

December 14, 2020

LASSEN COUNTY

REQUEST FOR PROPOSALS for the OPERATION AND MANAGEMENT OF THE LASSEN RURAL BUS PUBLIC TRANSIT SERVICE SYSTEM

The Lassen Transit Service Agency (LTSA) is now accepting proposals from qualified firms and/or individuals for OPERATION AND MANAGEMENT OF THE LASSEN RURAL BUS PUBLIC TRANSIT SERVICE SYSTEM.

Proposals must be submitted to the Lassen Transit Service Agency, 707 Nevada St., Suite 4, Susanville California, 96130, on or before **Tuesday March 2, 2021 by 4:00 p.m.**, at which time they will be publicly opened.

Consultant Proposal

Each firm or individual interested in providing OPERATION AND MANAGEMENT OF THE LASSEN RURAL BUS PUBLIC TRANSIT SERVICE SYSTEM for the LTSA should provide the following information in their proposal:

Emails will not be accepted. Each Proposing firm must submit **one electronic version (pdf or MS Word) and fifteen (15) sets each of the following in sealed envelope(s) marked on the outside of the envelope "LASSEN RURAL BUS OPERATION AND MANAGEMENT PROPOSAL"** and the name of the Proposing firm, including:

- 1) Completed, signed and dated certification to both the FEDERAL LOBBYING REQUIREMENTS, and
- 2) Completed, signed and dated Service and Budget Cost Proposal (*Section V. B*); and
- 3) Completed, signed and dated Bidder/ Proposer Disadvantaged Business Enterprise (DBE) information ADM-0022F form and/ or Bidder/ Proposer DBE Good Faith Efforts Documentation ADM-0312 form; and
- 4) Completed, signed and dated PROPOSAL QUESTIONNAIRE (*Section VI*), and
- 5) Contractor shall declare that they will comply with California Labor Code Section 1072 and 1073 as part of the proposal.
- 6) Other proposal information, including proposals on options, if any.

Additionally, proposals must be accompanied by a signed copy of any RFP addenda issued.

Each proposal must be accompanied by a Proposer's bond or a certified check in the amount of \$10,000.00. Any check should be made payable to the "Lassen Transit Service Agency". All such proposals' security documents shall be held by the LTSA until award of proposal. Upon an award, the Proposer's security provided by unsuccessful Proposer's will be returned. The successful Proposer's security will be returned upon execution of a contract between the LTSA and the Proposer.

If the proposal consists of a prime contractor and one or more subcontractors, the Proposer shall identify the subcontractors in the areas of their responsibility; but the LTSA will enter into an agreement only with the prime contractor who shall be responsible for all services required by the attached Agreement.

Proposals that do not contain each of the above items will not be considered. The LTSA reserves the right to reject or accept any or all proposals.

This work is subject to State contract nondiscrimination and compliance requirements pursuant to Government Code, Section 12990.

Cost Proposal

The submittal is to include a cost proposal based on work that is required and predictable to provide OPERATION AND MANAGEMENT OF THE LASSEN RURAL BUS PUBLIC TRANSIT SERVICE SYSTEM.

The cost of the proposal should be based on the Scope of Work.

Proposal information and RFP packages can be obtained from Lassen Transit Service Agency, 707 Nevada Street, Suite 4, Susanville, CA 96130 or by visiting Lassentransporation.com

Consultants shall submit fifteen (15) copies of their proposal, and one electronic (MS Word) version, in a sealed envelope clearly marked "LASSEN RURAL BUS OPERATION AND MANAGEMENT PROPOSAL" by **Tuesday March 2, 2021** to:

David Knaut
Lassen Transit Service Agency
707 Nevada St., Suite 4
Susanville, CA 96130

All proposals become the property of the LTSA upon submission. The cost of preparing and submitting proposals and participating in the selection process is at the sole cost of the proposer. The LTSA retains the right to reject any or all proposals received as a result of this request. Faxed or e-mailed proposals will be rejected.

This is a request for proposal only and should not be interpreted as a solicitation for services or as a contract. Submittals should be comprehensive, concise, and directly responsive to the LTSA's goals and format as outlined in this RFP but yet be economically prepared. An agreement will be entered into with the selected consultant after the evaluation process is completed by the LTSA.

For the Lassen Transit Service Agency

A handwritten signature in blue ink, appearing to read "Peter C. Heimburger", is written over the typed name.

Peter Heimburger
Executive Director