



REQUEST FOR PROPOSALS

Capital Region Transportation Sector Urban Heat Island Mitigation Project

RFP Issued: November 8, 2018

Proposals Due: December 13, 2018, 5:00 PM PDT

Introduction

The Local Government Commission (LGC) in partnership with the Sacramento Metropolitan Air Quality Management District (SMAQMD or District) requests proposals for the following purpose according to the terms and conditions attached. In the preparation of this Request for Proposals (RFP), the words “Respondent”, “Contractor”, and “Consultant” are used interchangeably.

The purpose of this RFP is to solicit bids from qualified entities with in-depth expertise on transportation planning, climate change mitigation and adaptation, and heat mitigation and adaptation strategies, as well as experience working with local jurisdictions in the greater Sacramento region. The Consultant’s primary tasks will be to develop a Regional Transportation Database, a Regional Heat Pollution Reduction and Urban Heat Island Mitigation Plan, and targeted recommendations for local jurisdictions and transportation agencies to incorporate heat mitigation strategies into their existing plans, design guidelines, and codes, as well as ongoing and future transportation infrastructure projects. Proposals shall not exceed \$178,190.

This project is funded through a Caltrans SB-1 Climate Adaptation Planning Grant awarded to SMAQMD. LGC is the grant subrecipient and will assist with management and implementation of this project in coordination with the District.

Project Background

Extreme heat and extended heat events are already a fact of life in the Capital (SACOG) Region and represent the area’s most significant vulnerability to climate change. Transportation infrastructure in the region is extremely vulnerable to accelerated deterioration and failure due to increasing day and nighttime temperatures, peak temperatures and extended heat waves. In addition, exposed, heat-absorbing asphalt in the transportation infrastructure is a source of urban heat that impact many other sectors. Finally, expanding participation in active transportation and a multi-modal system, which contributes both to VMT reductions as well as healthy communities, depends on continued livable and safe temperatures in the region. If these risks and vulnerabilities are not addressed, the trend of increasing temperatures could have a significant negative impact on local government budgets as well as public health, quality of life, tree canopy, water supply, worker productivity and economic vitality.

This project proposes to build a detailed model of the Urban Heat Island (UHI) effect for the entire

SACOG region, and use model findings to develop a Regional Heat Pollution Reduction Plan for the transportation sector in the SACOG region. The project partners will utilize the results of the UHI model and the Plan recommendations to integrate UHI mitigation strategies into current and planned transportation projects, community design, land use, and infrastructure within both high-heat areas of the region, as well as areas that are sources of urban heat generation.

The model will provide an in-depth, granular understanding of heat pollution in the SACOG region, highlighting areas in which both transportation infrastructure as well as active transportation users will be exposed to extreme heat. At the same time, it will identify – at a localized level – the heat sources where heat mitigation can be deployed with the greatest effect. Project partners will use findings to identify the transportation corridors and projects that can provide the most strategic cooling for the region and support the creation of a Regional Heat Pollution Reduction Plan. This work is envisioned to include the development of detailed recommendations, template language, and analyses of costs, transportation sector benefits, and other co-benefits – including locations for cool and permeable pavements, cool roofs, urban forestry and greening, cooling corridors, bioswales, transit station improvements, complete streets, solar panel shading over parking lots, and electric vehicle infrastructure – that will result in mitigation of heat at its source and adaptation to heat where it is experienced. Efforts will focus on targeting UHI solutions for disadvantaged communities, who not only are most likely to experience elevated heating due to the high percentage of paved surfaces and low tree canopy and green spaces in their neighborhoods, but also are more likely to depend on public transit, bicycling, and walking for their daily needs. In addition, findings from the UHI model will also be incorporated into local transportation plans, and the Regional Zero-Emissions Vehicle Readiness Plan that the Sacramento Metropolitan Air Quality Management District was awarded grant GFO-16-601 from the California Energy Commission to develop for the SACOG region. Targeted recommendations and template language will be provided to local jurisdictions for incorporation into plans, planning processes, design guidelines, codes, and projects.

When complete, the Regional Heat Pollution Reduction Plan will establish a clear roadmap for incorporating UHI-reduction measures into both current and future transportation projects, infrastructure projects, and land use plans in the Capital Region. In addition to increasing the resilience of transportation infrastructure to extreme heat, the Plan will also contain recommendations for street design improvements and complete streets deployment to encourage active transportation. Other expected goals and co-benefits include: safeguarding the health of pedestrians, bicyclists, and public transit users; reducing emissions of ozone precursors, greenhouse gases, and particulate matter; providing neighborhood improvements for disadvantaged communities; absorbing stormwater and reducing flood risk; supporting biodiversity; increasing groundwater recharge; and improving neighborhood cohesion and vitality. In addition, the results of the UHI study will also provide targeted, actionable information for public health officers in their response plans for extreme heat, as well as other planners. Finally, a study of electric vehicles and their ability to reduce the UHI effect would contribute valuable new research and would bring additional quantified benefits in support of the State of California’s efforts to increase electric vehicle uptake, especially in disadvantaged communities. This will also create a model process that can be used for similar work across the state, which partners commit to share via the ICARP and the network of regional collaboratives that make up the Alliance of Regional Collaboratives for Climate Adaptation.

The overall project objectives are as follows:

- Develop an advanced model of the UHI effect in the Capital Region that factors in current conditions and future projected increases in heat, enabling stakeholders to understand:

- Where heat is generated and where it is experienced;
- Roads, corridors, infrastructure, and neighborhoods that are at risk from extreme heat, or are generators of heat, with a strong focus on disadvantaged communities;
- The effectiveness of various heat mitigation measures; and
- A range of implementation scenarios.
- Engage residents and stakeholders, particularly from low-income, disadvantaged, and hard-to-reach populations, to provide input on heat-related transportation concerns, priorities for UHI mitigation strategies, and overall input on how local jurisdictions can better serve their needs to establish a multi-modal transportation network that works for all community members.
- Develop a Regional Heat Pollution Reduction Plan that includes, at minimum:
 - An assessment of UHI mitigation strategies such as urban forestry, solar photovoltaic shading for parking lots, electric vehicle charging infrastructure deployment, cool and permeable pavements, cool roofs, and green infrastructure/bioswales;
 - Priority transportation sector projects, corridors, and infrastructure that can provide the most strategic cooling for the region through the incorporation of mitigation strategies and based on stakeholder input from disadvantaged communities; and
 - Template language to update design guidelines for roads, transit stations, sidewalks, and other transportation infrastructure.
- Incorporate model findings and Plan recommendations into SMAQMD’s regional ZEV readiness plan and develop targeted recommendations and template language for consideration in local jurisdictions’ projects, plans, design guidelines, and codes.
- Pilot a model for regional coordination to improve the resilience of transportation infrastructure that can be utilized in other regions, and disseminate key project findings, lessons learned, and replicable best practices throughout the state.

Project Team

Sacramento Metropolitan Air Quality Management District (SMAQMD): SMAQMD is the grant recipient and has the prime agreement with Caltrans. SMAQMD is providing staffing support for the project and will have overall responsibility for the project. SMAQMD will review grant products and perform grant administration functions with assistance from the Local Government Commission.

Local Government Commission (LGC): LGC will assist with project management, assemble and facilitate a Technical Advisory Committee, develop a Community Engagement Plan, organize and facilitate community workshops, develop a Community Priorities Report and Map, and provide subject-matter expertise throughout the duration of the project. Consultant will contract directly with LGC.

Consultants: Given the broad range of tasks and expertise required, SMAQMD and LGC anticipates the selection of two consultants will be needed to successfully complete the project. With the Technical Consultant already selected and beginning modeling work, this RFP seeks to select and contract with the Planning Consultant.

- **Technical Consultant:** Altostratus Inc. will conduct all aspects of the Urban Heat Island Effect Analysis (Task 3).
- **Planning Consultant:** The selected Planning Consultant will develop the Regional Transportation Database (Task 4), the Regional Heat Pollution Reduction Plan (Task 5), and targeted recommendations for local jurisdictions to incorporate heat mitigation strategies into their

existing plans, design guidelines, and codes, as well as ongoing and future transportation infrastructure projects. The Planning Consultant will have in-depth expertise on transportation planning and experience working with local jurisdictions.

Contract and RFP Procurement Instructions

All inquiries regarding this RFP must be directed to both Julia Kim at jkim@lgc.org and Shelley Jiang at sjiang@airquality.org by **November 20, 2018 at 5:00 PM PDT**. All inquiries and responses to those inquiries, if any, will be posted on <http://climatereadiness.info/sb-1/>. All responses to this RFP must be submitted electronically by the posted deadline. The timeline of the RFP process is as follows:

Date/Time	Event
November 8, 2018	Release of RFP
November 20, 2018; 5:00 PM PDT	Questions Due to LGC
November 27, 2018	Responses to Questions Published
December 13, 2018; 5:00 PM PDT	Proposals Due to LGC
December 17-21, 2018*	Interview of Finalists (if necessary)
January 10, 2018; 5:00 PM PDT*	Selection of Contractor

*Subject to change due to holidays.

All responses to this RFP must be submitted electronically via email to both Julia Kim at (jkim@lgc.org) and Shelley Jiang (sjiang@airquality.org) by **December 13, 2018 at 5:00 PM PDT**. Please note the following:

- Proposals will not be accepted after the time and date indicated above;
- All components of the proposal are mandatory;
- Failure to include all requested information may result in rejection; and
- Minor or inconsequential deviations may be waived.

RFP Response Elements

The goal in this RFP process is to identify the respondent with the experience, resources and qualifications to provide cost-effective services as described in **Attachment 1, Scope of Work**. RFP responses must include a separate written document prepared in narrative form. The proposal must address items 1-7 below. The response must not exceed 30 pages in length excluding attachments and resumes. Submittal of a proposal constitutes an agreement to all provisions and conditions set forth in this RFP. **Information submitted will not be treated as confidential and may be released after LGC selects a respondent if requested by any member of the public.**

1. **Cover Letter:** Provide a cover letter that includes the name, address, and contact information of the Respondent, the name and email address of the contact person for the proposal, and the signature of the person or persons authorized to represent the Respondent. Submission of the

proposal will be considered to be a binding commitment (Contractor offer) by the Respondent to provide the proposed services by the identified personnel at the specified project cost.

2. **Qualifications:** Describe in detail the duration and extent of the Respondent's experience as it relates to providing the required services. List previous projects delivered by the Respondent that are of similar nature to the work described in Attachment 1, Scope of Work. Describe the capabilities of the Respondent as it relates to the required services.
3. **Respondent's Understanding of the Project Requirements:** Describe Respondent's understanding of this project.
4. **Project Approach, Timeline, and Cost:** Describe Respondent's approach to the execution of this project, including any challenges that Respondent foresees, and proposed timeline and budget. Provide the cost the Contractor will charge for the completion by subtask, as detailed in Attachment 1, Scope of Work. The budget shall not exceed \$178,190. All work will be paid on a reimbursement basis.
5. **Staff Assignment:** Identify the person(s) who will perform the majority of work on this contract and describe their relevant qualifications and experience, including: length of time and positions held with Respondent, and any other pertinent information. Provide a summary of similar work they have previously performed. Staff bios and resumes may be included as an attachment. *Substitution of these key personnel will not be permitted without prior written approval of the District.*
6. **Subcontractors:** If subcontractors are to be used, identify each of them in the proposal. Describe the work to be performed by subcontractors. Provide a summary of their qualifications, experience and resumes.
7. **References:** Provide three references, excluding LGC and SMAQMD, for whom the Respondent provided similar or comparable services and a description of the services provided. The services must demonstrate the Respondent's ability to meet the needs of this project as described within this RFP. The response must provide the following information: contact's name, address, phone number, email address and date of services.

References are not required for subcontractors, but are required for each Respondent when more than one entity is partnering for the proposal. If the Respondent is unable to provide three references, state the reason and the District will determine whether the number of references submitted is sufficient under the circumstances.

The District may contact references at any time, either before or after a respondent is selected. The District may reverse the selection decision and award the contract to another respondent based upon a post-award reference check.

8. **Completed Forms:** The following forms must be completed by the bidder when the proposal is submitted: [Declaration of Campaign Contributions Form](#), [Debarment and Licensing Certification Form](#), and [Assurance and Certification Form](#).

Evaluation Criteria and Selection Process

LGC and SMAQMD Discretion

LGC and SMAQMD reserve the right, without limitation, to reject any and all proposals received, to waive any minor informality or irregularity in any proposal, or to cancel awarding of the contract and advertise for new proposals, all as the public good may require.

Contract Team Evaluation

The respondents and RFP responses will be evaluated by a committee that will include LGC and SMAQMD staff members as well as qualified experts from other agencies.

Evaluation Criteria

Written Proposals - Evaluation Criteria		Possible Points
A	Cost	20
B	Project Approach	20
C	References	10
D	Respondent’s Qualifications	20
E	Assigned Staff Experience and Expertise	20
F	Quality of Proposal	10
Written Proposals Total		100

At LGC’s discretion, presentations and interviews may be requested from top scoring respondents based on total points from the written responses. LGC may award the contract outright after evaluating the written proposals or award the contract following the presentations/interviews. In addition, LGC may conduct follow-up conversations with the highest-rated respondents to clarify or address elements in the respondents’ proposals. If follow-up discussions are conducted, each respondent still in the competitive range will be given an opportunity to submit a final proposal revision. Requests for final proposal revisions will advise respondents that the final proposal revisions must be in writing and that the District intends to make the award without obtaining further revisions.

Award Notification

Both the successful and unsuccessful respondents will be notified in writing by LGC. LGC will attempt to notify all respondents by email on the same day. The Contract Administrator will retain documentation verifying the notification attempts.

Limitations

This RFP does not commit LGC to award a contract, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. Costs for developing proposals are entirely the responsibility of the respondent and are not chargeable to LGC or SMAQMD.

Ambiguity, Conflict, or Other Errors

If a respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the respondent should immediately notify LGC of the error and request modification or clarification of the

document. LGC may modify the RFP prior to the deadline for proposals by the publication of the revision on its website.

It is the policy of SMAQMD and LGC to provide equal opportunities for all persons without regard to race, religion, creed, color, national origin, ancestry, disability, medical condition, marital status, gender, age or sexual orientation. It is also SMAQMD and LGC policy to encourage participation of Minority and Women Owned Business Enterprises in the proposal process.

To the extent that any conflict exists between this policy and any requirements imposed by federal and state law relating to participation in a contract by a certified MBE/WBE/DBE/DVBE as a condition of receipt of federal and state funds, the federal or state requirement will prevail.

Disadvantaged Business Enterprise (DBE)

The successful respondent may not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts. In addition, SMAQMD encourages the participation of DBEs as defined in Title 49, Code of Federal Regulations part 26 (49 CFR 26).

Term of Contract

It is understood that the successful respondent will enter into a services contract with LGC. The term of this Contract will commence upon full execution by both parties and terminate according to the date stipulated in the Contract, unless extended by mutual consent of the parties. It is anticipated that the term of the Contract will commence in July 2018 and will last 18 months from the date of execution. **Attachment 2** is the contract language for this grant, containing California Department of Transportation requirements.

Insurance

Prior to execution of the contract, commencement of work or disbursement of funds, the successful respondent or its insurance company must submit an original certificate of insurance and certified copies of required endorsement. Certificates of insurance must show that the coverage is in effect and meets minimum requirements. (See **Attachment 2**, "Sample Contract").

Payment

LGC will reimburse the successful respondent only for the successful respondent's actual time and expenses incurred in the performance of the contract. LGC will not under any circumstances reimburse the successful respondent for any commitments made by the successful respondent for services not yet performed or materials not yet received, or for tasks not included in the agreed upon scope of work.

Administration

The successful respondent must carry out all elements of the contract to the satisfaction of LGC and SMAQMD.

Statement of Corporation and Tax Payer Information

The Taxpayer Identification Number of the “payment recipient” (Contractor) must be furnished upon request to the “service recipient” (LGC). To protect Contractor from withholding or penalty, the selected Contractor will be required to complete a Payee Data Record Form (Required in lieu of IRS W-9).