



**Request For Proposals
(RFP) for
Design Build Contract for
Transit Stops-Stations Needs
Assessment and
Infrastructure
Improvements**

PROCUREMENT SCHEDULE

Project Name	Transit Stops-Stations Needs Assessment and Infrastructure Improvements
Issuance Date	November 29, 2023
Pre-Proposal Conference (Optional)	December 6, 2023 @ 2:00 PM (PST) via Microsoft Teams Meeting (link will be provided on VCTC's webpage indicated below)
Questions Deadline	December 20, 2023 @ 5:00 PM (PST)
Responses to Questions	January 12, 2023
Proposal Submittal Due Date/Time	February 2, 2023 @ 5:00 PM (PST)
Interviews (Optional)	TBD via Microsoft Teams Meeting
Proposal Submittal Location	Via email to asmith@goventura.org
Contract Award	April 5, 2024
Solicitation Contact	Claire Grasty cgrasty@goventura.org
Contract Type	Firm, fixed fee compensated per task completion as identified in <i>Scope of Work</i>

All items contained in the procurement schedule above are subject to change. It is the Proposer's responsibility to check VCTC's website at <https://www.goventura.org/work-with-vctc/contracts/> for updates.

MINIMUM REQUIREMENTS

The Proposer shall have completed three (3) bus stop improvement projects or similar within the past seven (7) years.

The proposer shall also provide a minimum of three (3) references from the last seven (7) years for completed bus stop or train station improvement projects or similar projects. Please ensure contact information for each reference is up to date.

PROPOSAL SUBMITTAL INSTRUCTIONS

VCTC has developed a detailed scope of work for a contractor to assist VCTC in a Needs Assessment for Transit Stops-Stations and procurement support for subsequent construction improvements.

The scope of work includes the following tasks:

1. Project Management
2. Transit Stops and Stations Inventory
3. Accessibility Assessment
4. Stakeholder Engagement
5. Transit Stops and Stations Needs Assessment
6. Transit Stop/Station Infrastructure Improvements Plan
7. Construction Improvements
8. Final Plan Report & Presentation

Please submit technical proposal and cost proposal separately to cgrasty@goventura.org. Appendices **may not** be included as part of the technical or cost proposal. Proposals received after 5:00 PM (PST) on Friday, February 2, 2023, will be deemed non-responsive and will not be considered.

Any questions concerning this RFP should be directed to Claire Grasty, Director of Transit Services at cgrasty@goventura.org no later than 5:00 PM (PST) on Tuesday, November 21, 2023. All questions and responses will be posted on VCTC's website (<https://www.goventura.org/work-with-vctc/contracts/>) as an addendum to the RFP.

Proposers shall be required to comply with all indemnification and insurance requirements that will be included in the draft contract.

There is no expressed or implied obligation for VCTC to reimburse responding firms for any expenses incurred in the preparation or delivery of proposals in response to this request. VCTC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. All submissions are considered a matter of public record. All proposals must include the items listed below. VCTC reserves the right to deem any proposal(s) that do not adhere to any of the instructions contained in the RFP and/or addendums as non-responsive.

PROPOSAL INFORMATION AND CONTENT

Proposals should be organized as follows and shall adhere to the following page limits for the proposal submittal:

1. **Cover Page** (1 Page Maximum) – Indicate RFP subject, name of proposer's firm, local address, telephone number, name of contact person, and date of proposal as well as the names and contact information of any subcontractors. Provide the names and titles of individuals authorized to make representations for the proposer.
2. **Table of Contents** (1 Page Maximum) – Include a clear identification of the material in the RFP by section and page number.
3. **Letter of Transmittal** (1 Page Maximum) – Briefly state the proposer's understanding of the work to be performed and illustrate commitment to perform the work within the specified study duration.
4. **Profile of the Proposer** (4 Page Maximum) – State whether the firm is local, national, or international, and provide a summary of representative experience relevant to the work outlined in the RFP.
5. **Statement of Qualifications** (6 Pages Maximum) – Provide a brief statement of similar/relevant projects performed. Identify individuals who performed work on similar projects and individuals that will be assigned to this project. Provide a list of references for whom similar work has been performed, as well as references for any proposed subcontractors.
6. **Study Approach** (14 Pages Maximum) – Provide a detailed description of approaches to each task contained in the RFP. This should include potential challenges and methods to minimize or eliminate identified challenges.
7. **Project Team** (14 Pages Maximum) – Provide an organization chart with role descriptions and include key team member resumes.
8. **Innovative Approaches** (4 Pages Maximum) – Provide proposed innovative approaches to any tasks outlined in the RFP.
9. **Fee Structure** (See Cost Proposal Template – Attachment B) – Proposer shall submit a cost proposal by only utilizing the Excel template provided, refer to Attachment B. Note, in each section there are additional lines for any additional proposed costs. If necessary, proposers are allowed to add a single page explanation of costs to supplement their cost proposal and/or to clarify any costs.

In addition, the cost proposal shall be provided in two formats: 1) an Excel version with fields unlocked for ease of analysis and 2) a signed PDF version. These two cost proposal formats shall be submitted as separate documents, separate from the technical proposal. There are no formulas provided/contained in the Excel template and the proposer is responsible for any errors related to formulas or other inputs submitted to VCTC.

PROPOSAL EVALUATION CRITERIA

Proposals will be reviewed by an evaluation committee established by VCTC. Interviews will be arranged with some or all proposers via Microsoft Teams. The time and date of interviews are

subject to change. The following guidance is provided to help produce quality and concise proposals:

The study approach should effectively communicate the proposer's understanding of the project and their management approach. In addition to describing or explaining the project, this section should include an identification of requirements and constraints to consider and address. It should demonstrate that the contractor has the knowledge required and the capability needed to perform the tasks described in the scope.

The list of relevant projects would benefit from descriptions of those projects and the relevant work that the proposing firm or its team members performed as a part of that project – especially for projects that VCTC staff may not be familiar with.

The project team organization chart descriptions should convey the expected roles, responsibility, and availability of the project manager and key staff. It should be clear who is doing what work. It should be clear that the project manager and team members have the necessary experience and qualifications to perform the work, including any certificates or licenses that may be appropriate.

VCTC'S PROTEST PROCEDURES

A. General

1. This policy specifies procedures for Interested Parties (as hereinafter defined) protesting the following staff actions:
 - a) A written notice, by, or on behalf of, the Executive Director denying a bidder's or proposer's request for a change in contract requirement; and
 - b) A written recommendation to Ventura County Transportation Commission ("VCTC") or a decision made by, or on behalf of, the Executive Director to disqualify a proposer, bidder or subcontractor; and
 - c) A written recommendation by, or on behalf of, the Executive Director that VCTC award a contract to a particular bidder or proposer.
2. This policy does not govern any VCTC staff decision not listed in this Section II.A.
3. When a protest has been properly filed, pursuant to the procedures hereinafter set forth, prior to contract award, the VCTC shall not award the contract prior to deciding the protest. When a protest has been properly filed before the opening of bids, bids shall not be opened prior to the VCTC decision on the protest. When a protest has been filed properly after the contract is awarded, the contract shall not be executed until the protest is resolved by the VCTC.
4. Materials submitted as a part of the protest resolution process will be available to the public except to the extent that:
 - a) The information is designated proprietary by the person submitting the information to VCTC. If the person submitting material to VCTC considers that the material contains proprietary material which should be withheld, a statement

advising of this fact shall be affixed to the front page of the material submitted and the alleged proprietary information must be specifically identified in the body of the materials wherever it appears.

B. Filing a Protest

1. Protests may be filed only by "Interested Parties". "Interested Parties" are defined as (a) bidders who have responded, and prospective bidders who may respond, to a request for bids, (b) prospective professional services contractors who may respond, and professional service contractors who have responded, to a request for proposals on a VCTC contract and/or a generally funded contract, and (c) subcontractors or suppliers at any tier who have a substantial economic interest in an award, a provision of the specifications, or a bid or proposal submitted to VCTC by a prime contractor, or in the interpretation of the provisions of such documents.
2. Protests to a contract requirement must be filed at least ten (10) working days prior to bid opening or the deadline for receiving proposals. Protests to VCTC staff actions must be filed within five (5) working days of receipt by the bidder or proposer from the Executive Director, or a person authorized to act on behalf of the Executive Director, or written notice of the VCTC staff action.
3. Protests shall be addressed to Ventura County Transportation Commission, 751 E. Daily Drive, Suite 420, Camarillo CA 93010, or such other address as may appear on the request for proposal for bid solicitation.
4. Protests shall be in writing and contain a statement of the ground(s) for protest. At least ten (10) copies of the protest shall be submitted by the protestor in the time and manner specified in this section.
5. The Executive Director, or an authorized person acting on behalf of the Executive Director, shall provide notice, by telephone, telephone facsimile (FAX) or by letter, to all bidders and/or persons who have submitted proposals on the contract which is subject to the protest known to VCTC. Such notice shall state that a protest has been filed with VCTC and identify the name of the protestor. The notice shall be given not more than five (5) working days after receipt of a properly filed protest. The notice shall state that bidders will receive further information relative to the protest only by submitting a written request for further information to the Executive Director.

C. VCTC Preliminary Response to a Protest: Meeting with Staff to Attempt Early Resolution of the Protest

1. Not more than ten (10) working days after receipt of a properly filed protest, the Executive Director, or a person authorized to act on his or her behalf, shall prepare and distribute to the protestor and to all persons specified in Section B.5, above:
 - a) A written preliminary response to the protest. This response shall include a brief explanation of the reasons why the protested VCTC staff action is justified; and
 - b) The time, date and place of the meeting described in Section C.2, below.
2. The Executive Director and/or appropriate VCTC staff shall meet with the protestor to discuss and attempt to resolve the protest within thirty (30) days of the response required by C.1(a) above.

3. After the meeting required by Section C.2, above the protestor shall within five (5) working days give the Executive Director written notice that either the protest is withdrawn or, alternately, that the protestor requests further consideration of the protest. In the event that the protestor fails to file the notice required by this Section C.3 at the office of the Executive Director within five (5) working days after the meeting, the protest shall be deemed withdrawn.

D. Further Investigation

1. If a protest is not withdrawn pursuant to Section C.3, above, the Executive Director shall, within thirty (30) days of receipt of the notice from the protestor described in Section C.3, above, further investigate the protest with the assistance of the VCTC staff.
2. The Executive Director may contract for third-party consulting services when necessary to investigate a protest. The Executive Director may negotiate with the protestor and other interested parties the sharing of the cost of such consulting services.
3. As part of the investigation, the Executive Director shall establish a reasonable time within which VCTC, the protestor, and other interested parties shall exchange all documents and arguments relevant to the protest; provided, however, that such time shall not exceed thirty (30) days without the concurrence of the protestor and the Executive Director.

E. Intended Decision: Comments by Protestor and Other Parties

1. Following investigation, the Executive Director shall, within thirty (30) days, prepare and distribute to the protestor and all persons specified in Section B.5:
 - a) An intended decision recommending actions which the Executive Director believes the VCTC should take to resolve the protest and specifying the reasons for the recommended action of the VCTC.
 - b) A statement of the date within which the protestor and other persons must submit written comments with respect to the intended decision. Such date shall allow a reasonable period for rebuttal and shall vary according to the complexity of the particular protest;
 - c) Given written notice to all Interested Parties of the time, date and place of the VCTC meeting at which the protest will be considered.
2. The following materials shall be included in the agenda package sent to VCTC members prior to the VCTC meeting and shall be available to any person at the VCTC office at least five (5) working days before the hearing:
 - a) The intended decision described in Section E.1 (a), above.
 - b) All written comments received within the submittal period described in Section E.1 (b), above.
 - c) If the Executive Director has revised his/her intended decision since its distribution pursuant to Section E.2(a), above, a written description of the new intended decision and the reasons for revision.

F. VCTC Consideration

1. At the hearing, VCTC staff and any person may present evidence relating to the protest. At the beginning of the hearing, the Chair of the VCTC may announce time limits on testimony and other procedural rules which, in the opinion of the Chair, are reasonable necessary to preclude repetitious or irrelevant testimony and afford all persons wishing to testify the opportunity to be heard.
2. In rendering its decision on the protest:
 - a) VCTC may adopted or amend the intended decision and findings of fact prepared by the Executive Director and Staff; or
 - b) Make findings and adopt a decision different from the findings and intended decision of the Executive Director; or
 - c) Elect to defer its decision and direct VCTC staff
 - d) To Further investigate the protest; or
 - e) Hire an impartial hearing officer to conduct a hearing and prepare a written recommended decision, including findings of fact, to be returned to VCTC for decision which shall be made pursuant to the procedures outlined in this Section.

Scope of Work

Purpose

The selected firm (Contractor) shall be responsible for completing the assessment of all existing bus stops, identifying recommended improvements at each bus stop with cost estimates, design of recommended improvements based on the provided budget and construction of the improvements. Design shall include preparation of plans, specifications, and estimates (PS&E) for the bus stops selected for improvement. The proposed project will implement strategies of the Ventura County Coordinated Public Transit-Human Services Transportation Plan ("Coordinated Plan") to conduct an inventory and evaluate the accessibility of all bus stops and train stations countywide, and create a project and priority list based on qualitative and quantitative standards and subsequently fund infrastructure improvements.

Goals and Objectives

- > Develop a countywide inventory of all bus stops/rail stations.
 - > Identify stops and stations that have potential for general, multimodal, Americans with Disabilities Act (ADA), operational, and amenity improvements that would create mobility hubs and facilitate improved multimodal connections to transit.
 - > Ensure alignment of work with Southern California Association of Government's Regional Early Action Planning Grant 2.0's Core Program Objectives
-

Task 1 | Project Management

Task 1.2 – Meetings

The Contractor shall report the status of the work effort, progress, and schedule on a bi-weekly basis. Any modification to the frequency of project meetings shall be approved by both VCTC and the Contractor. The Contractor shall also lead the project kick-off meeting to initiate the project, align team members, and establish clear goals, roles, and expectations for the project. The kick-off meeting shall include an overview of the project, scope, roles and responsibilities, project schedule, risk assessment, communication plan, tools and resources and other relevant topics.

Deliverables: Meeting Agendas and Minutes

Task 1.2 – Project Reporting

The Contractor shall use systems that are compatible with already established VCTC systems, policies, software, procedures, and practices. Reports shall provide the necessary information to assure VCTC that the work is being accomplished as required and to facilitate invoice review and approval. The Contractor's project management system shall feature safeguards for the early identification of issues and their effective resolution.

The Contractor's Project Manager is responsible for monitoring project performance and, if necessary, adjusting project resources to accomplish activities in a manner consistent with the adopted scope, budget, and schedule. The Contractor's Project Manager shall notify VCTC Project Manager or designee of any modification requests to the project scope, budget, and/or

schedule and will adhere to the project requirements that are mutually agreed upon between VCTC and the Contractor. The base project schedule shall be submitted prior to the project kick-off meeting and will be reviewed and finalized within seven (7) business days of the kick-off meeting. The Contractor shall also report all corrective measures to the VCTC Project Manager for review and approval. The draft final report is anticipated to be completed within eight (8) months from the date of the issuance of the Notice to Proceed. An additional two (2) months will be allotted for completion of final drafts, internal/external stakeholder reviews, formatting, and administrative tasks.

The Contractor shall provide a minimum of fourteen (14) calendar days to VCTC staff to thoroughly review each deliverable. More complex deliverables may require up to three (3) to four (4) additional weeks for VCTC review. A deliverable is not accepted until formal written notice is provided by VCTC's Project Manager or designee. This process shall ensure that quality is achieved through checking, reviewing, and the managing of work activities for both VCTC and the Contractor. The status of the work efforts shall be reflected in monthly progress reports documenting the Contractor's effort during the billing period, tasks to be accomplished over the next 30 days as well as any forthcoming challenges and issues and potential methods for resolution.

Prior to acceptance and finalization, work deliverables should be proofread before submission to VCTC and include minimal to no grammatical or spelling errors. Deliverables submitted with excessive errors may be rejected until errors have been fixed.

Deliverables: Monthly Reports and Project Schedule

Task 2 | Transit Stops and Stations Inventory

Task 2.1 – Data Collection

The data collection will be conducted through field surveys by trained personnel. The Contractor is required to train all data collectors, surveyors, etc. Data collectors shall visit each bus stop within the designated area and use electronic data collection devices and/or paper-based forms to record the relevant information. All data collectors shall undergo a comprehensive training session to familiarize themselves with the project objectives, data collection tools, and procedures where they will be introduced to the survey forms, digital data collection applications, or any other tools necessary to complete this task. Data collectors shall prioritize safety during collection, following all traffic rules and regulations while on-site.

Data shall be uploaded to a centralized database or shared platform for further processing and analysis. The Contractor shall develop a QA/QC plan that will provide contingency plans for addressing issues with data collection efforts. The Contractor shall periodically review the collected data to ensure accuracy and consistency. Prior to the start of data collection, the task approach and methodologies shall be reviewed and approved by VCTC.

The Contractor shall identify data collection elements that shall be collected for each bus stop and train station using the following:

- 1. Location Information**
 - a. Latitude and longitude coordinates of the bus stop/train station
- 2. Stop/Station Attributes**
 - a. Stop/Station identification number (if available)

- i. VCTC will provide established stop IDs from its countywide Syncromatics system
 - b. Types of bus stop (e.g., regular, major transfer point, terminal, sheltered, etc.)
 - c. Bus/train route(s) served by the stop
- 3. Infrastructure**
 - a. Bench
 - b. Shelter (or roof)
 - c. Lighting
 - d. Real-time arrival signs
 - e. Trash can
 - f. Condition of the bus stop infrastructure (e.g., benches, lighting, signage, etc.)
 - g. Information display (e.g., bus schedules, route maps, real-time arrival information)
- 4. Accessibility**
 - a. Presence of ADA landing spots, wheelchair ramps or facilities for persons with disabilities
 - b. Sidewalks and pedestrian crossings for safe access within proximity of stop/station
 - c. Proximity to nearby pedestrian pathways or crosswalks
- 5. Safety Features**
 - a. Operationally safe
 - b. Adequate lighting during nighttime hours
 - c. Visibility from nearby roads and intersections
 - d. Presence of safety barriers or guardrails (if applicable)
- 6. Surrounding Services**
 - a. Distance to the nearest road intersection or major street
 - b. Proximity to destinations or public facilities (e.g., schools, hospitals, parks)
 - c. Availability of nearby amenities (e.g., convenience stores, public restrooms, etc.)

The Contractor will be provided with Gold Coast Transit District's (GCTD) 2022 Bus Stop Improvement Plan and data that was collected as part of that effort. Since GCTD has the majority of stops in Ventura County, the Contractor will be able to leverage the data that has already been collected as part of the 2022 Plan. The Contractor will also be provided with Metrolink's recently completed Station Planning and Connectivity Enhancement Implementation Plan and supporting data/technical analysis to supplement. The Plan's purpose was to identify and propose recommendations to remove barriers to accessing Metrolink stations through integrated strategies and pilot projects.

The Contractor will develop a comprehensive and quantitative/qualitative rating system that evaluates various aspects of each stop/station's infrastructure including an equity criteria factor. This task will allow agencies to use data-driven decision-making for prioritizing bus stop and train station improvements. Rating criteria may include:

- Accessibility for people with disabilities
- Shelter and seating availability
- Lighting, safety and security
- Signage and information provision
- Cleanliness and maintenance
- Proximity to amenities (e.g., restrooms, retail, and dining)
- Environmental considerations

Deliverables: Data Collection Methodology, Rating System, and Quality Assurance/Quality Control Plan

Task 2.2 – Inventory

The Contractor shall create or contribute to an existing bus stop/rail station inventory that will compile a physical and digital inventory of every fixed route bus stop and rail station within Ventura County (and VCTC Intercity stops in Santa Barbara and Los Angeles Counties). The inventory shall account for the categories of data identified in Task 2.1 (i.e. location information, infrastructure, bus stop elements, accessibility, safety features, and surrounding services). The primary purpose of this task is to enable the development of an empirical and data-driven method that can assist with bus stop placement, maintenance, improvement, and prioritization of work.

The Contractor shall utilize a Global Positioning System (GPS) for stop location and verification, capture a digital record of the physical condition (i.e. photographs), infrastructure and amenities at each bus stop/rail station; and an assessment of bus stop accessibility from a mobility-challenged rider perspective. The data collected shall be used to identify placement of stops and provide geospatial coordinates.

The Contractor shall perform all necessary quality checks such as utilizing Geographic Information Systems (GIS), satellite imagery, aerial photos, and online mapping tools to verify/validate information about stop locations, amenities, and conditions prior to submittal to VCTC.

Deliverables: Digital database of full bus stop and train station inventory

Task 3 | Accessibility Assessment

The Contractor shall evaluate the accessibility of each transit stop, considering the needs of individuals with disabilities, seniors, and other disadvantaged populations. This task will also include the assessment of the compliance of transit stops with relevant accessibility standards and regulations, such as the Americans with Disabilities Act (ADA) or local accessibility guidelines. The Contractor shall identify barriers to accessibility including physical obstacles, inadequate signage, and lack of amenities like seating or shelters.

Task 4 | Stakeholder Engagement

Engagement will be key to ensure buy-in and collecting input. The Contractor, in collaboration with VCTC staff, shall develop an outreach plan that will establish comprehensive and meaningful strategies for engaging stakeholders and soliciting input regarding their experiences related to accessing bus stops/rail stations. The Contractor will conduct three stakeholder meetings (two in-person and one virtual) and two community workshops (both in-person for west and east Ventura County) to gather input on priorities and concerns.

The Contractor will be responsible for developing presentation materials (i.e., PowerPoints and fact sheets) for meetings to help facilitate communications with local jurisdiction owners and operator committees that have interest and/or interest in capital improvement projects related to bus stop improvements.

The Contractor will help in developing a survey questionnaire that will be input into VCTC's

Survey Monkey tool. VCTC will be responsible for inputting the questions and managing the Survey Monkey tool. However, the Contractor will analyze the survey responses and develop an analysis based on findings from stakeholder feedback. VCTC welcomes innovative approaches such as a website that allows the community to identify their frequently used bus stop(s) and make comments about improvements they would like to see implemented.

The Contractor shall ensure that outreach activities are accessible to Spanish-speaking audits, including outreach materials and events. This shall consist of utilizing language translation tools and software to assist in translating project documents, reports, and materials into an accessible format. Ensuring that all communication materials are accessible to individuals with disabilities, including those with different language requirements is critical to ensure inclusivity with underrepresented language groups and addressing their needs.

Deliverables: Stakeholder Outreach Plan and Stakeholder Outreach Feedback Summary Matrix

Task 5 | Transit Stops and Stations Needs Assessment

The Contractor shall develop a Needs Assessment that summarizes the needs identified in Tasks 2 and 3 based on the conditions of existing transit infrastructure and the data collected through the inventory and stakeholder feedback. Cost estimates shall be developed for transit stop and station needs and shall be assigned by municipality and/or transit operator's service area. The Contractor shall consider costs related to physical modifications, signage, amenities, technology enhancements, and ongoing maintenance.

The Contractor shall also develop a project priority list based on qualitative and quantitative criteria including factors such as ridership, safety, accessibility, equity considerations (e.g., AB1550 and SB535 Low-income and Disadvantaged Communities), surrounding land uses, population within walking distance, stop/station ridership, and proximity to essential services (e.g., government, schools, healthcare, grocery stores, etc.). VCTC will also solicit feedback from various jurisdictions as part of this task to identify and validate existing needs for infrastructure improvements.

Deliverables: Transit Stop/Station Needs Assessment and Project Cost Estimates

Task 6 | Transit Stop/Station Infrastructure Improvements Plan

As part of this project, the Contractor shall develop a funding plan for projects that have been determined to have the highest needs based on Task 5's Needs Assessment. The Contractor shall ensure equitable and geographical distribution of funding projects within Ventura County based on the project priority list. The Funding Plan will include specific infrastructure components targeted for improvement and will include details pertaining to the nature and extent of the improvements (e.g., expansion, rehabilitation, modernization, accessibility upgrades, etc.). It is important to note that all funds and construction of projects will need to be expended and completed by **December 31, 2025**.

Deliverables: Project Funding Plan – Technical Memorandum

Task 7 | Construction Improvements

The Contractor will be responsible for designing and constructing the enhancements and upgrades to bus stops/rail station infrastructure. The primary goal is to ensure that the construction improvements adhere to relevant regulations, delivers high-quality infrastructure, and meets the needs of the community, transit agencies, and other stakeholders.

The construction improvements shall enhance the functionality of each transit/station stop identified as part of the Needs Assessment and will address any operational inefficiencies or limitations. The improvements shall also ensure compliance with accessibility standards (e.g. ADA, local regulations, etc.) to accommodate individuals with disabilities and enhance inclusivity through design elements (i.e. ramps, elevators, and accessible pathways). Each improvement should result in upgraded structural elements, improved aesthetics, landscaping, enhanced accessibility features, increased energy efficiency and sustainability measures, and a safe and compliant asset.

Task 7.1 – Project Management

The Contractor shall prepare plans in conformance with standards, policies, and procedures of respective jurisdictions where improvements will be implemented. Contractor shall be required to review selected projects in detail and determine requirements and procedures for design, ongoing review, and coordination. In consultation with VCTC staff, the Contractor will determine relevant issues to specific to selected projects, design standards, and funding limits.

Task 7.2 – Utility Notifications

The Contractor shall contact all utility companies within the project limits and request current maps and as-built information. Contractor is required to send current preliminary notices to utility companies in accordance with each jurisdiction's procedures. Documentation of contacts and response shall be provided to VCTC. Contractor shall prepare utility notices and deliver them to VCTC for mailing under VCTC letterhead.

Deliverables: Spreadsheet log of notices and responses received

Task 7.3 - Records Research and Field Review

The Contractor shall obtain available as-built drawings, survey data, and utility contact information from the City. Field verification of existing conditions is the responsibility of the Contractor.

Deliverables: Report that documents potential conflicts between as-builts and existing conditions

Task 7.4 – Topographic Survey

Topographic survey may be necessary where sidewalk or curb and gutter needs to be reconstructed to meet ADA compliance and proper surface drainage.

Deliverables: Copy of all field surveys in AutoCAD

Task 7.5 – Cost Estimates

The Contractor shall prepare quantity calculations and a detailed engineering estimate in Microsoft Excel spreadsheet format. The estimate shall include the calculated cost by location and recommended improvements.

Deliverables: Cost estimates at 60%, 90% and 100% completion milestone; electronic files at every milestone in Excel format

Task 7.6 – Construction Plans & Specifications

The Contractor shall submit plans, specifications, and quantity estimates at levels of completion of approximately, 60%, 90% and 100%. VCTC and relevant local jurisdictional staff will provide review comments at all design stages. It is expected that 100% plans shall be complete and include comments and input from all stakeholders. One set of record drawings shall be produced after redline drawings are available upon construction completion. Plans shall conform to local jurisdictional standard plans and be prepared utilizing AutoCAD software. All plans shall be signed by a registered civil or traffic engineer, as appropriate.

The product plan set is expected to include, but not be limited to, the following:

- Title Sheet
- Typical Industry Sections
- General Notes
- Project Index Map

The Contractor shall provide VCTC with boilerplate specifications and general technical provisions based on industry standards. The Contractor shall be responsible for compiling the project specifications, signed by a Civil Engineer registered in the State of California, which are complete. Contractor shall use the latest edition of the Greenbook (Standard Specifications for Public Works Construction and subsequent amendments).

These plans shall include necessary concrete improvements such as the repair of broken and off-grade sidewalk, repair of broken and off-grade curb and gutter, construction of bus pads, tree root removal/clearing and grubbing of parkway area, repair of broken and off-grade driveway aprons that impede proper drainage or standard ADA compliance of sidewalk adjacent to bus stops, wheel chair ramp construction where needed. In addition, the plans and specifications must include the recommended location and placement of new appropriate signage.

Deliverables: Two (2) full size copies of plan submittals at 60%, 90%, and 100% completion; one-full-size set of record drawing mylars upon construction completion; electronic files at every milestone, one memory stick containing final signed plans (PDF and AutoCAD format), specifications and estimates; project specifications at 90% and 100% completion milestones **Task 7.7 – Construction Improvements**

The following subtask components are required for each selected project utilizing the deliverables from previous tasks under Task 7:

1. Site Preparation: Contractor shall clear the designated bus stop areas of any debris, vegetation, or structures hindering construction pending review/approval by governing jurisdiction. The Contractor shall ensure any underground utilities have been identified and are properly marked.

2. Demolition and Removal: The Contractor shall demolish and remove any existing structures, shelters, or amenities slated for replacement and dispose of debris per local, state, and/or federal environmental regulations.
3. Foundation and Infrastructure: The Contractor shall excavate and prepare foundations for new shelters and amenities and install necessary underground utilities, such as electrical wiring and drainage systems.
4. Shelter Construction: The Contractor shall assemble and construct new bus shelter according to the approved design in consultation with VCTC staff and the respective local jurisdiction. The Contractor shall also ensure that shelters are structurally sound, weather-resistant, and follow local building and California Building Codes.
5. Seating Installation: The Contractor shall install new seating arrangements within the shelters and surrounding areas and ensure that seating is durable and meets accessibility standards.
6. Signage and Information Display: The Contractor shall mount, and secure clear, visible signage displaying route information, schedules, and safety instructions and install information display boards or digital signage for real-time updates.
7. Accessibility Features: The Contractor shall construct and install ramps or other accessibility features to facilitate easy access for individuals with disabilities. The Contractor shall also implement tactile paving for the visually impaired where applicable.
8. Lighting Installation: The Contractor shall install adequate lighting fixtures to enhance safety during evening hours and ensure proper wiring and energy-efficient lighting options are used.
9. Landscaping and Surrounding Area Enhancement: the Contractor shall implement landscaping around the bus or train station area for aesthetic appeal and utilize low-maintenance, native plants to promote sustainability.
10. Waste Management: The Contractor shall install waste bins in strategic locations and coordinate with the local jurisdiction to ensure that there is a waste management plan to ensure cleanliness and regular waste disposal. The governing local jurisdiction shall be responsible for the development and update of this plan.
11. Quality Control: The Contractor shall develop and implement a thorough quality control process to ensure all construction work meets specified standards and shall conduct regular inspections to address any construction issues promptly.
12. Timeline and Progress Monitoring: The Contractor shall develop a construction timeline outlining key milestones and deadlines and provide regular progress updates to VCTC's Project Manager to ensure that each project stays on schedule and within budget.
13. Safety Measures: The Contractor shall implement and adhere to applicable safety protocols to protect both construction works and the public through the construction phase.

Deliverables: Constructed bus stops/rail station infrastructure improvements

The project shall be considered complete upon the successful construction of all designated elements, final inspections, and approval from relevant authorities. All material/infrastructure acquisition, installation, and/or construction shall be completed by **December 31, 2025**.

Task 8 | Final Plan Report + Presentation

The Contractor shall prepare a comprehensive report documenting the methodology, findings, and recommendations for improving transit stop/station accessibility. The Contractor shall ensure that the report and presentation are accessible and inclusive for individuals with disabilities. The Contractor shall assume one (1) presentation to VCTC's Board of Commissioners and one (1) presentation to the following VCTC Committees:

1. Citizens Transportation Advisory Committee/Social Services Transportation Advisory Committee (CTAC/SSTAC)
2. Transit Operators Advisory Committee (TRANSCOM)
3. Transportation Technical Advisory Committee (TTAC)
4. Heritage Valley Technical Advisory Committee (HVTAC)

VCTC will assist the Contractor in the preparation of Board agenda items (e.g., staff report and presentation). The presentations shall summarize the key findings and recommendations for dissemination to stakeholders and key decision-makers.

Deliverables: Draft Plan Report, Final Plan Report and Draft and Final Plan Presentation

ATTACHMENT A – DRAFT CONTRACT

ATTACHMENT B – COST PROPOSAL FORM

ATTACHMENT C – REQUIRED FORMS