



REQUEST FOR PROPOSALS

State Route 20 (SR 20) Willits Multimodal Circulation & Intersection Improvement Study

for

MENDOCINO COUNCIL OF GOVERNMENTS

Mendocino Council of Governments
525 South Main Street, Suite G
Ukiah, CA 95482

NOVEMBER 6, 2026

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I. BACKGROUND

A. The Region

The Region, served by the Mendocino Council of Governments' (MCOG) transportation planning activities, exists totally within the boundaries of Mendocino County. Mendocino County lies within the northern extension of California's Coastal Ranges. These mountains are characterized by a series of southeast to northwest trending ridges which are separated occasionally by narrow valleys. Although the relief is not particularly great except in the eastern part of the county, the mountainous nature of the area minimizes ground transportation options. Transportation routes tend to be located within intermontane valleys. East-west travel is particularly difficult because travelers must cross multiple parallel ridges.

B. Population

2025 California Department of Finance population estimates place Mendocino County population at 89,827. This includes an unincorporated population of 28,802 and an incorporated population of Ukiah (16,325), Fort Bragg (7,187), Willits (4,838) and Point Arena (452).

The bulk of the population in Mendocino County is concentrated in a few areas of the county. Ukiah, Talmage, Calpella, and Redwood Valley make up the largest single population concentration. Fort Bragg and the coastal area southward to the Navarro River is another population center. Willits, the surrounding Little Lake Valley and Brooktrails subdivision comprise the only other large settlement area in the county. Much of the rest of Mendocino County is rural and undeveloped.

Mendocino County is also home to diverse Indigenous communities and ten Native American Tribal Governments: the Cahto Tribe of the Laytonville Rancheria, Coyote Valley Band of Pomo Indians, Guidiville Rancheria, Hopland Band of Pomo Indians, Manchester Band of Pomo Indians, Pinoleville Pomo Nation, Potter Valley Tribe, Redwood Valley Rancheria, Round Valley Indian Tribes, and Sherwood Valley Band of Pomo Indians. Tribal lands and communities are located throughout the county, and Tribal governments are important partners in regional transportation planning.

C. Organization and Management

Transportation planning in Mendocino County is the responsibility of the Mendocino Council of Governments, which is the designated Regional Transportation Planning Agency (RTPA). MCOG is a Joint Powers Agency composed of the County of Mendocino, and the cities of Fort Bragg, Point Arena, Ukiah, and Willits. The MCOG Board of Directors is composed of two members of the County Board of Supervisors, one councilmember from each of the four cities, and one countywide representative appointed by the Board of Supervisors. With the addition of a representative of the Caltrans District 1 Director, the MCOG Board becomes the Policy Advisory Committee.

D. Purpose

MCOG is seeking a qualified consultant to prepare the State Route 20 (SR 20) Willits Multimodal Circulation & Intersection Improvement Study for the SR 20 corridor between the railroad corridor just south of Walker Road and Cropley Lane. The study will evaluate existing transportation, circulation, safety, and multimodal access conditions; revisit recommendations

and road diet concepts from previous planning efforts considering post-bypass conditions and current community preferences; and identify and prioritize feasible improvements for pedestrians, bicyclists, transit users, and motorists. The completed Study will include conceptual alternatives, preliminary costs estimates, implementation phasing, and potential funding and maintenance strategies to support future grant applications and project development.

II. PROJECT DESCRIPTION

This project (funded with Federal FHWA State Planning and Research Part I grant funding provided by Caltrans) will develop a comprehensive multimodal corridor study for the SR 20 segment between the railroad corridor just south of Walker Road and Croyley Lane in the City of Willits. The study will revisit previously recommended improvements and road diet concepts to determine community support and appropriateness since conditions have changed following completion of the Willits Bypass. The study will analyze existing conditions, identify safety and circulation challenges, and evaluate feasible improvements benefiting pedestrians, bicyclists, drivers, and transit users along this corridor, which connects the community to key medical, educational, employment, and commercial destinations.

SR 20 serves as Main Street through the southern portion of Willits. Although SR 20 is an east-west route, it provides one of the few north-south routes through the community. The project area qualifies as an under-resourced community under the criteria used by the Caltrans Sustainable Transportation Planning Grant Program because Willits is a rural community with fewer than 50,000 residents located outside an urbanized area and has household income levels at or below 80 percent of the statewide median under the Assembly Bill 1550 definition. Willits is characterized by lower-than-average household incomes compared to statewide levels and a higher proportion of seniors and fixed-income households, increasing the need for safe and accessible multimodal infrastructure.

Previous planning efforts in the City of Willits have repeatedly identified the need to improve circulation, access, and safety along SR 20. Relevant planning efforts include the Willits Circulation and Parking Improvement Study (2002), Willits Main Street Corridor Enhancement Plan (2016), Downtown Streets & Alleys Connectivity Study (2017), Mendocino County Pedestrian Needs Facility Inventory and Engineered Feasibility Study (2019), the City of Willits Local Road Safety Plan, and MCOG's Regional Transportation Plan/Active Transportation Plan. These studies established a record of community-identified needs and concerns that reinforce the importance of developing multimodal, circulation, safety, and intersection improvements along SR 20 from Walker Road to Croyley Lane.

Since completion of the previous plans, conditions in Willits have changed following the opening of the US 101 Willits Bypass. Recent discussions and public comments at City Council meetings have indicated that concepts recommended in previous studies should be reviewed and potentially refined or revised to reflect current conditions and assess community support. It is important to revisit these concepts with a closer focus on the southern and western portions of the area in preparation for Caltrans improvements planned through the State Highway Operation and Protection Program.

Safety analysis from the City of Willits Local Roadway Safety Plan shows 200 reported collisions from 2015 through 2019 within Willits, including one fatal collision on SR 20. Many high-injury locations are concentrated along the SR 20 corridor. The community has also expressed concerns regarding intersections along SR 20 at Brown's Corner (S. Baechtel Rd.), N. Baechtel Rd., Walnut St., and Blossar Lane. Suggested improvements have included

updated signaling, a roundabout, and crossing improvements. The study will also consider ways to create or improve low-stress connections for bicyclists and pedestrians to existing multimodal infrastructure, including the Great Redwood Trail and the City's bicycle and pedestrian network.

Major deliverables will include an existing conditions assessment, conceptual alternatives, public and stakeholder outreach, and the completed SR 20 Willits Multimodal Circulation & Intersection Improvement Study. The consultant will prepare a draft version of the Study for review by the public, stakeholders, Technical Advisory Group, and Willits City Council; incorporate applicable comments and requested revisions; and finalize the Study for presentation to the City of Willits and the MCOG Board. The Final Study will include prioritized recommendations, conceptual layouts, preliminary cost estimates, implementation phasing, and potential funding and maintenance strategies. The Final Study may be used by MCOG, the City of Willits, Caltrans, and other project partners to pursue future funding and subsequent implementation of recommended multimodal improvements.

Local conditions and demographics will be considered throughout the planning process to reduce participation barriers and ensure that the study recommendations address community-identified transportation needs and priorities. Public and stakeholder engagement will include opportunities for Tribal government representatives, seniors, youth, low-income households, households with limited English proficiency, transit-dependent residents, businesses, schools, and other corridor users to participate.

Consistent with the approved grant Scope of Work, this project is limited to a planning study and will exclude environmental documentation, complex design, engineering work, final plans and specifications, construction documents, and other activities identified as ineligible under the Caltrans Sustainable Transportation Planning Grant Program.

III. SCOPE OF WORK

Introduction

The Mendocino Council of Governments (MCOG) is the Regional Transportation Planning Agency for Mendocino County. Member entities include the County of Mendocino, the City of Ukiah, the City of Willits, the City of Fort Bragg, and the City of Point Arena. The proposed study will be used to identify specific priority multi-modal, circulation, safety, and intersection improvements that will enhance access, safety, and equitable mobility along the State Route (SR) 20 corridor between the railroad corridor just south of Walker Road and Cropley Lane, a key segment of Willits that links neighborhoods, schools, commercial centers, and medical services. The post Willits Bypass shift in travel patterns has been established. SR 20 serves as Main Street through the southern portion of Willits. Although SR 20 is an east-west route, which serves as Main Street in the Willits area, it provides one of the few north-south routes through the community.

Previous planning efforts in the City of Willits have repeatedly identified the need to improve circulation, access, and safety along SR 20. The Willits Circulation and Parking Improvement Study (2002) provides the first documentation of congestion, access challenges, and pedestrian safety concerns along SR 20. Additional planning efforts followed, including the Willits Main Street Corridor Enhancement Plan (2016), the Downtown Streets & Alleys Connectivity Study (2017), and the Local Road Safety/Action Plan which further demonstrated these dangerous conditions and highlight multimodal gaps near schools, commercial areas, and the SR 20

corridor. These studies established a record of community-identified needs and concerns which reinforce the importance of developing multimodal, circulation, safety, and intersection improvements along SR 20 from Walker Road to Cropley Lane.

Since the time of these previous plans, the conditions in Willits have changed following the opening of the US 101 bypass of Willits. Recent discussions and public comments at City Council meetings have made it clear that the concepts recommended in these previous studies should be reviewed and possibly refined or revised to reflect the current conditions and assess community support given the changes within the community. At the time of previous plans that identified improvements on SR 20 and what was at that time a portion of US 101 through Willits, the primary focus was on the roadway north of SR 20 that was subject to relinquishment. It is critical to now revisit these concepts with a closer eye on the southern and western portion of the area in preparation for Caltrans improvements planned in the State Highway Operations and Protection Program.

Safety analysis from the City of Willits Local Roadway Safety Plan (2022) shows 200 reported collisions (2015–2019) within Willits, with one fatal collision on SR 20. Many of the high-injury locations are concentrated along the SR 20 corridor, including the intersections, highlighting the need for multimodal and safety measures in this segment. In addition to repeated community feedback for corridor-wide needs, the community has repeatedly expressed concerns about the intersections along SR 20 at Brown's Corner (S. Baechtel Rd), N. Baechtel Rd., Walnut St., and Blossar Lane. Suggested improvements include updated signaling, a roundabout, and crossing improvements. This further provides context and demand for safer crossing that this proposed study can complement. This study will also consider ways to create or improve low stress (for bicyclists and pedestrians) connections to existing multimodal infrastructure such as the Great Redwood Trail and the City's bicycle and pedestrian network.

Willits is characterized by lower-than-average household incomes compared to state levels and a higher proportion of seniors and fixed-income households, increasing the need for safe, accessible multimodal infrastructure. These conditions have placed continued strain on local infrastructure and essential services emphasizing the critical need for transportation improvements that support safety and equitable mobility.

Project Stakeholders

The Mendocino Council of Governments (MCOG) will serve as the lead agency for this project and the City of Willits will be a subapplicant. A Technical Advisory Group (TAG) will be formed to assist with the development of the study and will include representatives from the City of Willits, the County of Mendocino, the Sherwood Valley Band of Pomo Indians, Mendocino Transit Authority, and Caltrans District 1. Additional stakeholders will include Nuestra Alianza de Willits, the Willits Unified School District, the Willits Chamber of Commerce, and the Great Redwood Trail Agency. A consultant will be selected through a competitive procurement process to complete the technical analysis under direction of the TAG. To encourage community participation, targeted stakeholder outreach will be conducted to engage residents, businesses, and schools dependent on access along the SR 20 corridor within the project limits.

Overall Project Objectives

The overall objective of this project is to develop a prioritized set of multimodal intersection and circulation improvements which may include but are not limited to protected crossings, ADA upgrades, curb extensions, and countdown pedestrian timers, improved sidewalks, and bicycle lanes in an effort to reduce conflict points, improve circulation, and enhance safe access for people walking, biking, and driving along SR 20 from Walker Road to Cropley Lane. The study will revisit and refine recommendations and concepts from previous corridor and community

plans, including road diet concepts, to reflect community preference with the current post bypass conditions. Findings will align with the City of Willits Local Roadway Safety Plan and related city and regional plans such as the Regional Transportation Plan (RTP).

Project objectives include: (1) Evaluate existing corridor conditions along SR 20 from the rail corridor just south of Walker Road to Cropley Lane, including traffic operations, pedestrian and bicycle facilities, driveway access patterns, and collision history. (2) Revisit road diet and streetscape concepts and recommendations from previous transportation plans to reflect current conditions and gauge community support (3) Identify potential multimodal safety and circulation improvements, with a focus on pedestrian crossings, sidewalk and bikeway connectivity, intersection operations, and crossing enhancement opportunities.(4) Engage community members, corridor users, schools, businesses, and stakeholders through public workshops and events and targeted outreach to ensure project recommendations reflect community identified needs and priorities.(5) Based on input from the TAG and community engagement, develop and evaluate conceptual alternatives for intersection improvements and pedestrian and bicycle facility enhancements that support circulation and safe multimodal use of the SR 20 corridor. (6) Prepare a prioritized implementation plan, including preliminary cost estimates and funding and maintenance strategies to position the City of Willits, Caltrans, and MCOG for future grant applications to advance design and construction.

Task 1: Coordination with Project Partners

The consultant will facilitate the formation of the Technical Advisory Group (TAG). The TAG will include representatives from the City of Willits, the County of Mendocino, the Sherwood Valley Band of Pomo Indians, Mendocino Transit Authority, and Caltrans District 1. The TAG shall meet monthly throughout the project to guide the project, address any issues that may arise, and develop recommendations. The consultant shall schedule and attend TAG meetings, and shall prepare agendas, meeting materials, and meeting summary notes.

Task Deliverables (Responsible Party: MCOG, Willits, TAG, Consultant)
• Meeting agendas • Meeting notes • Attendance lists • List of action items and revisions requested

Task 2: Existing Conditions

After collaboration with MCOG and the City of Willits, the consultant will be required to collect and review existing transportation, right-of-way, land use and zoning, roadway standards, and safety and collision, and public transit data for the SR 20 corridor between the railroad crossing just south of Walker Road and Cropley Lane. This data collection will include evaluating existing pedestrian, bicycle, transit, vehicular circulation, and signage/stripping conditions followed by field visits to document existing conditions. As part of this task, the consultant shall record and evaluate the bicycle and pedestrian infrastructure based on criteria established by the TAG. The consultant will review prior and relevant planning documents including but not limited to Willits Circulation and Parking Improvement Study (2002), the Willits Main Street Corridor Enhancement Plan (2016), Streets & Alleys Connectivity Study (2017), the Mendocino County Pedestrian Needs Facility Inventory and Engineered Feasibility Study (2019, and the City of Willits Local Road Safety Plan. The consultant will work with the City and County to identify any future housing developments. A summary of existing conditions will be prepared and presented

to MCOG staff and the Technical Advisory Group. The consultant will also compile all data sets into a GIS map set that will be used as part of the community engagement process identified in Task 4.

Task Deliverables (Responsible Parties: MCOG, Willits, TAG, Consultant)
• Existing Conditions Summary Report • GIS corridor map set (sidewalks, crossings, driveway access, roadway conditions) • Collision Data Summary • Photo log and field notes

Task 3: Analysis

The consultant will evaluate corridor safety and operational conditions using the existing conditions data and review prior and relevant planning documents including but not limited to the documents referenced in Task 2 to identify key needs and opportunities. This will include assessing pedestrian and bicycle gap locations, intersection performance, a storm water system review, and vehicular circulation challenges affecting the Willits community. As part of the analysis, the consultant will take updated vehicle, bicycle, and pedestrian counts at a minimum of four locations along the SR 20 corridor. The consultant will identify potential improvement for crossings, pedestrian signal heads, sidewalk infill, bike facilities, intersection control, and circulation management. The consultant will examine the feasibility of the potential improvements based on various factors such as right-of-way and geometric constraints. Findings will be documented for review with MCOG staff and the Technical Advisory Group (TAG). Once reviewed, the potential improvement list will be available for public review during activities identified in Task 4.

Task Deliverables (Responsible Parties: MCOG, Willits, TAG, Consultant)
• Needs Assessment Summary Report • Problem Statement & Key Issue List • Potential Improvements list

Task 4: Public and Stakeholder Outreach

The consultant shall work with MCOG, the City of Willits, and the TAG to develop a public and stakeholder outreach plan that will be conducted using a flexible and adaptive approach that provides multiple ways for community members and corridor users to participate both in-person and online and will be adjusted throughout the project based on participation feedback. Engagement will be structured to reduce participation barriers and encourage inclusion of seniors, youth, low-income households, and households with limited English proficiency. Methods will consist of pop-up outreach events (minimum of 4), online and paper surveys, and public workshops (minimum of 3, 2 in-person and 1 virtual). Project information and interactive feedback tools will be shared through a project website and printed and digital outreach. All materials will be available in English and Spanish with interpretation services available at public meetings. The consultant will prepare a public and stakeholder engagement summary that discusses the input and concerns from these groups.

Stakeholder engagement will include targeted outreach to key members of the community including Tribal government representatives, business owners, local government representatives, emergency responders, and local organizations, including housing and healthcare focused organizations, that assist the under-resourced and vulnerable communities.

Task Deliverables (Responsible Parties: MCOG, Willits, TAG, Consultant)
• Pop-up outreach events • A bilingual online and paper survey • Virtual community meetings • In-person community workshops • Partnership-based outreach • Project web page and digital engagement tools • Bilingual printed outreach materials • Public and Stakeholder engagement summary

Task 5: Draft and Final Study

The Consultant will (1) Prepare the Draft SR 20 Multimodal Corridor Improvement Study summarizing existing corridor conditions, safety and circulation needs, community priorities, recommended multimodal improvements based on TAG and community feedback, conceptual layouts and implementation phasing.(2) Release the Draft Study for public review and provide opportunities for community feedback, including a bilingual public meeting (in-person and/or virtual) and online comment tools. (3) Present the draft study to the Willits City Council for review and feedback. (4) Compile, review, and respond to feedback received from the community, stakeholders, the Technical Advisory Group, and City Council and revise project recommendations accordingly(5) Prepare the Final SR 20 Willits Multimodal Circulation & Intersection Improvement Study in an ADA-accessible electronic format, crediting MCOG, the City of Willits, and Caltrans on the cover or title page, (6) Clearly identify next steps for advancing recommended improvements toward future grant applications.

Task Deliverables (Responsible Parties: MCOG, Willits, TAG, Consultant)
• Draft Corridor Improvement Study • Public Comment Summary Table • Final Corridor Improvement Study (ADA-accessible PDF) • Implementation / Next Steps Summary

Task 6: Board Review/Approval

The Consultant will (1) Present the Final SR 20 Willits Multimodal Circulation & Intersection Improvement Study to the City of Willits and the MCOG Board for acceptance and approval and a summary of project recommendations. (2) Prepare and provide presentation materials, respond to questions, and incorporate any additional direction provided by the Board/Council. (3) Post the approved Final Study on the MCOG and City of Willits websites to ensure broad public access and visibility.

Task Deliverables (Responsible Parties: MCOG, Willits, Consultant)
• Board/Council Agenda • Presentation Slides • Meeting Minutes/Resolution Documenting Approval • Public Posting Notice

IV. PROPOSAL REQUIREMENTS

Each technical proposal shall contain as a minimum, the following elements:

A. Identification of Prospective Contractor

The proposal shall include the name of the firm submitting the proposal, its mailing address, telephone number, email address, and the name of an individual to contact if further information is desired.

B. Management

The prospective contractor shall designate by name the project manager to be assigned to this project. The selected contractor shall not cause the substitution of the project manager without the prior written approval of the Mendocino Council of Governments.

C. Personnel

The prospective contractor shall describe the qualifications of all professional personnel to be employed, including a summary of similar work or studies performed, a resume for each professional, a statement indicating how many hours (estimated) each professional will be assigned to the contract and what tasks each professional will perform. The contractor shall not cause members of the project team to be substituted without prior written approval of the Mendocino Council of Governments.

D. References

The prospective contractor shall provide names, addresses and telephone numbers for at least three clients for whom the prospective contractor has performed work similar to that proposed in this request. A summary statement for each assignment shall be provided.

E. Subcontractors

If subcontractors are to be used, the prospective contractor must submit a description of each person or firm and the work to be done by each subcontractor. The cost of the subcontract work is to be itemized in the cost proposal. Consultant mark-up on sub-consultant costs is not allowed.

NOTE: Subcontractors will be obligated to comply with all applicable Federal and State procedures for this contract.

F. Methodology

The prospective contractor shall describe the overall approach to the project, specific techniques that will be used, and specific administrative and operations management expertise that will be employed.

Proposers' responses to the required tasks outlined in the RFP must be specifically numbered the same as in the RFP. If the responsible party for a certain task is not the Consultant, then that should be noted to maintain the required numbering. If additional tasks are proposed, they should be numbered as sub-tasks under the appropriate existing task.

Proposers may choose to provide additional details and optional tasks under existing tasks that may be considered and discussed in negotiations.

G. Schedule of Tasks

The proposal shall contain a detailed schedule identifying major tasks to be undertaken to conduct the work and timeframe for each task. The schedule shall also identify all meetings, progress reports, deliverables, and the estimated staffing and hours to accomplish each task and deliverables.

H. Budget

The prospective contractor shall prepare a detailed budget, by task, for the work to be performed. The budget shall itemize all items that will be charged to the project, using fully weighted hourly billing rates for all personnel. **In addition, the methodology for calculating the fully weighted rates for all personnel must be shown (e.g. labor, overhead rate, fringe, profit, etc.).** (See Attachment 1 – Sample Budget Format)

Consultant mark-up on direct costs or subcontractor costs is not allowed. Reimbursement for travel-related direct costs (hotels, meals, etc.) is limited to approval State rates which may be found on the Caltrans website:

<https://dot.ca.gov/programs/accounting/travel-guide>.

Receipts are required to be submitted for all direct costs, other than mileage and fully weighted personnel costs.

If subcontractors are to be used, the breakdown of subcontract costs shall follow the same format as that for the prime contractor, including the methodology for calculating fully weighted rates.

I. Debarment

The proposal shall contain a statement certifying that the contractor and subcontractor(s) have not been debarred or suspended from Federal or State programs.

J. Accounting System and Cost Principles

The proposal shall contain a statement certifying that contractor and subcontractors maintain an accounting system that: 1) can segregate and accumulate project costs for adequate documentation to support costs, 2) conforms to Generally Accepted Accounting Principles (GAAP), and 3) conforms to standards required by 2 CFR, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (eCFR :: Title 2 of the CFR -- Grants and Agreements). A contract shall not be awarded to a consultant without an adequate financial management and accounting system. A pre-award audit may be required.

K. Signature

The proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the proposer contractually and shall contain a statement to the effect that the

proposal is a firm offer for a 90-day period. The letter accompanying the technical proposal shall also provide the following: name, title, address, telephone number, and email address of individuals with the authority to negotiate a contract and bind the Consultant to the terms of the contract.

L. Disadvantaged Business Enterprise (DBE) Obligation

In October 2025, the U.S. Department of Transportation (U.S. DOT) issued an Interim Final Rule making significant changes to the Disadvantaged Business Enterprise (DBE) Program. According to Caltrans, the DBE Program is currently paused, and DBE requirements have been removed from contracts pending new program guidance from U.S. DOT. As a result, this procurement does not include a DBE contract goal, DBE forms, or related submission requirements.

V. CONTRACTOR AWARD

A. Proposal Review

Each proposal will be reviewed to determine if it meets the proposal requirements contained in Section IV. Failure to meet the requirements of the Request for Proposals will be cause for rejection of the proposal.

The Mendocino Council of Governments may reject any proposal if it is conditional, incomplete, or contains irregularities. MCOG may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposals document or excuse the proposer from full compliance with the contract requirements if the proposer is awarded the contract.

B. Proposal Evaluation

An evaluation committee will evaluate those proposals that meet the proposal requirements and determine whether interviews will be necessary. MCOG reserves the right to select a consultant based solely on the written proposals. Evaluation will be based on the proposer's understanding of the Scope of Work requirements, qualifications of the individual or firm, successful experience and performance on similar projects, proposal contents and methodology, and cost proposal. Written proposals will be scored as follows:

• Qualifications of Individual or Firm	(20 points maximum)
• Experience/Performance	(30 points maximum)
• Proposal Contents & Methodology	(30 points maximum)
• Cost Proposal, Including Budget/Resource Allocation	(20 points maximum)
Total Points Possible (100 points maximum)	

In the event MCOG elects to conduct interviews, a separate score will be used to rank oral responses, as follows:

• Project Understanding	(50 points maximum)
• Project Approach	(50 points maximum)
Total Points Possible (100 points maximum)	

C. Contract Award

A contract award will be negotiated with the individual or firm determined through the proposal-evaluation process to be best suited to perform the project. If a contract that is in the best interests of the Mendocino Council of Governments cannot be negotiated with the individual or firm submitting the highest-rated proposal, MCOG staff will terminate negotiations with that firm and begin negotiations with the firm submitting the second-highest-rated proposal.

The contract will be awarded using a cost-reimbursement payment method. The contract will include all applicable State and/or Federal requirements that “flow down” from the funding sources. (See **Attachment 2 – MCOG Sample Contract**)

A contract shall not be awarded to a consultant without an adequate financial-management and accounting system as required by 48 CFR Part 31, Cost Principles, pursuant to Chapter 10.5 of the Caltrans Local Assistance Procedures Manual, and Title 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. A pre-award audit may be required. Additional information is available at:

<https://www.ecfr.gov/>

VI. GENERAL INFORMATION

A. Proposal Submittal

Proposals must be received no later than 5:00 p.m. on November 6, 2026. Three (3) print copies of the proposal, plus one electronic copy shall be furnished. Submittal of the electronic copy by the deadline will meet the requirement for a timely submission. The electronic copy (or link) may be submitted via email to jdefrieze@dbcteam.net. Print copies of proposals may be either mailed or hand delivered to:

JD DeFrieze, Senior Planner
Mendocino Council of Governments – Planning
525 South Main Street, Suite G
Ukiah, CA 95482

B. Late Submittals

A proposal is late if received after **5:00 p.m. on November 6, 2026**. Postmarks will **not** suffice. Proposals received after the specified time will not be considered and will be returned to the proposer.

C. Modification or Withdrawal of Proposals

Any proposal received prior to the date and time specified above for receipt of proposal may be withdrawn or modified by written request of the proposer. To be considered, however, any modified proposal must be received by the date and time specified above.

D. Schedule

The tentative schedule of activities related to the Request for Proposals is as follows:

Activity	Date
RFP Mail-out	October 7, 2026
Written Question Submittal Deadline	October 16, 2026
Response to Questions Posted to MCOG's website http://www.mendocinocog.org/	October 21, 2026
Proposal Submittal Deadline	November 6, 2026
Review/Ranking of Proposals	November 13, 2026
Interviews (if needed)	November 16-18, 2026
Contractor Selection & Contract Award	November 30, 2026
Project Starting Date - Notice to Proceed	December 9, 2026
Presentation of Final Study to Local Agencies	April/May 2028
Final Study Due	May 31, 2028

E. Property Rights

Proposals received within the prescribed deadline become the property of the Mendocino Council of Governments, and all rights to the contents therein become those of the Council.

F. Amendments to Request for Proposals

The Mendocino Council of Governments reserves the right to amend this Request for Proposals by addendum before the final date for proposal submission. All addenda will be posted on MCOG's website at:

<https://www.mendocinocog.org/>

G. Funding

Funding for this project is provided through the Fiscal Year 2026-27 Caltrans Sustainable Transportation Planning Grant Program, Strategic Partnerships – FHWA State Planning and Research Part I. The approved project funding consists of \$176,800 in grant funds and \$44,200 in local cash match, for a total project cost of \$221,000.

A total of \$221,000 is allocated in the approved Cost and Schedule of Tasks 1 through 6, which constitute the consultant Scope of Work contained in this RFP. The final consultant contract amount will be based on the negotiated Scope of Work and budget and shall not exceed the funding available for consultant services.

H. Non-commitment of the Mendocino Council of Governments

This Request for Proposals does not commit the Mendocino Council of Governments to award a contract, pay any costs incurred in preparing a proposal in response to this request, or procure or contract for services or supplies. MCOG reserves the right to accept or reject any or all proposals received as a result of this request, negotiate with any qualified individual or firm, or modify or cancel this Request for Proposals, in whole or in part, if doing so is in the best interest of the Council.

I. Public Domain

All products used or developed in the execution of any contract resulting from this request will remain in the public domain upon completion of the contract.

J. Questions

Questions regarding this Request for Proposals will only be accepted in writing (correspondence or e-mail is acceptable). Questions should include the individual's name, name of the firm, address, telephone number, and e-mail address. Questions must be submitted no later than October 16, 2026 to:

JD DeFrieze, Senior Planner
Mendocino Council of Governments – Planning
525 South Main Street, Suite G
Ukiah, CA 95482
Email: jdefrieze@dbcteam.net

Questions and answers will be provided in the form of an addendum to this RFP and will be posted on MCOG's website <http://www.mendocinocog.org/> by October 21, 2026.

K. Affirmative Action

Prospective contractors shall comply with all applicable federal and State equal-employment-opportunity and nondiscrimination laws, including Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act, and other applicable laws and regulations pertaining to equal employment opportunity and nondiscrimination.

L. Protest Procedures and Dispute Resolution Process

The Mendocino Council of Governments' "Protest Procedures and Dispute Resolution Process" shall be used to resolve any protests or disputes from this procurement process. See Attachment 3 – Protest Procedures and Dispute Resolution Process.

M. Web Content Accessibility Guidelines

In alignment with Caltrans requirements for documents posted to public websites, all final deliverables for this project shall comply with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA criteria:

<https://www.w3.org/TR/WCAG21/>

The Final Study shall be provided in an ADA-accessible electronic format. To promote accessibility to the largest audience possible, Arial and Verdana fonts may be used, with a minimum font size of 12 points. Additional information is available at:
<https://dot.ca.gov/accessibility>

N. MCOG Acknowledgement

The following acknowledgement of participation must appear on the cover or title page of the Final Reports (or Plans or Study) funded under the project:

"The preparation of this report (or plan) was programmed through the Mendocino Council of Governments' FY 2027/28 Transportation Planning Work Program and funded with Strategic Partnerships discretionary grant funds."

Additionally, the number and dollar amount of all contracts and subcontracts relating to the preparation of the Final Reports/Plans/Study must be listed.

Sample Budget Format
Mendocino Co. Sea Level Rise Roadway Impact Study

Firm Name:		Personnel	B. Jones	B. Smith	C. White	A. Parker		Direct Costs	Direct Costs	
		Position/Title	Proj. Mgr	Sr Planner	Planner	Admin. Asst.	Total Hours	Amount	Description	Total
Task #	* Fully Loaded Hourly Billing Rate		\$170	\$150	\$130	\$100	Per Task			
1	Project Meetings		50	75	60	25	210	\$500.00	Travel	\$30,550.00
	Subtotal		\$8,500	\$11,250	\$7,800	\$2,500		\$500.00		\$30,550.00
2	Public Participation & Community Outreach									
	Subtotal									
3	Existing Conditions/Needs Assessment									
	Subtotal									
4	Research & Analysis									
	Subtotal									
5	Develop Recommendations									
	Subtotal									
6	Administrative Draft, Draft & Final Plans									
	Subtotal									
7	Presentations									
	TOTAL		\$8,500	\$11,250	\$7,800	\$2,500	=SUM(G8)	\$500		\$30,550.00

* Show methodology for calculating fully-weighted billing rates

Additional columns may be added to list detailed subconsultant costs, or a separate page may be added

MENDOCINO COUNCIL OF GOVERNMENTS

PROFESSIONAL SERVICES AGREEMENT

[Project Name]

This Professional Services Agreement ("Agreement") is entered into on [Date], by and between the Mendocino Council of Governments, hereinafter referred to as "MCOG" and [Company Name], hereinafter referred to as "Consultant."

RECITALS:

MCOG may retain independent contractors to perform special, technical, expert, or professional services. Consultant is equipped, staffed, licensed, and prepared to provide such services.

MCOG is lead agency for the [Project Name], hereinafter referred to as the "Project," funded by [grant name, funding source and amount/s] from the [State of California, Department of Transportation], hereinafter referred to as the "State." MCOG shall be responsible to State for the successful completion of this Project, as authorized by resolution of MCOG's Board of Directors.

All services performed by MCOG, Consultant and any sub-consultants pursuant to this Agreement are intended to be performed in accordance with all applicable Federal, State, and County of Mendocino laws, ordinances, regulations, and Caltrans' published manuals, including the approved grant application. In case of conflict between Federal, State and County of Mendocino laws, ordinances, or regulations, the order of precedence for applicability of these laws shall be Federal, State and County of Mendocino laws and regulations, respectively.

MCOG and Consultant agree as follows:

1. WORK TO BE PERFORMED

Consultant agrees to provide those services, tasks and products detailed in the attachments, incorporated herein by reference. Professional services described in Exhibits A and B may be refined or amended by written agreement of MCOG and Consultant. [confirm Exhibits to be attached and label exhibits appropriately]

Exhibit A: MCOG's Request for Proposals dated _____, with Attachments 1-6
 Exhibit B: Scope of Work, Schedule and Budget
 Exhibit C: Rates of [Consultant] and Sub-consultants
 Exhibit D: Caltrans Local Assistance Procedures Manual Exhibit 10-J – Currently Inactive
 - Standard Contract Provisions for Sub-consultant/DBE Participation.

Consultant agrees to perform any additional services as may be required due to significant changes in general scope of the project or its design, including but not limited to change in size, complexity, or character. Such additional services shall be paid for by Amendment to

this Agreement or by a Supplemental Agreement and shall conform to the rates of payment specified in Section 2 hereof.

2. PAYMENT FOR SERVICES

Compensation for services provided shall not exceed \$[contract amount]. This shall include compensation for completing the tasks and products identified in **Exhibits A and B**. Cost overruns and/or failure to perform within the limits of the proposed budget shall not relieve **Consultant** of responsibility to provide those tasks and products specified in the Exhibits.

MCOG shall pay **Consultant** for work satisfactorily completed in accordance with **Exhibits A and B** according to the process in Section 3 below. The method of payment shall be “Actual Cost Plus Fixed Fee,” also known as “Cost Reimbursement,” to include hourly rates plus non-salary expenses and fee (profit), in accordance with **Consultant's** Cost Proposal, as attached hereto and made a part hereof in **Exhibit B**.

3. INVOICES AND DISBURSEMENT

MCOG will pay **Consultant** no more often than monthly, based on itemized invoices for work completed, by task, including receipts and sufficient documentation of any direct expenses. Charges shall be shown to reflect hourly billing rates for all personnel labor. Monthly invoices shall be accompanied by a brief summary of progress to date, segregated by task. Sub-consultant invoices also shall include a narrative of work completed and documentation of any direct costs. **Consultant** mark-up of direct expenses or of subcontractor invoices are not allowable; therefore, **MCOG** will not pay **Consultant** for any such increases to actual costs incurred.

MCOG shall review invoices and may approve them for payment or adjust them after contact with **Consultant**. Total progress payments for each task shall not exceed 100% of the budget for each major task as shown in **Exhibit B**. **MCOG** will make payments within 30 days of receipt of **Consultant's** invoices, or as promptly as its fiscal system allows.

Ten percent (10%) of each invoice shall be retained by **MCOG**. This retention shall be released to **Consultant** within 30 days of receipt of final work deliverables and acceptance by **MCOG** as satisfactory and complete.

Contractor shall make progress payments to its subcontractors, if any, no later than 10 days following receipt of payments by **MCOG**, in accordance with Section 7108.5 of the California Business and Professional Code, unless a longer period is agreed to in writing.

Any delay or postponement of payment over 30 days may take place only for good cause and with MCOG's prior written approval.

Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration. **MCOG** will provide current information.

If **MCOG** substantially alters the scope of work, the maximum fee may be changed by Supplemental Agreement or an Amendment signed by both **MCOG** and **Consultant**.

4. REPORTS

Due dates and milestones are detailed in **Exhibit B**. Preparation of deliverable work products detailed in **Exhibit B** shall be in formats acceptable to **MCOG**. **MCOG** will provide **Consultant** with guidance on acceptable formats. **Consultant** shall bear the expense of all printing and reproduction costs of the deliverable products, until final reports and products are accepted by **MCOG**. **Consultant** shall provide deliverable products in both print and electronic formats as specified in **Exhibit B**.

5. SERVICES OF MCOG

MCOG shall provide full information as to its requirements for performance of this Agreement, attached as **Exhibit A**. **MCOG** shall provide program guidance and appropriate monitoring of work task performance under this Agreement. **MCOG** shall place at the disposal of **Consultant** all available information pertinent to the project. **MCOG** will examine all studies, reports, or other submittals from **Consultant** and will make every effort to provide comments pertaining thereto within ten (10) calendar days of receipt.

6. TERM OF AGREEMENT

The term of this Agreement shall be from [start date—spelled out] to [end date]. Execution of this Agreement by **MCOG** shall constitute **Consultant's** authority to proceed immediately with the performance of the work described by **Exhibit B**, provided that evidence of insurance has been received by **MCOG** as specified under Section 11 below.

All work by **Consultant** shall be completed and all deliverables submitted to and in the possession of **MCOG** by due dates listed in **Exhibit B**. Extensions of due dates shall be made only upon written authorization by **MCOG**. **Consultant** shall not be held responsible for delays caused by circumstances beyond its control.

Consultant acknowledges that timely performance of services is an important element of this Agreement and will perform services in a timely manner consistent with sound professional practices.

7. PROJECT INSPECTION AND ACCOUNTING RECORDS

Consultant agrees that duly authorized representatives of **MCOG and State** shall have right of access to the **Consultant's** files and records relating to the **Project** and may review the work at appropriate stages during performance of the work. **Consultant** must maintain accounting records and other evidence pertaining to costs incurred, which records and documents shall be kept available at **Consultant's** offices during the contract period and thereafter for three (3) years from the date of final payment, or until annual audit resolution is achieved, whichever is later. (See also Section 13.)

8. OWNERSHIP OF FINAL REPORTS AND PRODUCTS:

All original reports and documents together with such backup data as required by this Agreement shall be and shall remain the property of **MCOG and State**.

Consultant is advised that Government Code Section 7550 states, “(a) Any document or written report prepared for or under the direction of a state or local agency, that is prepared in whole or in part by nonemployees of the agency, shall contain the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of the document or written report; if the total cost for the work performed by nonemployees of the agency exceeds five thousand dollars (\$5,000). The contract and subcontract numbers and dollar amounts shall be contained in a separate section of the document or written report.

“(b) When multiple documents or written reports are the subject or product of the contract, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports.”

[Opt.: “**MCOG** shall have unlimited future rights to use any models or computer programs which may be developed during the course of this study, and **MCOG** shall be exempt from any extra charge or license fee imposed by **Consultant** for such use, unless specifically identified in the proposal.”]

9. TERMINATION

At any time **MCOG** may suspend indefinitely or abandon the project, or any part thereof, and may require **Consultant** to suspend the performance of its services. In the event **MCOG** abandons or suspends the project, **Consultant** shall receive compensation for services rendered to date of abandonment and suspension in accordance with the provisions of Sections 2 and 3 herein.

It is understood and agreed that should **MCOG** determine that any part of the work involved in the program is to be suspended indefinitely, abandoned, or canceled, this Agreement shall be amended accordingly. Such abandonment or cancellation of a portion of the program shall in no way void or invalidate this Agreement as it applies to any remaining portion of the project.

If, in the opinion of **MCOG**, **Consultant** fails to perform or provide prompt, efficient and thorough service, or if **Consultant** fails to complete the work within the time limits provided, **MCOG** shall have the right to give notice in writing to **Consultant** of its intention to

terminate this Agreement. The notice shall be delivered to **Consultant** at least seven (7) days prior to the date of termination specified in the notice. Upon such termination **MCOG** shall have the right to take **Consultant's** studies, and reports insofar as they are complete and acceptable to **MCOG** and pay **Consultant** for its performance rendered, in accordance with Sections 2 and 3 herein, prior to delivery of the notice of intent to terminate, less the amount of damages, general or consequential, if any, sustained by **MCOG** due to the breach of this Agreement by **Consultant**. Said termination of the Agreement shall not relieve **Consultant** of its liability to **MCOG** for any damages, general or consequential, which **MCOG** may sustain as a result of **Consultant's** failure to satisfactorily perform its obligations under this Agreement.

10. RESPONSIBILITY FOR CLAIMS AND LIABILITIES

Consultant shall indemnify and hold harmless **MCOG** and its agents and officers against and from any and all claims, lawsuits, actions, liability, damages, losses, expenses, and costs (including but not limited to attorney's fees), brought for, or on account of, injuries to or death of any person or persons including employees of **Consultant**, or injuries to or destruction of property including the loss of use thereof, arising out of, or resulting from, the performance of the work described herein, provided that any such claim, lawsuit, action, liability, damage, loss, expense, or cost is caused in whole or in part by any negligent or intentional act or omission of the **Consultant**, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable. Where **Consultant** is found to have caused the injury, damage, or loss only in part, **Consultant** shall hold **MCOG** harmless only to the extent **Consultant** caused the injury, damage, or loss. **MCOG** agrees to timely notify **Consultant** of any such negligence claim and to cooperate with **Consultant** to allow **Consultant** to defend such a claim.

MCOG shall indemnify and hold harmless **Consultant**, its officers, agents, and employees from any and all claims, suits, losses, damages, costs (including reasonable attorney's fees) and demands, pure economic damages, administrative fees, penalties and fines imposed, and demands, including reasonable attorney's fees connected therewith, on account of personal injury, including death, or property damage, sustained by any person or entity not a party to this Agreement between **Consultant** and **MCOG** and arising out of the performance of such Agreement to the extent such injury, death or damage is caused by the negligence or willful misconduct of **MCOG** or its contractors or their respective employees, officers and agents.

11. INSURANCE

Consultant, at its expense, shall secure and maintain at all times during the entire period of performance of this Agreement, insurance as set forth herein with insurance companies acceptable to **MCOG** for **MCOG's** protection, its elected or appointed officials, employees and volunteers, **Consultant** and any other independent contractor from any and all claims which may arise from operations under this Agreement, whether operations be by **Consultant**, by its sub-consultants, or by anyone directly or indirectly employed by either of them.

Consultant shall provide to **MCOG** Certificates of Insurance evidencing minimum coverage as specified below:

Vehicle/Bodily Injury - \$250,000 Each Person, \$500,000
Each Occurrence and Vehicle/Property Damage - \$250,000
Each Occurrence

OR

Combined Single Limit Vehicle Bodily Injury and Property
Damage Liability - \$1,000,000 Each Occurrence

AND

General Liability - \$1,000,000 per Occurrence for Bodily
Injury, Personal Injury and Property Damage

AND

Worker's Compensation and Employer's Liability: Limits
as required by the labor code of the State of California.

In the event of breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, **MCOG**, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend further work pursuant to this Agreement.

Consultant shall not commence work, nor shall it allow its employees or subcontractors or anyone to commence work contemplated through this Agreement until all insurance required hereunder has been submitted to and accepted by **MCOG**. Failure to submit proof of insurance as required herein may result in awarding said Agreement to another bidder.

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve **Consultant** for liability in excess of such coverage, nor shall it preclude **MCOG** from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law.

Before beginning the work, **Consultant** shall furnish to **MCOG** satisfactory proof that it has secured, for the period covered under this Agreement, Workers Compensation Insurance for all persons whom it may employ in carrying out the work completed under this Agreement, in accordance with the "Workers Compensation and Insurance Act", Division IV of the Labor Code of the State of California and any acts amendatory thereof. Such insurance shall be maintained in full force and effect during the period covered by this Agreement.

Consultant shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of subcontractor's employees.

12. STANDARD OF CARE

The absence, omission, or failure to include in this Agreement items which are considered to be a part of normal procedures for work of this type or which involve professional judgment shall not be used as a basis for submission of inadequate work or incomplete performance.

MCOG relies upon the professional ability and stated experience of **Consultant** as a material inducement to entering into this Agreement. **Consultant** understands the use to which **MCOG** will put its work product and hereby warrants that all findings, recommendations, studies and reports shall be made and prepared in accordance with generally accepted professional practices.

Consultant will comply with all Federal, State and Local laws and ordinances as may be applicable to the performance of work under this Agreement.

13. STATE AND FEDERAL REQUIREMENTS

Non-Discrimination. a) In the performance of work under this Agreement, **MCOG**, **Consultant** and its sub-consultants shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave and denial of pregnancy disability leave.

b) **MCOG**, **Consultant** and its sub-consultants shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. **MCOG**, **Consultant** and its sub-consultants shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made part hereof as if set forth in full.

c) **MCOG**, **Consultant** and its sub-consultants shall each give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other labor agreement.

d) **MCOG**, **Consultant** and its sub-consultants will permit access to all records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission or any other agency of the State of California designated by State to investigate compliance with this section.

[Federal Funding Option:]

Disadvantaged Business Enterprise (DBE) Obligation. In October 2025, the U.S. Department of Transportation (US DOT) issued an Interim Final Rule making significant changes to the DBE program. According to the State, the DBE program is paused and removed from any and all contracts pending new program guidance from US DOT.

Title VI of the Civil Rights Act of 1964. **Consultant** agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, California Civil Code section 51(b) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.

Equal Employment Opportunity. In connection with the performance of this Agreement, **Consultant** 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, 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.

Cost Principles. **MCOG, Consultant** and its sub-consultants will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual Project cost items and (b) all parties shall comply with Federal administrative procedures in accordance with Title 2, CFR, part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as applicable. For more information, refer to: <https://www.ecfr.gov/>.

Record Retention and Audits. **MCOG, Consultant** and its sub-consultants shall maintain all source documents, accounting records, and other supporting papers connected with performance of work under this Agreement for a minimum of three (3) years from the date of final payment, or until annual audit resolution is achieved, whichever is later. All such supporting information shall be made available for inspection and audit by representatives of State of California Department of Transportation (State), the California State Auditor, and auditors representing the federal government. Copies will be made and furnished by **MCOG** upon request, at no cost to State.

MCOG, Consultant and its sub-consultants shall each establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP), to support invoices and requests for reimbursement that segregate and accumulate project costs by line item, and can produce interim (e.g. quarterly) reports that clearly identify reimbursable costs and other expenditures for the project.

14. COMPLIANCE

Consultant, in the conduct of the services contemplated within this agreement, shall comply with all statutes, State or Federal, and all ordinances, rules and regulations enacted or issued by the County of Mendocino.

15. INDEPENDENT CONSULTANT

Both **MCOG** and **Consultant** agree and acknowledge that the relationship between them is that of public entity and independent contractor and shall in no event be considered that of employer/employee. **MCOG** shall compensate **Consultant** by payment of the gross amounts due to **Consultant**, and **Consultant** shall be solely responsible for any federal, state, and local taxes and withholdings that may be applicable.

16. FINANCIAL INTEREST

Consultant covenants that it has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. **Consultant** further covenants that in the performance of this Agreement, no person having any such interest shall be employed or subcontracted.

17. SUCCESSOR AND ASSIGNMENTS

MCOG and **Consultant** each binds itself, its partners, successors, and executors, administrators, and assigns to the other party to this Agreement, and to the partners, successors, executors, administrators and assigns of such party in respect to all covenants of this Agreement.

Except as noted above, neither **MCOG** nor **Consultant** shall assign, sublet, or transfer its interest in this Agreement without the written consent of the other, however, **Consultant** reserves the right to assign the proceeds due under this Agreement to any bank or person.

In the case of death of one or more members of the firm of **Consultant**, the surviving member or members shall complete the professional services covered by this Agreement.

18. NOTICES

Notices pursuant to this Agreement shall be served via certified United States mail, addressed to the parties as follows:

Nephele Barrett, Executive Director
Mendocino Council of Governments
525 South Main St., Suite B
Ukiah, CA 95482

[Consultant Name, Title]
[Consultant Company Name]
[Address]
[City, State, Zip]

19. VENUE

The venue for this agreement shall be Mendocino County, California.

20. EXTENT OF AGREEMENT:

This Agreement and all exhibits made a part hereof constitute the entire Agreement between the parties. In case of conflict or inconsistency between this Agreement and any exhibits, this

Agreement shall control. This Agreement shall not be modified except by written agreement of both parties.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute this Agreement in duplicate as of the day and year first written above.

Nephele Barrett, Executive Director
Mendocino Council of Governments

[Name, Title]
[Consultant Company Name]

Federal ID No.: _____
[provide Form W-9]

Mendocino Council of Governments

Appendix 5

Protest Procedures & Dispute Resolution Process

- A. Purpose. The purpose of these procedures is to set forth the procedures to be utilized by the Mendocino Council of Governments (MCOG) in considering and determining all bid protests or objections regarding solicitations, proposed award of a contract, or award of a contract whether before or after award.
- B. General. In order for a bid protest to be considered by MCOG, it must be submitted by an interested party (as defined below in accordance with the procedures set forth herein). A protest which is submitted by a party which is not an interested party or which is not in accordance with the procedures shall not be considered by MCOG, and will be returned to the submitting party without any further action by MCOG.
- C. Definitions. For purposes of these Bid Protest Procedures:
 - 1. The term “Bid” includes any bid or offer submitted by a bidder in response to an Invitation for Bid (IFB), and a proposal submitted by an offeror in response to a Request for Proposals (RFP).
 - 2. The term “contract” means that document to be entered into between MCOG and the successful bidder and offeror.
 - 3. The term “days” refers to normal business days of MCOG staff offices.
 - 4. The term “interested party” means any person: (a) who is an actual or prospective proposer, bidder, or offeror in the procurement involved; and (b) whose direct economic interest would be affected by the award of the contract or by failure to award a contract.
 - 5. The term “solicitation” means an Invitation for Bids (IFB), Request for Proposals (RFP), or other form of document used to procure equipment or services.
- D. Grounds for Protest. Any interested party may file a bid protest with MCOG on the grounds that:
 - 1. MCOG has failed to comply with applicable Federal or State Law;
 - 2. MCOG has failed to comply with its procurement procedures;
 - 3. MCOG has failed to comply with the terms of the solicitation in question, including the failure to adhere to the evaluation criteria set forth in the solicitation, if applicable;
 - 4. MCOG has issued restrictive or discriminatory specifications; or,
 - 5. Award is made to other than the lowest responsive and responsible bidder on formally advertised (IFB) procurements.

E. Contents of Protest

1. A bid protest must be filed in writing and must include:
 - a. The name and address of the protestor.
 - b. The name and number (if available) of the procurement solicitation.
 - c. A detailed statement of the grounds for the protest, including all relevant facts and a citation to the Federal or State law, the provision of MCOG procurement procedures, or specific term of the solicitation alleged to have been violated.
 - d. Any relevant supporting documentation the protesting party desires MCOG to consider in making its decision.
 - e. The desired relief, action, or ruling sought by the protestor.

2. Protests must be filed with:

Executive Director
Mendocino Council of Governments
525 S. Main Street, Suite B
Ukiah, CA 95482

3. All protests must be received at the MCOG address listed above during normal office hours of 8:00 a.m. to 5:00 p.m., Pacific Standard Time.
4. If any of the information required by this section is omitted or incomplete, MCOG will notify the protestor, in writing, within one day of the receipt of the protest, and the protestor will be given one day to provide the omitted or incomplete information in order for the protest to be further considered. Note that this provision only applies in the case of a failure to state any grounds for a protest and does not apply to stating inadequate grounds for a protest or the failure to submit documentation.

F. Timing Requirements and Categories of Protests. MCOG will consider the following categories of bid protests within the time period set forth in each category:

1. Any bid protest alleging improprieties in a solicitation process or in solicitation documents must be filed no later than five days prior to the scheduled bid opening or deadline for submittal or proposals, as appropriate, in order to be considered by MCOG. Any protest based on such grounds not filed within this period will not be considered by MCOG. This category of protests includes, but is not limited to, allegation of restrictive or exclusionary specifications or conditions.
2. Any bid protests regarding the evaluation of bids or proposals by MCOG, or improprieties involving the approval or award or proposed approval or award of a contract must be filed with MCOG no later than 72 hours after the protestor's receipt of MCOG's written notice of its decision or intended decision to award a contract. Any protest filed after such date which raises issues regarding the bid proposal evaluation, or the contract approval or award will not be considered by MCOG.

G. Review of Protest by MCOG

1. MCOG will notify the protestor within 3 days of timely receipt of a bid protest that the protest is being considered.
2. In the notification, MCOG will inform the protestor of any additional information required for evaluation of the protest by MCOG, and set a time deadline for submittal of such information. If MCOG requests additional information, and it is not submitted by the stated deadline, MCOG may either review the protest on the information before it, or decline to take further action on the protest
3. In its sole discretion, MCOG may give notice of any bid protest to other bidders or proposers for the procurement involved in the protest, as appropriate, and permit such bidders or offerors to submit comments to MCOG relative to the merits of the bid protest. MCOG will set a time deadline for the submittal of such comments, which will be no less than 5 days after MCOG provides notification of the protest.
4. In its sole discretion, MCOG may schedule an informal conference on the merits of a bid protest. All interested parties will be invited to participate in the conference. Any information provided at the conference will only be considered by MCOG in deciding the bid protest if it is submitted to MCOG in writing within 3 days after the conference.

H. Effects of Protest on Procurement Actions

1. Upon receipt of a timely protest regarding either the solicitation process of the solicitation documents in the case of sealed bids, MCOG will postpone the opening of bids until resolution of the protest. The filing of the protest will not, however, change the date on which bids are due, unless MCOG determines, and so notifies all bidders, that such a date change is necessary and appropriate to carry out the goals of the procurement and assure fair treatment for all bidders.
2. Upon receipt of a timely protest regarding evaluation of bid or proposals, or the approval or award of a contract, MCOG will suspend contract approval or other pending action, or issue a stop work order if appropriate, until the resolution of the protest. In this event, the successful bidder or proposer may not recover costs as a change order.
3. Notwithstanding the pendency of a bid protest, MCOG reserves the right to proceed with any appropriate step or action in the procurement process or in the implementation of the contract in the following cases:
 - a. Where the item to be procured is urgently required;
 - b. Where MCOG determines, in writing, that the protest is vexatious or frivolous;
 - c. Where delivery or performance will be unduly delayed, or other undue harm to MCOG will occur, by failure to make the award promptly; or,
 - d. Where MCOG determines that proceeding with the procurement is otherwise in the public interest.

- I. Summary Dismissal of Protests. MCOG reserves the right to summarily dismiss all or any portion for a bid protest that raises legal or factual arguments or allegations that have been considered and adjudicated by MCOG in a previous bid protest by any interested party in the same solicitation or procurement action.
- J. Protest Decisions
1. After review of a bid protest, the Procurement Officer shall make a recommendation to the Executive Director of the appropriate disposition of such protest.
 2. The recommendation shall be made on the basis of the information provided by the protestor and other parties, the results of any conferences, and MCOG's own investigation and analysis.
 3. If the protest is upheld, MCOG will take appropriate action to correct the procurement process and protect the rights of the protestor, including re-solicitation, revised evaluation of bids or proposals or MCOG's determination, or termination of the contract.
 4. If the protest is denied, MCOG will lift any suspension imposed and proceed with the appropriate state of the procurement process or the contract.
- K. Judicial Appeals. A protest adversely affected by a bid protest decision may appeal such decision to an appropriate court of the State of California located in Mendocino County.