

REQUEST FOR PROPOSAL

Fee Calculation and Collection Portal for the WRCOG Transportation Uniform Mitigation Fee (TUMF) Program

January 31, 2019



Western Riverside Council of Governments
3390 University Avenue; Suite 450
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(951) 405-6700
www.wrcog.us

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1. SUMMARY

WRCOG is a joint powers authority whose purpose is to unify Western Riverside County so that it can speak with a collective voice on important issues that affect its members. Representatives from eighteen (18) cities in Western Riverside County, the Riverside County Board of Supervisors, Morongo Band of Mission Indians, and the Eastern and Western Municipal Water Districts have seats on the WRCOG Executive Committee, the policy setting Board for the Agency. The Riverside County Superintendent of Schools is an ex-officio member of the Executive Committee. As a joint powers authority, WRCOG examines a range of regional matters critical to Western Riverside County's future. More information on the range of WRCOG's programs and the operations of the Agency can be found at www.wrcog.us.

WRCOG is issuing this Request for Proposals (RFP) for interested firms to develop an online fee calculation and collection portal to support the operations of the Transportation Uniform Mitigation Fee (TUMF) Program.

The TUMF Program is a regional fee program designed to provide transportation and transit infrastructure that mitigates the impact of new growth in Western Riverside County, based on the requirements of AB 1600. As administrator of the TUMF Program, WRCOG allocates TUMF funds to the Riverside County Transportation Commission (RCTC), Regional Conservation Authority (RCA), Riverside Transit Agency (RTA) and geographic groupings of jurisdictions located in the subregion – referred to as TUMF Zones.

Within the TUMF Program itself, WRCOG has three distinct roles. First, WRCOG is responsible for the preparation and update of the regional Nexus Study, which was most recently adopted in 2017. Second, WRCOG serves as the TUMF Program administrator and works with member jurisdictions to maintain 5-Year Transportation Improvement Programs (TIPs), which document how local jurisdictions will allocate funding received under the Program. As Program administrator, WRCOG also interacts with local jurisdictions to answer questions regarding fee collection, questions about the TUMF network, and other outstanding issues. The third role WRCOG has relates to the processing of local jurisdiction requests for reimbursement for TUMF-related work that has been completed. As the TUMF Program is operated on a reimbursement basis, jurisdictions must submit invoices on TUMF projects and are reimbursed by WRCOG once these invoices are approved.

In October 2018, the WRCOG Executive Committee approved an option to allow member agencies to delegate responsibility for fee calculation and collection to WRCOG. To date, fifteen member agencies have indicated their intention to shift responsibility of fee calculation and collection to WRCOG, likely representing approximately 2,000 transactions per year based on the number of transactions observed in previous fiscal years. WRCOG staff and two staff members from each of the fifteen members should have access to the online portal so that member agency staff can independently check the status of calculations and payments.

Prospective proposers should note that the WRCOG Transportation Department may also be issuing future requests for proposals for other on-call solicitations related to Engineering Services, Transportation Planning, Travel Demand Forecasting, Active Transportation Planning, GIS Support, and other related tasks. Please note that the preceding items are **not** included in this current solicitation.

This proposal is for a twenty-four month on-call professional services contract. Proposals may be by a single firm or jointly by multiple firms/organizations. It is anticipated that work will commence in April 2019 and be completed by April 2021, with an option to extend. Proposals should be submitted with the expectation that Task 1 of Section 14 be completed by June 1, 2019 and Task 2 be provided on an as needed basis through the duration of any contract.

2. SUBMISSIONS

All proposal submittals must consist of one electronic proposal to be submitted via e-mail. Proposal submittals must be limited to 15 pages. Proposals need to be **submitted** by **Friday, February 15, 2019 no later than 5:00 p.m.** Pacific Standard Time (PST) to:

Name	Western Riverside Council of Governments
Address	3390 University Avenue, Suite 450; Riverside, CA 92501
Attn:	Christopher Gray, Director of Transportation and Planning
Email	cgray@wrcog.us

Proposals shall include a table of contents listing all sections, disclosures, etc. and their corresponding page numbers. It shall be the responsibility of the Proposer to deliver the Proposal and all other required items via email at or before 5:00 p.m. PST on February 15, 2019. WRCOG will not accept any Proposal received after the Proposal submission time and date.

3. QUESTIONS AND ANSWERS REGARDING THIS RFP

Questions must be submitted in writing to the attention of:

Name	Christopher Gray, Director of Transportation and Planning
Address	3390 University Avenue, Suite 450; Riverside, CA 92501
Email	cgray@wrcog.us

4. BUDGET PARAMETERS

WRCOG has identified that up to \$200,000 will be available for the duration of this contract over a two-year period. The actual amount of funding will depend on the level of activity within the TUMF program and other Transportation Department sources. Proposed budgets should provide a fee breakdown for the three Tasks described in Section 14. WRCOG requests that proposed budgets be broken out by fiscal year. For reference, the WRCOG fiscal year begins July 1st. Also, provide hourly billing rates for each staff person proposed to perform work.

5. DUE DATE

All Proposals are due by 5:00 p.m. PST on February 15, 2019. Any Proposal received after the required time and date specified for receipt will not be evaluated for award. Proposals postmarked on or prior to February 15, 2019 but not received will not be accepted.

6. SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution	January 31, 2019
2. Questions from vendors about scope or approach due	February 5, 2019
3. Proposal Due Date	February 15, 2019 (5:00 p.m.)
4. Review of Proposals	February 15 – February 22, 2019
5. Potential Interviews	Week of March 4, 2019
6. Anticipated decision and selection of vendor(s)	March 15, 2019
7. Anticipated commencement date of work	April 2019

7. WRCOG RIGHTS

Award of the contract resulting from this RFP will be based upon the most responsive Proposal or Proposals whose offer will be the most advantageous to WRCOG in terms of cost, functionality, effectiveness in meeting goals and objectives, and other factors as specified in this RFP.

A. WRCOG reserves the right to:

- Disqualify any and all Proposals that are not submitted in accordance with the required format described in this RFP
- Reject any and all Proposals submitted
- Request additional information
- Issue Addenda to this RFP
- Award all or part of the work contemplated in this RFP
- Remedy errors in the RFP
- Cancel the entire RFP
- Issue a subsequent RFP
- Approve or reject the use of a particular subcontractor / supplier
- Negotiate with any, all or none of the Proposers. If WRCOG is unable to negotiate a final contract Terms and Conditions that are acceptable to WRCOG, WRCOG reserves the right to award the contract to another Proposer(s)
- Accept other than the lowest priced Proposal
- Award a contract without interviews, discussions or negotiations
- Award a contract to one or more Proposers

B. All Proposers should be aware of the insurance requirements for Contract Award. The Certificate of Insurance must be provided by the successful Proposer(s) prior to Contract Award. A contract may not be awarded if insurance requirements are not met.

C. WRCOG does not reimburse for the cost of Proposal preparation, even in the event of RFP cancellation.

- D. Communication between the Proposer(s) and any member of the Proposal Review Committee during the selection process is prohibited, except when and in the manner expressly authorized in this RFP. Violation of this restriction is grounds for disqualification of the communicating Proposer(s)' Proposal.
- E. Every Proposal submitted is considered a firm offer that must be valid for a minimum of ninety (90) calendar days.
- F. If applicable, WRCOG prefers that software developed, under WRCOG's contract, not incorporate proprietary and / or third party software components. This does not preclude the development of deliverables, which interface with commonly-available off-the-shelf software. However, contractors must determine in advance whether WRCOG already has, or is willing to procure, appropriate licenses for any proprietary and/or third party software that would be required. Contractors must also provide the impacts of any enhancements and upgrades. WRCOG will require delivery of documentation and source code for all electronic intellectual property developed under a WRCOG contract prior to releasing final payment to the contractor.

8. ADDENDA

WRCOG reserves the right to revise the RFP documents. Any WRCOG changes to the requirements will be made by written addenda to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any contract resulting from this RFP. Addenda will be posted on the WRCOG website. It is the responsibility of the Proposers to check the WRCOG website to determine if any addenda have been issued. WRCOG will not be bound to any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. Proposers shall acknowledge receipt of addenda in their Proposal. Failure to acknowledge receipt of all addenda may cause the Proposal to be deemed non-responsive to this RFP and be rejected without further evaluation.

9. NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD

Proposer(s) have the right to protest the contract award. A written protest must be filed with WRCOG's Executive Director within five (5) working days after the decision of award is made. WRCOG will not accept any verbal protests. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. Grounds for a protest are that WRCOG failed to follow the selection procedures and adhere to requirements specified in this RFP or any addenda or amendments; there has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.; or violation of State or Federal law. WRCOG will only consider those specific issues addressed in the written protest. The protest must be submitted to WRCOG's Deputy Executive Director – Operations via 1) certified mail and 2) either fax or e-mail using the contact information provided below.

Name	Barbara Spoonhour, Deputy Executive Director – Operations
Address	3390 University Avenue, Suite 450; Riverside, CA 92501
Phone	(951) 405-6700
Email	bspoonhour@wrcog.us

A written response from WRCOG will be directed to the protesting Proposer(s) within fourteen (14) calendar days of receipt of the protest, advising of the decision with regard to the protest and the basis of the decision.

10. CONFLICTS OF INTEREST

All Proposers responding to this RFP must avoid organizational conflicts of interest, which would restrict full and open competition in this procurement. An organizational conflict of interest means that due to other activities, relationships, or contracts, a Proposer is unable, or potentially unable, to render impartial assistance or advice to WRCOG; a Proposer’s objectivity in performing the work identified in the Scope of Work is or might be otherwise impaired; or a Proposer has an unfair competitive advantage.

WRCOG specifically asks that any consultants who are proposing on this RFP identify any instances in which the Proposers (including all team members) are providing services to WRCOG jurisdictions.

11. CONTACT

Any questions concerning technical specifications or Scope of Work (SOW) requirements must be directed to:

Name	Christopher Gray, Director of Transportation and Planning
Address	3390 University Avenue, Suite 450; Riverside, CA 92501
Phone	(951) 955-8304
Email	cgray@wrcog.us

12. CRITERIA

Any award to be made pursuant to this RFP will be based upon the Proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon each Proposer’s responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a vendor or vendors:

1. Completion of all required responses in the correct format.
2. The extent to which Proposer’s proposed solution fulfills WRCOG stated requirements as set forth in this RFP.
3. An assessment of the Proposer’s ability to deliver the indicated services in accordance with the specifications set out in this RFP.
4. The Proposer’s stability, experience, and record of past performance in delivering relevant services.
5. Availability of sufficient high-quality personnel with the required skills and experience for the specific approach proposed.
6. Overall cost of Proposer’s proposal.

WRCOG may, at its discretion, and without explanation to prospective Proposer(s), at any time, choose to discontinue this RFP without obligation to such prospective Proposer(s).

13. PROPOSAL INFORMATION, ORGANIZATION, AND CONTENT

Proposer's proposal in response to this RFP will be incorporated into a final agreement between WRCOG and the selected Proposer(s). Proposal submittals shall be limited to 15 pages. All proposals shall contain, at a minimum, the following information:

- A. Title Page
- B. Table of Contents
- C. Cover Letter
- D. Firm Capabilities
- E. Approach and Understanding of the Scope of Work Plan
- F. Detailed and Itemized Pricing
- G. Appendix A: References
- H. Appendix B: Project Team Staffing
- I. Appendix C: Company Overview

Title Page

The following must be provided on the title page:

- RFP number
- Title of the project
- Name and address of proposing firms and/or individuals
- Phone of Proposer
- Primary contact person
- Email of the primary contact person
- Signature of the individual authorized/obligated to commit the Proposer to this project.

Table of Contents

A clear identification of the materials by section and page numbers will be included in the Table of Contents.

Cover Letter

The cover letter should be brief (two pages maximum) and provide a short synopsis of the Proposer(s)' approach to completing tasks as described in the Scope of Work. Describe how the delivery of services will be provided. In order to address the needs of this procurement, WRCOG encourages Proposer(s) to work cooperatively in presenting integrated solutions. Proposer(s)' team arrangements may be desirable in that they will enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery for financial assistance being provided under this RFP. WRCOG will recognize the integrity and validity of Proposer(s)' team arrangements provided that:

- The arrangements are clearly identified and relationships are fully disclosed; **and**
- A primary (lead) individual is designated who will be fully responsible for all contract performance.

Firm Capabilities

All proposals must provide a brief description of the firm's or individual's capabilities including the following:

- A. A track record of providing successful services to governmental entities, and understanding of county and municipal fees, and their application to non-residential development.
- B. If responding as a firm, the ownership, size, and location of the office responsible for providing services to WRCOG.
- C. If responding as a firm, its legal organization (e.g., corporation, partnership) and year of incorporation.
- D. If responding as a firm, a description of the firm's equal employment opportunity and non-discrimination policies.
- E. If responding as firm, a summary of the firm's minority and female recruitment efforts and the percentage of minority and female officers, partners, or the equivalent.
- F. A statement, in one page or less, of any other relevant factors that should be considered by WRCOG in evaluating the proposal.

Proposals will be evaluated by a Proposal Review Committee on the basis of the individual's or firm's skills and experience, proposed cost, presentation and completeness of proposal, ability and willingness to work with WRCOG, management, and references.

Statement and Understanding of the Scope of Work Plan

Please refer to Section 14 for detailed response requirements. Proposer is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.

Consultant shall:

- Provide a narrative, which addresses the Scope of Work, and shows understanding of WRCOG's needs and requirements.
- Describe the approach to completing the tasks specified in the Scope of Work. The work plan shall be of such detail to demonstrate the Consultant's ability to accomplish the project objectives.
- Sequentially outline the activities that would be undertaken to complete the tasks and specify who would perform the tasks.
- Furnish a project schedule for completing each task. For review of invoices, please provide the approximate time it would take to complete the review of invoices as described in Task 1 and Task 2.
- Identify methods that consultant will use to ensure quality control as well as budget and schedule control for the project.
- Identify any special issues, problems, or risks that are likely to be encountered in this project and how the consultant would propose to address them.

Detailed and Itemized Pricing

Please include a fee breakdown by for the three identified Tasks described in Section 14 including:

- Develop TUMF Online Portal for fee calculation and collection
- Provide ongoing technical support and maintenance for Online Portal
- Annual licensing/subscription fee(s) for online portal product
- Attending meetings on behalf of WRCOG with member agencies when issues arise related to Online Portal

Also, please provide hourly billing rates for staff which you are proposing to include on this RFP for services not directly identified in Section 14.

Appendix A: References

Please provide three (3) references, including names and contact information. References should not include any WRCOG staff or WRCOG Committee Members.

Appendix B: Project Team Staffing

Please include biographies and relevant experience of key staff and management personnel who would be assigned to the project. Please describe coverage levels of employees who would be assigned to this project. Affirm that no employees working on the engagement have ever been convicted of a felony.

Appendix C: Company Overview

Please provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary SIC numbers, address, main telephone number, toll-free number(s), and facsimile number(s).
- Primary key contact name, title, address (if different from above address), direct telephone, and fax number(s).
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years the company has been offering services.

14. SCOPE OF WORK

As noted in the introductory materials, WRCOG’s Transportation Department has provided its member agencies with the option to transfer responsibility for fee calculation and collection to WRCOG. Fifteen agencies have informed WRCOG of their intention to transfer this responsibility, with additional member agencies potentially joining at a later date. Specific tasks which consultants may be required to perform are described below. This list is not intended to be inclusive but represent the list of potential work items, which may be required from various consultants.

TUMF Program Calculation and Payment Portal Set-up

- Design TUMF portal to allow WRCOG staff to organize fee calculations and collections.
- Integrate financial software with portal to accommodate online fee payment by developers.

Ongoing Support for TUMF Portal

- Provide portal to organize workflow, manage fee calculations, collect payments.
- Provide ongoing technical support to address issues that may arise.

For purposes of this proposal, WRCOG asks that you provide detailed scopes of work for the specific task which WRCOG anticipates Consultants would be asked to provide for the duration of the contract.

Task 1 – Set-up TUMF Online Portal

The Consultant will be asked to review develop a portal for online TUMF calculation and collection.

The portal should allow WRCOG to directly email fee assessments to developers and member agency staff and allow developers to pay TUMF online. A minimum of two staff persons per agency should also be provided read-only access to the portal to be able to check on the status of projects within their jurisdiction. Task 1 completion date expected by June 1, 2019.

Task 2 – Provide Ongoing Support for Portal

The Consultant should provide ongoing technical support and maintenance of the portal for the duration of the contract including hosting costs and yearly licensing fees, as applicable. This support should also include any training necessary familiarize WRCOG and member agency staff with the software. Ongoing support will be provided on an as needed basis through the duration of the contract.

Task 3 - Meeting Attendance

WRCOG anticipates that Consultants could be asked to attend meetings as new member agencies delegate fee calculation and collection to WRCOG. For purposes of cost estimating, please assume that each meeting requires one hour traveling to the meeting site, 2 hours of meeting attendance, and one hour to prepare a summary of each meeting.

15. TERMS AND CONDITIONS

Any firm or person submitting a proposal shall state their willingness to agree to the following terms and conditions:

- A. The awardee must be fully committed to the mission of WRCOG.
- B. Termination - A termination agreement is to be negotiated between the parties that includes provisions on termination for cause and termination for convenience.
- C. Oral Presentations - Any individual or firm who submits a proposal in response to this RFP must be willing to make oral presentations related to contract-related activities at the request of the WRCOG Executive Committee or Management.
- D. Compensation - The total value of this contract is undefined and contains the option of renewal at the discretion of WRCOG. The schedule of compensation will be mutually negotiated. The compensation plan will include payment based upon an assessment of the vendor's attainment of specific, measurable outcomes or "performance benchmarks," which will be mutually developed between WRCOG and the selected vendor.

16. WRCOG STANDARD PROFESSIONAL SERVICES AGREEMENT

The successful Proposer(s) will be required to sign WRCOG's standard professional services agreement (PSA) in order to receive the contract award. Proposer(s) must identify in their Proposal, any concerns or objections they would have with any of the PSA terms and conditions if selected for contract award. Proposer(s) shall propose alternative language for consideration in their Proposal. If WRCOG is unable to negotiate final contract Terms and Conditions that are acceptable to WRCOG, WRCOG reserves the right to award the contract to another Proposer. The agreement may be viewed on WRCOG's website at: <http://wrcog.us/DocumentCenter/View/334/WRCOG-Professional-Services-Agreement-PDF?bidId=>