of DBEs in the performance of this work, and disclosure of any actual, apparent, or potential conflicts of interest.

8. Cost Proposal

The proposer shall prepare a detailed cost proposal for the work to be performed. The cost proposal shall itemize the direct hourly rates, fringe benefit rate, indirect cost rate, travel, materials, and supplies. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 Contract Cost Principles and Procedures and 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards shall be used to determine the allowability of individual project cost items. See the attached Sample Cost Proposal including the requirements for indirect cost reimbursement. The same cost proposal detail is required for sub-consultants. Include a total "not-to-exceed" amount for this proposal.

The cost proposal shall be submitted in a separately sealed envelope. This separately sealed envelope will not be opened until the consultants' proposals have been ranked based on their qualifications.

9. Number of Copies

The proposer must provide five (5) bound copies and one (1) unbound original (suitable for reproduction) of all submittals in response to this Request For Proposals.

All proposals shall be **received** no later than **4:00 pm on January 6, 2022** at the El Dorado County Transportation Commission, 2828 Easy Street, Suite 1, Placerville, California 95667. All proposals shall be submitted in a sealed envelope that is clearly marked "Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan." Late proposals will not be accepted.

All proposals, whether selected or rejected, shall become the property of the El Dorado County Transportation Commission.

All proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, the modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified for receipt of proposals.

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.

IX. PROPOSAL EVALUATION AND SELECTION

A proposal review panel made up of members of EDCTC and the selected Evaluation Committee will evaluate the proposals. Proposers may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews on the date identified in the project timetable. Previous clients will also be called. The panel will make recommendations to the EDCTC Executive Director on the basis of the proposal, oral

interview, and reference check. EDCTC reserves the right to select a consultant based solely on written proposals and not convene oral interviews.

Upon receipt of the proposals, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation criteria will include such considerations as:

- Understanding the purpose and requirements of the Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan;
- Familiarity with the project area and the type of issues and problems associated with the project;
- Experience in transportation planning, evacuation planning, and the issues and functional area(s) to analyzed;
- Familiarity with state and federal procedures.

Time and Services Proposal:

- Ability to meet the project's goals and objectives;
- Approach to be followed and the tasks to be performed, including detailed steps, resources required, and proposed project schedule;
- Qualifications, specific experience, and technical competence of the personnel to be assigned to this contract.

Following the qualification-based ranking, negotiations shall be conducted with the most qualified proposer. Failing an agreement on price, EDCTC will negotiate with the next most qualified proposer until a contract can be awarded to the most qualified offeror whose price is fair and reasonable.

X. **PROTEST PROCEDURES**

A. **Purpose and Applicability**

The procedures described in this section have been established to ensure uniform, timely, and equitable consideration of all complaints received by the EDCTC concerning its procurement activities.

The following protest procedures shall be employed for procurements conducted by the EDCTC. Such protests shall be applicable only to procurements wherein the EDCTC requests bids, proposals or offers for goods or services financed in whole or in part by public funds.

Procurements involving FTA funds are subject to additional protest procedures established by that agency. Procedures applicable to FTA-funded procurements are so identified.

B. **Definitions**

The following definitions apply to terms used in this section:

DAY: Unless otherwise specified, refers to the EDCTC working days.

FILE OR SUBMIT: Refers to the date of receipt by the EDCTC.

INTERESTED PARTY: All bidders or proposers involved in an EDCTC procurement. This may also include a subcontractor or supplier who shows substantial economic interest in a provision of the RFP, or in the interpretation of such provision.

BID: Refers to and includes: i) the terms "offer" and "proposal" as employed in this document; ii) sealed bids; iii) competitive negotiation, and; iv) non-competitive negotiation.

C. Basis for Protest

If in the course of a procurement action an interested party has reason to believe that: a) free and open competition does not exist; or, b) the EDCTC solicitation documents contain restrictive specifications, such party may file a protest in accordance with the procedures described herein.

In addition to the above, protests may be filed based upon the following factual or alleged circumstances:

- (a) Violation of federal, state or local law or regulation
- (b) Sole source procurements
- (c) Failure to adhere to evaluation criteria set forth in solicitation documents, or use of additional criteria not so published
- (d) Changes to evaluation criteria made during the evaluation process
- (e) Local or DBE preferences
- (f) Solicitation advertising violating applicable laws or regulations
- (g) Provision of inadequate time to prepare a proposal.

Protests of the EDCTC procurements filed by interested parties shall be considered in two general categories: 1) those filed prior to contract award, and 2) protests occurring after contract award has been made.

D. Pre-Award Protests

The following procedures shall be followed for all protests filed prior to award of contract:

1. Protests must be filed no later than five (5) days prior to the date established in the solicitation for receipt of bids or proposals. Protest information requests and follow-up arguments that are submitted after the protest submission deadline, will not be considered to be part of the protest by the EDCTC.
2. Protests must be submitted in writing to the attention of the EDCTC Executive Director. The written protests shall include:
 - (a) The name, address, and telephone number of the protester
 - (b) The EDCTC solicitation number and project description
 - (c) A statement of the grounds for the protest, accompanied by all supporting documentation. All grounds must be fully supported with documentation
 - (d) The resolution sought from the EDCTC by the protester.
3. The EDCTC Executive Director shall receive the protest and issue written notification to the protester within (5) five days that the matter is undergoing review. Notice of the protest shall be given in writing to all known recipients of solicitation documents.
4. Procurement activity shall be suspended pending resolution of a protest unless one or more of the following conditions exists:
 - (a) The goods or services being procured are urgently required
 - (b) Delivery or performance will be unduly delayed by failure to make an award promptly
 - (c) Failure to make prompt award will result in termination of a critical EDCTC function or activity or otherwise cause undue harm to the EDCTC, or
 - (d) The EDCTC Executive Director prepares a written finding that such protest is clearly frivolous in nature, and therefore does not warrant a disruption of the procurement process

The EDCTC Executive Director shall be responsible for making a written determination that circumstances require the EDCTC to proceed with procurement during a pending protest. Unless such determination is made, the procurement shall be suspended pending resolution of the protest. All parties known to have received solicitation documents shall be notified in writing of such suspension by the EDCTC Executive Director.

5. All protests received within the specified period shall be examined by the EDCTC Executive Director.

No additional material shall be accepted for consideration during the protest review unless specifically requested in writing by the EDCTC.

6. The EDCTC Executive Director may attempt to resolve the protest with the affected party. If a) the EDCTC Executive Director elects not to attempt such resolution, or b) resolution is attempted but not achieved, the protesting parties may appeal to the El Dorado County Transportation Commission (hereinafter "Commission") after thirty (30) calendar days and within thirty-five (35) calendar days after receipt of the protest submittal. Failure to appeal to the Commission shall be a waiver of any other rights under the EDCTC Protest Procedures. For these purposes, "resolution" shall mean the written withdrawal of a protest by the originating party.
7. The Commission shall formally consider the protests at a public meeting within forty-five (45) calendar days after the date on which the matter was appealed to the Commission. The Commission may elect to appoint a sub-committee to review the protest and make a recommendation to the Commission at the public meeting. Protesting parties shall be notified in writing of the date on which their matters shall be considered by the Commission. Such parties shall be afforded an opportunity to present their case at the Commission meeting.
8. The Commission shall then make a formal decision on such protests at a public meeting. The decision of the Commission, along with a formal record of the protest, shall become a matter of public record, and shall be considered final. The EDCTC Executive Director shall notify protesting parties in writing of any protest decision made by the Commission.

Except under conditions described in item 4 above, such decision by the Commission shall be made prior to award of any contract related to the subject procurement.

9. Should the Commission deny the protest, the EDCTC may proceed with the procurement process. In the case of FTA-funded procurements, no contract shall be awarded within five (5) days following the Commission's decision unless such award is necessary due to circumstances described in item 4 above. If the decision of the Commission is to uphold the protest, then the EDCTC shall proceed pursuant to Commission direction.

E. Post-Award Protests

Protests received after award of contract shall be considered only if received within five (5) days following the date on which the EDCTC Executive Director award recommendation is made. Post-award protests received after that time shall not be considered. Protest information requests and follow-up arguments that are submitted

after the protest submission deadline, will not be considered to be part of the protest by the EDCTC.

Post-award protests shall be processed in the same fashion as that employed for pre-award protests. However, the award shall remain valid and procurement activities shall continue unless the EDCTC Executive Director determines in writing that suspension of such award is necessary pending protest resolution. In that event the awardee shall be so notified in writing, and the EDCTC Executive Director shall effect an agreement with the Contractor for suspension of activity.

F. Additional Protest Procedures for FTA-Funded Procurements

FTA Protest Review Procedures

The EDCTC shall inform protesting parties that circumstances under which FTA will accept, and review protests are limited to the following:

- (a) The alleged failure of the EDCTC to have written protest procedures
- (b) The alleged failure of the EDCTC to follow such procedures
- (c) The alleged violation by the EDCTC of a specific federal requirement which provides an applicable complaint procedure

In the instance of (c) above, the applicable complaint procedure shall be submitted and processed in accordance with pertinent federal regulations e.g., 49 CFR Part 661, Section 661.15 for Buy America, or 49 CFR Part 26 for Disadvantaged Business Enterprise (DBE) participation.

Should a protest be filed with FTA under either (a) or (c) above, the following process will be used by FTA pursuant to Circular 4220.1B, Chapter V:

1. Parties shall file a protest with FTA no later than five (5) days after a final decision is rendered by the Commission as provided herein. In instances where the protester alleges that the EDCTC failed to make a final determination on the protest, protesters shall file a protest with FTA no later than five (5) days after the protester knew or should have known of the EDCTC' failure to render a final determination on the protest.
2. The EDCTC shall not award a contract for five (5) days following its decision on a bid protest except in accordance with the provisions and limitations of item 9 and item 4 of the protest procedures. After five (5) days, the EDCTC shall confirm with FTA that FTA has not received a protest on the contract in question.
3. Protests shall be filed with the FTA Region IX office.
4. The protest filed with FTA shall:
 - (a) include the name and address of the protester
 - (b) identify the grantee, project number, and the number, if any, of the contract solicitation.
 - (c) contain a statement of the grounds for protest and any supporting documentation. This should detail the alleged failure to follow protest procedures or the alleged failure to have procedures, and should be supported by documentation to the extent possible
 - (d) include a copy of the local protest filed with the EDCTC along with a copy of the EDCTC decision, if any.
5. FTA shall notify the EDCTC in a timely manner of the receipt of a protest. FTA shall instruct the EDCTC to notify the contractor of the protest if award has been made or, if no award has been made, to notify all interested parties. The EDCTC

shall instruct all who receive such notice that they may communicate further directly with FTA.

6. The EDCTC shall submit the following information to FTA not later than ten (10) days after receipt of notification by FTA of the protest:
 - (a) a copy of the EDCTC protest procedures.
 - (b) a description of the process followed concerning the protest, and
 - (c) any supporting documentation
7. The EDCTC shall provide the protester with a copy of the above submission.
8. The protester may provide any comments on the EDCTC submission no later than ten (10) days after the protester's receipt of such material.
9. When a protest has been filed in a timely fashion with the EDCTC before award, the EDCTC shall not make an award prior to five (5) days after the resolution of the protest, or if a protest has been filed with FTA, during the period in which the protest is pending, unless the EDCTC determines that:
 - (a) The items to be procured are urgently required.
 - (b) Delivery or performance will be unduly delayed by failure to make the award promptly, or
 - (c) Failure to make prompt award will otherwise cause undue harm to the EDCTC or the Federal Government

In the event that the EDCTC determine that the award is to be made during the five (5) day period following the local protest decision or the period in which the protest is pending, the EDCTC shall notify FTA prior to making such award.

10. Upon receipt of the material described herein, FTA will either request further information or a conference among the parties or will render a decision on the protest.
11. The protest procedures contained herein shall be included in solicitation documents issued by the EDCTC for all federally assisted procurements.

XI. PAYMENT SCHEDULE

Fees shall be billed on a monthly basis. Ten percent (10%) of the total contract amount will be withheld until successful completion of the contract. All invoices will be mailed to the EDCTC office at 2828 Easy Street, Suite 1, Placerville, CA 95667.

XII. PROFESSIONAL SERVICES AGREEMENT

The selected consultant must enter into a Professional Services Agreement with EDCTC for provisions related to compensation, conflict of interest, indemnification, insurance, etc. The scope, budget and schedule to complete the study will be incorporated into the professional services agreement. The proposal's transmittal letter shall state the Consultant's ability to comply with the contract provisions as outlined in EDCTC's sample professional services agreement or indicate which provisions will require amendments during contract negotiations.

ATTACHMENTS:

- 1: Sample Cost Proposal
- 2: Sample Professional Services Agreement

**ATTACHMENT 1
SAMPLE COST PROPOSAL**

ATTACHMENT 2
SAMPLE PROFESSIONAL SERVICES AGREEMENT