Request for Proposals for Plan Check & Engineering Services

for the Santa Paula Branch Line Right-of-Way

November 18, 2026

The Ventura County Transportation Commission (VCTC) is seeking proposals from qualified railroad engineering firms for on-call plan check and engineering support for the approximately 32-mile VCTC-owned Santa Paula Branch Line (SPBL) railroad right-of-way, which extends from East Ventura through the cities of Santa Paula and Fillmore to the unincorporated Piru community. The railroad is operated by Sierra Northern Railway.

The selected Consultant will review plans and engineering documents submitted by others, including applicants for leases, licenses, and encroachments, and sponsors of projects within or adjacent to the right-of-way. Reviews should help VCTC to avoid, minimize and/or mitigate impacts to railroad operations, VCTC property, and other public projects on the corridor, including a planned Class I bike trail along the corridor.

Tasks include: (1) Review of plans, engineered drawings, and other materials related to leases, licenses, proposed projects adjacent to and within the railroad right-of-way, and other plans and projects that may impact the railroad; (2) Coordination as needed with the railroad operator, Sierra Northern Railway.

Scope of Work

The Contractor shall perform plan check and engineering services to ensure proposed rail modifications comply with American Railway Engineering and Maintenance of Way Association (AREMA) guidelines, Southern California Regional Railway Authority (SCRRA) Engineering Standards, and applicable California Public Utility Code (CPUC) standards. Where AREMA and SCRRA standards differ, the more stringent standards shall govern. When applicable, reviews shall also ensure that proposed drainage structures along the SPBL are sufficient to accommodate anticipated flows and protect VCTC's property.

Tasks may include, but not be limited to:

- Review and provide comments on proposed rail modification plans and engineering documents for compliance with industry standards and California Public Utility Code compliance, including track, structures, and clearances;
- Review and provide comments on rail modification plans and engineering documents for compliance with VCTC plans and policies as directed by VCTC;
- Review and provide comments on utility, pipeline, and wiring crossings, and longitudinal encroachments within the right-of-way;

- Review and provide comments on proposed modifications to at-grade and/or grade-separated crossings;
- Review and provide comments on design and/or construction plans within or adjacent to the right-of-way, including excavation and shoring near track, temporary access, overhead or crane work, and fencing and trespass measures;
- Review and provide comments and on hydrology/drainage plans and planned structures to ensure adequacy of design and protection of VCTC property; and
- Review and provide comments on proposed work for compatibility with the planned Class I bike trail;
- Review and provide comments for consistency with VCTC plans and policies, as directed by VCTC;
- Conduct site visits or meetings as directed by VCTC; and,
- Coordinate with the railroad operator, Sierra Northern Railway, on an as-needed basis regarding review of plans and engineering documents.

Deliverables

Deliverables may include but are not limited to:

- Annotated or marked up plans and documents; and,
- Review memos or independent reports.

Invoices shall itemize charges by individual application or project.

Contract Terms

VCTC anticipates awarding a time-and-materials contract with a not-to-exceed amount and a 12-months term, with up to three 12-month extensions. The selected firm will be required to execute VCTC's standard professional services agreement and meet its insurance requirements (see attached).

Proposal Contents

Submit proposals as a single PDF. Proposals should include:

- Brief workplan to demonstrate understanding of the requested work;
- Identified personnel available to lead and work on reviews;
- Qualifications of personnel to conduct reviews;
- Turn-around timelines, and estimated delivery dates to complete reviews; and,

- Disclosure of any potential conflicts of interest, including current or anticipated work for applicants or projects along the SPBL, and a commitment not to review plans prepared by the firm or its affiliates.

Fee Schedule

Submit a Cost Proposal with a Fee Schedule as a separate PDF, including hourly rates by classification, reimbursable expenses, and any proposed escalation.

We would appreciate your consideration and submitting a proposal **by Friday, December 6, 2026, no later than 4:00 PM**.

Reservation of Rights

In connection with this RFP, VCTC reserves the right to do any of the following:

1. Accept or reject any and all proposals, or any item or part thereof, or to waive any informalities, requirements, or irregularities in a proposal or any item or part thereof.
2. Withdraw or cancel this RFP at any time without prior notice and VCTC makes no representation that any Contract will be awarded to any contractor responding to this RFP.
3. Reject all Proposals and to re-issue (or not re-issue) a new RFP for the same or similar work.
4. Postpone proposal openings, review and/or evaluation for its own convenience. Proposers may withdraw their proposals before the proposal submittal date by submitting a written request signed by an authorized representative of the proposer, and delivered to VCTC at the address identified herein.
5. Award multiple contracts as a result of this RFP and reserves the right to award contracts for similar services outside of this RFP process.
6. Alter the Selection Process Dates.
7. Remedy technical errors in the RFP process.
8. Request additional information from Proposers and investigate the qualifications of all firms under consideration.
9. Confirm any part of the information furnished by a Proposer.
10. Obtain additional evidence of managerial, financial or other capabilities.
11. Negotiate with any, all, or none of the Proposers;
12. Solicit best and final offers from all or some of the Proposers;
13. Accept other than the lowest-priced Proposal;

Please direct any questions and proposals to Amanda Fagan, Director of Planning and Sustainability, at afagan@goventura.org.