

**West Contra Costa
Transportation Commission (WCCTC)**
A Public Joint Powers Agency

REQUEST FOR PROPOSALS

DATE ISSUED: August 1, 2025

**PREPARATION OF AN UPDATE TO THE
WEST CONTRA COSTA COUNTY 2019
SUBREGIONAL TRANSPORTATION
MITIGATION PROGRAM (STMP)
INCLUDING NEXUS STUDY AND
SUPPORTING PROGRAM MATERIALS**

**PROPOSAL PACKAGES DUE: Thursday, SEPTEMBER 25, 2025 at
NOON**

SECTION 1: PURPOSE

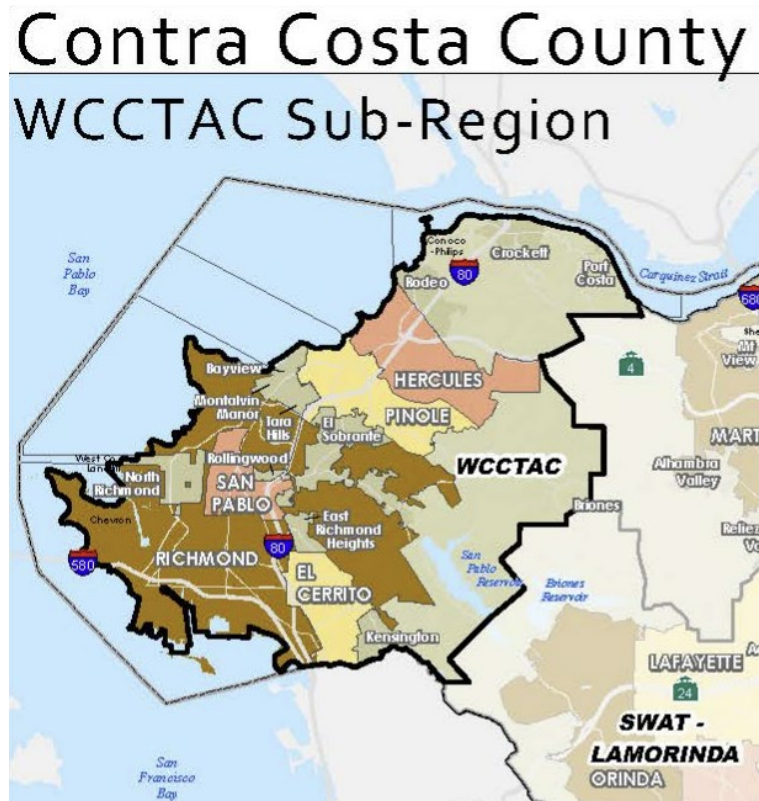
This RFP seeks to identify a Consultant to update the current nexus study and associated documents as well as develop supporting materials to ease program administration for West Contra Transportation Commission's Subregional Transportation Mitigation Program. The fee program was last updated in 2019.

The purpose of the West County Subregional Transportation Mitigation Fee Program (STMP) is to help fund regionally beneficial transportation improvement projects in West Contra Costa County such as roadway, transit, bicycle and pedestrian facilities in order to accommodate travel demand generated by new land development. The intent of the fee program is to provide an equitable means of ensuring that future development contributes its fair share of transportation improvements.

The purpose of the STMP 2026 Update is to review the existing 2019 Nexus Study and STMP Update to address legal changes, changes in priorities, improve fee tracking management, and to provide the legally required nexus for collecting the transportation mitigation fee in compliance with State Law including the Mitigation Fee Act (Government Code Sections 66000, *et seq.*) and to update the existing strategic expenditure plan for disbursing the collected fees. Additional work products include development of a model ordinance for jurisdictions to adopt, an update to the Administrative Guidelines, a spreadsheet for tracking fees received and disbursed and running reports, and a methodology, with appropriate supporting materials, for transitioning from the existing 2019 STMP program to an updated program.

SECTION 2: SETTING

West County is located in the far western side of Contra Costa County. While technically a part of Contra Costa County, this portion of the county is physically separated from the rest of the county by hills, open space and parkland. To the south, WCCTC abuts northern Alameda County and the cities of Albany and Berkeley. To the north, West County connects to Solano County via a bridge across the Carquinez Strait. Through the subregion, Interstate 80 runs north-south, and Interstate 580 runs east-west linking to the Richmond-San Rafael Bridge and Marin County. Highway 4, in the northern portion of the subregion, runs east west and links West County with the rest of Contra Costa County.



SECTION 3: BACKGROUND

In 1988, Contra Costa County residents adopted Measure C, a half-cent sales tax measure for transportation projects and programs, which voters renewed in 2004 with the passage of Measure J. One of the objectives of the Contra Costa Growth Management Plan, established by those measures, is to link new development directly to the provision of community facilities necessary to serve that new development.

The Contra Costa Transportation Authority (CCTA) is the public agency formed as a result of these ballot measures, along with the West Contra Costa Transportation Commission (WCCTC). WCCTC is one of four Regional Transportation Planning Committees (RTPC) within Contra Costa County and represents the West County sub-region. Prior to 2024, WCCTC operated under the name West Contra Costa Transportation Advisory Committee (WCCTAC). The name was changed to WCCTC to better reflect its varied responsibilities, although WCCTAC is still the organization's legal name. WCCTC is composed of elected representatives and technical staff from the Cities of El Cerrito, Richmond, San Pablo, Pinole and Hercules, and the unincorporated area of Western Contra Costa County. Unlike other RTPCs, WCCTC includes representatives from San Francisco Bay Area Rapid Transit District

(BART), the Alameda-Contra Costa Transit District (AC Transit) and the Western Contra Costa County Transit Authority (WestCAT).

Measures C and J require that all Contra Costa County jurisdictions develop and participate in a regional transportation mitigation program. Jurisdictions not participating in such a program are at risk of losing their annual Measure C (and subsequently Measure J) local street maintenance and improvement funds. Measure C and J require local jurisdictions to consider such issues as jobs/housing balance, carpool and vanpool programs, and proximity to transit service when establishing a regional traffic mitigation program.

WCCTC developed the STMP with the participation and concurrence of local jurisdictions in determining the most feasible methods of mitigating regional traffic impacts. Requiring that all new development pay a transportation improvement fee helps ensure that it participates fairly in the cost of improving the transportation system.

WCCTC established its original transportation mitigation fee program in 1997, updated it in 2006, and updated it last in 2019. The STMP is a fee mechanism providing funds to construct transportation improvements to serve new residential, commercial and industrial development. The local fees collected in West County provide congestion relief to mitigate traffic on regional routes and through improved transit service. (WCCTC's transit agency members are not participants in the fee mitigation program but are eligible to receive funding under the existing program.)

WCCTC is empowered to coordinate and administer revenue for the regional transportation improvements funded by these fees. Under the 2019 STMP Update, WCCTC has held two cycles for funding requests and anticipates a third and final cycle prior to transitioning to the next update of the STMP. Since 2019, the STMP has generated approximately \$16.3 million in revenue.

The STMP's participating agencies have each adopted an ordinance implementing the current fee program and will need to adopt new ordinances reflecting changes that may result from this current update effort. These jurisdictions share a desire to ensure that new development in West County pays its fair share toward regional circulation and transit improvements that are proportional to the traffic impact the new development will generate.

Topics To Be Addressed:

- Since the 2019 STMP Update, several changes in California law have gone into effect that impact what fees may be collected and at what stage in the development process. WCCTC anticipates that this next STMP update will address these changes, as well as other legal issues and provide guidance to WCCTC and its member agencies regarding fee submittal requirements. Key issues will be effectively tracking the collection of fees for housing and multi-use developments and the application of fee reductions for housing developments in transit priority areas.

- Both WCCTC and STMP participating agencies' staff have limited resources to manage and implement the STMP. Efficient methods for reporting and monitoring are critical as well as avoiding errors that then need to be tracked and corrected using vital resources.
- STMP participating agencies work with WCCTC staff to develop funding agreements and submit invoices for reimbursement of funds for STMP funded projects. As the STMP has evolved over the years and more projects are funded, a simple but improved tracking management system is needed. WCCTC also received quarterly reporting forms and fee submittals from participating agencies that requires tracking. Work related to the 2026 STMP Update will include development of a tracking management system for both funds collected and disbursed along with reporting and invoice templates and automated reporting for key tracking measurements. The new tracking system should allow for the generation of reports to monitor key topics: funding agreement status, funds generated, committed and expended, etc. Additionally, WCCTC seeks to develop quarterly or twice-yearly reports for its Board of elected officials and member agencies to support transparency in fee submittal by documenting fees collected for what projects and funds expended for STMP projects.
- WCCTC's annual fee adjustments are not always fully incorporated into local agencies' systems resulting in the collection and submittal of incorrect STMP fees. Methods for correcting this currently include quarterly and annual reminders, yet the situation persists.
- Quarterly reporting forms and submittal of fees often occur separately and/or belatedly. When there are errors in the reporting form or fee submittal or the fees and form are submitted separately, additional tracking is required. The quarterly reporting form currently states that it should accompany the fee submittal.
- Staff from participating agencies that work on STMP matters include planning, public works and finance staff. Staffing turnover creates the need to quickly and clearly provide information about the STMP and its requirements on a continuing basis. The 2019 STMP included the development of Administrative Guidelines which have been helpful but needs additional detail. WCCTC also offered a staff training session which was well received but challenging to coordinate. WCCTC seeks tools to help orient new staff and provide an on-going resource reference for staff members.
- Additional guidance needs to be provided on how to calculate fees for developments that do not fall within the standard STMP fee categories.
- A reasonable methodology is sought for WCCTC to recoup administrative expenses associated with operating the program which includes legal services for reviewing changes to the standard funding agreement.

- Currently there is no methodology for refunding fees if a project is not built. Can WCCTC and/or the participating agency retain a portion of the fee to cover its expenses?
- Develop a strategic plan with a method for prioritization of projects and funding allocations.
- Develop guidance on various types of projects that could receive STMP funds. What type of transit, TDM, paratransit, carpooling, ped-bike projects can receive STMP funds? Can transit operations be funded?
- WCCTC currently has active projects from the 2006 and 2019 STMP and will require a process for transitioning these projects and the program itself to the 2026 STMP. Future STMP updates beyond 2026 will also result in the incorporation of new projects. An improved system for identifying unique projects and multi-phased projects is needed.
- The current fee appeal process is underdeveloped. Further clarification is needed regarding the possibility of recouping legal fees, covering staff time, and the timeframe for decisions.

The Consultant should look at the topics noted above as well as for additional opportunities to incorporate changes that simplifies and improves STMP related activities.

SECTION 4: DRAFT SCOPE OF WORK and DELIVERABLES:

The Consultant will provide transportation planning services and professional opinions to support the development of a Nexus Study Update and a Program with Strategic Expenditure Plan Update for WCCTC. The Consultant's role will be to update the 2019 STMP Nexus Study and as needed facilitate the compilation of project and land use data and forecasts from the member jurisdictions and establish a nexus between future transportation impacts by new development. The Consultant will also review relevant changes in the law and future trends in transportation planning and development approaches to update the existing program to meet current legal requirements and is adaptable to future development trends. The Consultant will update the Administrative Guidelines, identify program improvements and develop an improved tracking system for STMP fee collection and disbursal. Additionally, the Consultant will work with the WCCTC Technical Advisory Committee (TAC) and WCCTC Board (Board) to develop funding priorities for a 10-year time-period. The effort will require working cooperatively with WCCTC staff, TAC and Board and other local staff from member agencies. It is WCCTC's desire to complete the 2026 STMP Update in less than 12 months.

Task 1 - Review and Refine the Scope of Services: Meet with WCCTC staff to review and refine the scope of services including development of a working schedule and a budget by task. As part of the work plan, the Consultant will identify the role of the Prime Contractor and any sub-consultant, WCCTC staff, WCCTC TAC and other stakeholders. The Consultant will provide a list of data needs from key agencies for completing the study to WCCTC staff. The Consultant Project Manager will meet with the WCCTC Project Manager to confirm the efforts needed to complete the project deliverables and ensure a common understanding of the project tasks.

Deliverable:

- Final scope of services including refined work scope, budget by task, schedule and work plan.
- List of data needs.
- Kick off meeting.

Task 2 – Review Existing STMP Nexus Study and Program: Review and analyze the most recent STMP nexus study. Identify issues with existing program and determine if the existing nexus study adequately complies with the Mitigation Fee Act (Government Code Section 66000, *et seq.*) and other applicable laws. Review and analyze current program operations including current tracking systems, Administrative Guidelines, Quarterly Reporting Form, and overall processes. Identify issues with the existing program. Develop a comparison of fees including fees from the CCTA's other Regional Transportation Planning Committees, local transportation fees and other types of development fees that may provide insight and guidance for WCCTC.

Deliverable:

- Memorandum summarizing task findings.
- Table comparing relevant examples of development fees.

Task 3 – Review of the Current 2019 STMP's List of Projects and Cost Estimates

Identify projects from the existing program that have been completed. Coordination with the staff from local jurisdictions may be needed.

Deliverables:

- Draft status report on projects included in the existing program's project list.
- Provide a final status report.

Task 4 – Review Current Best Practices and Recommend a Methodology

The existing nexus study is based on the number of peak hour trips assuming that the PM peak hour trips resulted in the highest impact. Review whether the existing reliance on AM Peak Hour Trips is the appropriate metric or are other alternatives (e.g. VMT) now better suited.

Deliverable:

- A summary analysis of the current legal requirements and best practices for the nexus study, fee calculation and program implementation and operations.
- Identification of recommended methodology.

Task 5 – Transportation Impact Analysis

Review documents related to future transportation needs in West County including Transportation Impact Studies for proposed developments, development trends, changes in zoning and land use, subarea transportation studies by individual jurisdictions and agencies and the CCTA's Draft 2023 West County Action Plan.

Collect traffic count (intersections and roadway segments) data as needed. The Consultant should solicit existing jurisdictions and the CCTA to determine if recent traffic count data is available in lieu of collecting all new data. The Consultant will only conduct traffic counts on a typical weekday, when school is in session. Identify existing deficiencies, including level of service (LOS), as needed, and roadway standard deficiencies. The Consultant may need to conduct warrants for various traffic control or roadway devices. Prepare travel demand forecasts for 2050 conditions. Conduct a transportation system analysis to identify improvement needs. Identify roadway improvements and improvements for non-auto and active transportation modes. Coordination with the staff from local jurisdictions may be needed.

Deliverables:

- List of needed traffic counts specifying the type, location and if a local jurisdiction or CCTA has an available recent count.
- Traffic data in electronic format.
- Draft and Final memorandum summarizing future transportation needs.

Task 6 – Determination of Development Potential

Using the CCTA's countywide travel demand model, conduct a needs analysis and allocation of improvement costs in West County. Work with local staff to review existing and forecasted land use estimates. Use the CCTA's travel demand model with a 2050 horizon year and the development assumptions to forecast future transportation needs. Compare the output of the CCTA travel demand model for existing conditions with existing traffic count data to determine if adjustments to the model are needed to improve its accuracy and detail.

Deliverable:

- Draft and Final memorandum documenting development potential and any travel demand model adjustments.

Task 7 – Development of an Updated Program's List of Projects

Review the current STMP's Project List and provide the status of each project, the amount of any STMP funds received and indicate whether the project would remain eligible for future STMP funds. Identify additional roadway improvements and improvements for

transit, non-auto and active transportation modes. Provide guidance to local staff on the types of projects that could be considered for inclusion. Prepare a draft and final West County Transportation Development Mitigation project list. Project lists shall be in an easily searchable and editable, electronic format. At least for projects contained in the Updated Program's List of Projects, the project listings should include a unique identification number, project name and description, document reference, phasing, total project cost estimate, maximum eligible STMP funding allocation, project sponsor, committed funding by source, schedule and status.

Deliverable:

- Draft Project List containing all identified eligible projects.
- Final Project List containing all included projects with supplemental detail as noted above.

Task 8 – Develop Updated or New Cost Estimates for the Program's New List of Projects

As appropriate, update cost estimates for existing program projects and develop cost estimates for new program projects. Local jurisdictions may, in some cases, but not all, be able to assist. The Consultant will need to make cost estimates consistent in terms of establishing a dollar year. Coordination with the staff from local jurisdictions may be needed. Cost estimates should include key elements to implement each project such as project contingencies; public outreach, survey, design and construction management; environmental mitigation; and right-of-way. Total costs by mode should be calculated.

Deliverable:

- Cost Estimates for New List of Projects.

Task 9 – Method for Calculating Fees and Allocating Costs by Development Type

Provide a detailed explanation of the current methodology used for calculating the transportation development mitigation fee and analyze whether it should be retained or modified. Identify any fee exceptions or reduced fees, e.g. ADUs, transit-oriented development, low-income housing, senior housing, government facilities, etc. Provide guidance on when a fee exception or reduction is warranted. Review and update, as needed, the approval process for fee exceptions and reductions.

Review the process for adjusting the fee annually and the annual adjustment process to address inflation. Review the methodology for WCCTC to re-coup the costs of administering the program. Review methodology for participating jurisdictions to re-coup their costs for locally administering the program. Review the fee appeal process, identify issues and propose updates, as needed.

Confirm the development/land use categories for which the fee will be applied and the units of measurement.

Deliverable

- Memorandum explaining methodology for calculating fees and allocating costs.

- Guidelines for applying fees.

Task 10 – Summation of Nexus Analysis

The Consultant will clearly document the procedural requirements (nexus) for legally establishing and collecting the transportation development impact fee in compliance with the Mitigation Fee Act (Government Code Section 66000, *et seq.*). This will include, but not be limited to, a summary of:

- how the fees will be used;
- the relationship between the use of the fees and the type of development;
- the relationship between the need for the facility and the type of development; and
- the relationship between the amount of fees and the cost of the facility attributed to the development upon which the fee is imposed.

Deliverable

- Memorandum explaining the procedural requirements and documenting how they are proposed to be met for the update to the existing transportation development impact fee program.

Task 11: Guidelines for the Application of Fees

Provide easy to follow guidelines for when and how to apply fees for WCCTC staff, TAC and implementing local staff. In addition to explaining the program requirements, the guidelines should address such items as:

- What is considered new development?
- Would a store that relocates from Richmond to San Pablo pay the fee? Or a new building is built, and the business relocates to the new building?
- Is development of a long-term vacant building an eligible project; should there be a credit for prior trips (how long ago)?
- How are trip-credits applied for existing uses if the development fee is based on square feet and trips from the existing use are known?
- Providing clear guidance on the use of an “Other” category.
- Confirm process for collection of fees for public facilities.
- Provide guidance on when a land use changes, e.g. an existing building that changes use generates more trips with the new use.
- On-boarding information for new staff.
- Explanation of how participating agencies can recoup operational costs.
- Quarterly reporting form and fee submittal process.
- Annual fee adjustment process with participating agencies’ responsibilities.
- Guidance on calculating fees for developments that do not fall within the standard STMP fee categories.
- Guidance on calculating the fee for housing developments in transit priority areas.

Identify and develop a transparent fee submittal process that makes it easy to verify that the appropriate amount of funds are collected for all eligible development projects by jurisdictions and submitted to WCCTC.

Deliverable:

- STMP operational guidelines for WCCTC staff, TAC and implementing jurisdictional staff.

Task 12 – Development of a Strategic Expenditure Plan

The Consultant will develop a prioritization approach and rationale based on Project Readiness, Project Funding and Project Effectiveness for the projects eligible for funding by the updated program.

Deliverable:

- Memorandum on Funding and Prioritization Approach.

Task 13 – Create a Project Funding Timeline

After meeting with the WCCTC TAC and Board to develop a prioritization methodology, the Consultant will apply the criteria to develop a Project Funding Timeline for review and approval by the TAC. This work will include developing a forecast of fees that the jurisdictions will collect in order to strategize and project the timing of when projects could be funded.

Deliverable:

- Project Funding Timeline.

Task 14 – Transitioning from Existing STMP to Updated Program

Work with the WCCTC TAC and Board and local jurisdictions' counsel to identify the steps for transitioning from the existing program to the updated program as well as developing the required documents to transition to the updated program. This will likely include developing a process for disbursing revenue from the existing program and beginning to collect the new fee. Work will also include transitioning projects from prior STMPs to the new program and developing a comprehensive project identification numbering system. Work may include developing a model resolution for each jurisdiction to adopt, a presentation(s) to jurisdictions, and a multi-party agreement.

Deliverable:

- Memorandum articulating a transition process.
- Other supporting documents as needed.
- Draft and Final model resolution.
- Presentation(s) to jurisdictions.

Task 15 – Produce Draft and Final Report and Strategic Expenditure Plan

The Consultant will develop a final report summarizing the key findings from the previous tasks and memorandum. The report should concisely and graphically synthesize the process and technical analysis used to arrive at the findings and recommendations. The Consultant will need to identify the legal process necessary for updating the program to

determine whether jurisdictions need to adopt ordinances and/or update cooperative agreements and prepare appropriate draft materials. The report's appendices will include supporting documentation such as a model ordinance, fee transmittal form, cost estimates, detailed project lists, and other reference documents as appropriate. The draft and final report will be provided in Microsoft Word and Adobe Portable Document Format (PDF) formats ready to be printed, uploaded or emailed.

Deliverables

- Prepare draft and final versions of documents requiring approval by jurisdictions.
- Two drafts and one Final Report.

Task 16 – Presentations and Working Sessions

WCCTC anticipates that the Consultant will work closely with local jurisdictions' staff and WCCTC staff, TAC and Board. Local jurisdictions have varying levels of staffing available so the Consultant will need to vary their service offerings to accommodate these differences. Meetings with the TAC may be a combination of a presentation and/or facilitated working session. The Consultant will need to build consensus among TAC members when seeking guidance on the development of draft policies and program parameters. Anticipate multiple meetings with the TAC as work on various tasks progresses.

Meetings with the Board will include a presentation and facilitated discussion. Meetings with the Board will occur at major milestones and decisions points. Anticipate 4-6 meetings with the Board.

The result of this study process is the adoption of an updated transportation development mitigation fee program by the local jurisdictions. To facilitate this, the Consultant will periodically need to provide a summary update that can be provided to local City Councils to keep them apprised of the process along the way. It is anticipated that WCCTC Board and TAC members would periodically update their governing bodies with these materials. Near the conclusion of the process, a formal presentation will be made to the governing bodies. At this point, it is undecided whether these could be a joint presentation among multiple jurisdictions or whether individual presentations to each Council will be required.

Deliverables:

- Meet with local jurisdictional staff, as needed.
- Meet with WCCTC TAC, as needed.
- Meet with WCCTC Board at key milestones.
- Periodic summary updates available for distribution via email.
- Two Drafts and Final versions of all presentation materials for the Board, TAC and Councils including handouts and PowerPoint presentations.

Task 17 – Project Management

The management of the project and the meeting schedule will be milestone-based. Meetings with the WCCTC TAC and Board will be scheduled around major project milestones and linked to the delivery of major work products.

The Consultant will initiate a project kick-off meeting with WCCTC staff and the Consultant and WCCTC staff will confirm the work scope, schedule, expectations and protocols for communication and coordination.

The Consultant will maintain at least monthly check-in calls with the WCCTC Project Manager to ensure progress on work products and responsiveness. Monthly invoices and associated progress reports will be submitted regularly to the WCCTC Project Manager

Deliverables:

- A schedule of deliverables timed to monthly TAC and Board meetings will be provided to WCCTC staff.
- Agendas, presentation materials.
- At least monthly check-ins with WCCTC Project Manager.

SECTION 5: BUDGET AND SCHEDULE

The Board set aside \$250,000 for this work. A “not to exceed” budget will be established for this study. No additional funds are or will be available to supplement the established budget. It is WCCTC’s desire that the Consultant complete all work in approximately 12 months of contract award.

SECTION 6: PROPOSAL CONTENTS

To demonstrate its qualifications and its ability to perform the services described in the Draft Scope of Work, Consultant shall submit a proposal containing the following information:

1. *Proposal Package:* Submit three (3) hard copies of your proposal package along with one PDF copy. The proposal package should have no more than 25 pages. Resumes and other supplemental information are not counted in the page count and should be included in an appendix. Quality rather than quantity should be stressed.

2. *Transmittal Letter:* The proposal package shall be transmitted with a cover letter describing the Consultant’s/team’s interest and commitment to the proposed projects. The letter shall state that the cost proposal shall be valid for a 90-day period and should include the name, title, address, email, and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection

process. The person authorized by the Consultant/team to negotiate a contract with WCCTC shall sign the cover letter. The cover letter is not included in the total page count.

3. *Project Understanding*: Describe your understanding of the scope of work and your general approach to meeting the task objectives outlined in this RFP. Discuss how the services will be performed and what deliverables will be submitted.

4. *Approach, Management and Staffing Plans and Schedule*: This section shall provide the Consultant's/team's proposed approach for performing the services including a detailed narrative explaining how the services would be performed and what deliverables would be submitted while ensuring quality performance and completion within budget and schedule.

Explain any supplemental tasks deemed necessary, any proposed modifications to draft Scope of Work and suggestions or proposed alternatives that might enhance the services, reduce costs or speed delivery.

Include a *management plan* for providing the services, including the staff proposed for project and an organization chart (including sub-consultants).

A *staffing plan* consisting of a matrix showing number of person hours allotted to each individual on the Consultant team. The left-hand column of the matrix should list key tasks for the project. The top row of the matrix should contain the names of the key personnel who would be assigned to the work (including sub-consultants). The bottom row of the matrix should show total person hours allotted to each person on the Consultant team. The right-hand column of the matrix should show total person hours for each task, including subtotals and a Grand Total for all phases of work.

Provide a proposed *schedule*, identifying major project milestones and the anticipated duration for each major activity or deliverable. Specific hours or other cost information is not to be included.

5. *Qualifications and Experience*: Each proposal shall provide the qualifications and experience of the consultants demonstrating their experience on work similar to that contemplated in this RFP. Information provided should be brief and should not include unnecessary promotional material. Please emphasize the specific service role provided as they relate to each task. Key team members are expected to be committed for the duration of each project. Replacement of key team members will not be permitted without prior consultation with and approval of WCCTC.

Information provided should be presented in the sequence listed herein.

- 1.1. Legal name of Consultant
- 1.2. Location(s), email(s) and telephone number(s)
- 1.3. Name of parent company, if any
- 1.4. Date Consultant established

- 1.5. Type of organization (partnership, corporation, etc.), and where incorporated, if applicable
- 1.6. Current size of Consultant and size variation during the past five years
- 1.7. Types of services normally performed by sub-consultants
- 1.8. A brief description of similar projects for which Consultant has provided services during the past five years, including the following information:
 - 1.8.1. Client
 - 1.8.2. Project description and location
 - 1.8.3. Description of services provided by Consultant
 - 1.8.4. Total value of services provided by Consultant

6. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of two single-sided pages).

7. *References:* Please provide three references (including contact names and current phone numbers) that indicate the ability of your Consultant (team) to manage successfully these projects.

8. *Project Budget:* Compensation shall be administered based on an agreed **Not to Exceed Contract Amount**. Include itemized cost information for project with estimated hours for all proposed staff and sub-consultants by task and for whole project. Note separately if any contingency or extra services are proposed. The budget is to include all direct and indirect costs expected and any sub-consultant mark-ups.

9. *Professional Services Contract:* Indicate your willingness to accept the terms and conditions in WCCTC's sample standard consulting services agreement, including your ability to comply with WCCTC's insurance requirements. It is not WCCTC's intent to make substantial changes to the attached standard consulting services agreement.

SECTION 7: PROPOSAL SUBMITTAL PROCEDURE

The proposal packages shall be submitted in accordance with the following requirements:

SECTION 6 above notes the quantity and format of the responses to this RFP.

Electronic versions may be submitted in PDF format (*.pdf) to Leah Greenblat, WCCTC Transportation Planning Manager, via email (LGREENBLAT@WestContraCostaTC.gov) with the subject "*Firm name* PROPOSAL FOR WCCTC STMP UPDATE." Please note WCCTC's email server does not accept file sizes greater than 20 MG. If the PDF is too large to email directly, then the PDF should be uploaded to <https://tinyurl.com/ConsultantProposals> and then an email notifying WCCTC that the PDF has been uploaded should be sent to LGREENBLAT@WestContraCostaTC.gov. WCCTC does not guarantee receipt of electronic submittals, and it is the Consultant's responsibility to ensure that WCCTC receives digital versions of your proposal.

The required hard copies should be sent to WCCTC Offices and should also be received prior to the proposal deadline.

1. The proposal packages shall be addressed to:

Leah Greenblat, Transportation Planning Manager
West Contra Costa Transportation Commission (WCCTC)
6333 Potrero Avenue, Suite 100
El Cerrito, CA 94530

LGREENBLAT@WestContraCostaTC.gov
510.210.5935

2. The proposal package including the PDF shall be dispatched in order to be received at the above address no later than **12:00 p.m., Noon, on Thursday, September 25, 2025**. Late proposal packages will not be accepted and will be returned unopened.
3. WCCTC intends to hold a Pre-Submittal Conference prior to the due date for proposal submittals. The Pre-Submittal Conference will be an additional opportunity for consultants to ask questions about the RFP and STMP. The Pre-Submittal Conference will be held via Zoom. The Zoom link will be posted on WCCTC's website.
4. Questions regarding the RFP should be submitted no later than Friday, August 22, 2025 by e-mail to Leah Greenblat, WCCTC Transportation Planning Manager, (LGREENBLAT@WestContraCostaTC.gov). Include "RFP STMP Update Question" in the subject line of the e-mail.
5. WCCTC will make every effort to provide responses to all written questions submitted and will not respond to questions posed by any means other than e-mail. WCCTC staff will determine whether questions raised during the Pre-Submittal Conference rise to a level that requires a written response. Responses to technical questions may take up to two working days. The WCCTC Project Manager will post all answers to any questions and copies of any requested document, she deems relevant and appropriate on the WCCTC website (www.WestContraCostaTC.gov) and available to all interested Consultants.

SECTION 8: CONSULTANT SELECTION PROCESS

WCCTC staff will administer the Consultant selection process.

The following criteria will be used to evaluate proposals and to select a consultant team:

1. Approach to the project and work scope with demonstrated clear understanding and creative approaches to project's tasks;
2. Demonstrated ability on past projects to managing project scope, schedule and budget to deliver projects expeditiously;
3. Qualifications and experience of the Consultant(s), the designated project manager and key staff in similar undertakings;
4. Demonstrated experience of key staff with nexus studies, transportation mitigation fee programs including their strategic plans and legal requirements, and local and/or West County jurisdictions;
5. Proposed management plan, including allocation of resources among tasks and project team members;
6. Quality of the response to this RFP;
7. Satisfaction of previous clients and references from comparable past work within the last 24 months;
8. Cost for services once WCCTC staff has determined that the Consultant has demonstrated the competence and professional qualifications necessary for the satisfactory performance of the services required by this RFP.

A panel will evaluate qualification statements and develop a ranking of the most qualified consultants. The panel will include representatives from the WCCTC TAC, WCCTC staff and possibly other agencies still to be determined. Members of the panel will not be revealed prior to interviews. WCCTC staff, after receiving input from the review panel, will bring its recommendation to the WCCTC TAC and Board. The WCCTC Board

The review panel will rank the proposals to reflect its assessment of each Consultant's proposal against the evaluation criteria. If, in the panel's assessment, one of the proposals is clearly superior to the others, and if reference checks confirm this assessment, WCCTC may elect not to interview Consultants. If two or more Consultants are ranked highly, the top two or three most highly ranked teams will be asked to an interview.

Each interviewed Consultant will be ranked to reflect the panel's assessment of each Consultant's ability to perform the required scope of services, as evidenced in its response to this RFP, its references and its performance at the interview. The review panel will make a recommendation on the selection of a consultant and will report those findings to WCCTC TAC at which time the TAC will be asked to recommend to the WCCTC Board that a contract be entered into with the selected Consultant. The award of the agreement shall be subject to negotiation of all business terms by the WCCTC Executive Director and legal review and approval by WCCTC legal counsel. The decision of the WCCTC Board shall be final.

WCCTC staff anticipates that it will negotiate with the top ranked Consultant to provide services in accordance with the scope of work herein. At the conclusion of successful negotiations, WCCTC will enter into a contract with that Consultant. If negotiations with the top ranked Consultant are not successful, WCCTC may elect to negotiate with the next qualified Consultant in order of numerical ranking.

At its sole discretion, WCCTC reserves the right to amend this RFP, to withdraw all or a portion of this RFP, to award a contract for only a portion of the scope of work described herein, or to decline to award a contract.

The cost of preparing, submitting, and presenting a proposal is at the sole cost and expense of the Consultant.

Consultants that submit a proposal for, or are selected for, this project shall not be barred from proposing on, or being selected for, the performance of subsequent work for WCCTC.

SECTION 9: SELECTION PROCESS DATES

The schedule below of key dates is tentative and may be subject to change.

KEY DATES	
RFP release:	Friday, August 1, 2025
Pre-Submittal Conference	Wednesday, August 20, 2025
Final day for Submittal of Questions:	Friday, August 22, 2025
Proposal Packages due:	Noon on Thursday, September 25, 2025
Proposal Package Evaluation:	September 26 –October 22, 2025
Notification of Interview(s)	Wednesday, October 29, 2025
Interviews(tentative):	Monday, November 10, and Wednesday, November 12, 2025
WCCTC TAC Review and Board Action	November 13, 2025 (TAC) December 12, 2025 (Board)
Finalize Contract and Notice to Proceed:	December 2025 – February 2026

SECTION 10: LIST OF AVAILABLE DOCUMENTS (Posted on WCCTC's Website on the RFP Announcement Page)

1. 2023 Draft West County Action Plan
2. 2019 WCCTAC Nexus Update of the STMP Impact Fee, Final Report
3. June 2020 STMP Fee Administrative Guidelines
4. July 1, 2025 STMP Quarterly Reporting Form (with current fee schedule)
5. 2019 Fully Executed STMP Master Cooperative Agreement
6. WCCTC's Standard consulting agreement