



REQUEST FOR PROPOSALS

TRANSPORTATION MODEL UPDATE

PROPOSAL DUE DATE:
MARCH 25, 2019 BY 3:00 PM

PROPOSAL REQUESTED BY:

MADERA COUNTY TRANSPORTATION COMMISSION
2001 Howard Road, Suite 201
Madera, CA 93637

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I. GENERAL INFORMATION

The current MCTC traffic demand model was developed in 2013 with a 2010 base year using Cube Voyager (Version 6.1) and ArcGIS (Version 10.1). The model underwent updates in 2015-2016 to further refine input assumptions. The modeling program supports key planning activities in the region including the Air Quality Conformity Analysis, Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS), Federal Transportation Improvement Program (FTIP), and in support of traffic analyses for plans, programs, and projects carried out by the City of Chowchilla, City of Madera, Madera County, Tribal Governments, and Caltrans.

MCTC maintains a regional model for Madera County and its cities through regular updates of the land use databases, transportation network, and travel assumptions. This model update will continue the use of Citilabs' CUBE Base software and integrate GIS fully with the transportation modeling program.

Projects which have recently been supported by the traffic model include the 2018 Madera County RTP/SCS, 2019 FTIP, and corresponding air quality conformity analysis; any significant updates to the RTP/SCS or FTIP requiring a new air quality conformity determination; the Madera County Road Impact Fee study; and various traffic impact studies for local projects and developments.

Key upcoming projects the model must be updated to be used for include:

- 2021 FTIP Conformity Determination (December 2019 – April 2020)
- 2022 RTP/SCS and 2023 FTIP and corresponding Conformity Analysis (June 2020 – March 2022)
- Any significant amendment to the RTP/SCS or FTIP requiring a new air quality conformity determination
- Impact fee update modelling for local agencies
- Various traffic impact studies

Along with updating the existing functions and inputs, MCTC seeks to expand the capabilities of the traffic demand model so it may more acutely model the impacts of an array of modal options including better integration of public transportation service, active transportation networks, and interregional commuter rail service. These new functions would be utilized for better scenario building tools in the creation of the 2022 RTP/SCS as well as being a tool to provide decision makers additional information in regards to how scarce transportation resources could be invested.

The available budget is \$200,000. Please note the budget is a ceiling not target.

II. BACKGROUND

MCTC Organization

MCTC is the Regional Comprehensive Planning Agency, Regional Transportation Planning Agency (RTPA), Metropolitan Planning Organization, and the Local Transportation Commission for Madera County designated pursuant to Title 3, Division 3, Chapter 2, Article II, Section 29532 of the California Government Code. The Commission is responsible for the development and adoption of the Regional Transportation Plan and Transportation Improvement Program required by state and federal law.

MCTC's role is to foster intergovernmental coordination; undertake comprehensive regional planning with an emphasis on transportation planning issues; provide a forum for citizen input into the planning process; and to provide technical services to its member agencies. In all these activities the Commission works to develop a consensus among its members with regards to multi-jurisdictional transportation issues.

MCTC is organized into a Board of Directors supported by the Transportation Policy Committee and the Technical Advisory Committee. The Commission staff includes an Executive Director, Fiscal Supervisor, Regional Planning Supervisor, Senior Regional Planner, two Associate Regional Planners, Grants Analyst and Office Assistant. There is currently one standing committee – the Social Services Transportation Advisory Council (SSTAC) which reports through the Technical Advisory Committee.

The **Commission Board of Directors** is comprised of three (3) members of the Madera County Board of Supervisors; two (2) members of the Madera City Council; and one (1) member from the Chowchilla City Council.

The **Transportation Policy Committee (TPC)** has the same membership as the Board with the addition of one (1) person representing the Caltrans District 06 Director.

The **Technical Advisory Committee (TAC)** includes the County of Madera, City of Madera, City of Chowchilla, Tribal Governments, and one representative from Caltrans District 6. The TAC reviews staff work conducted pursuant to the Overall Work Program, advises MCTC and TPC on transportation issues, and makes recommendations on planning and programming actions to be taken by MCTC. TAC review is generally focused upon the technical merits of various transportation issues coming before the Commission.

III. PREMINARY SCOPE OF WORK

The following tasks reflect the anticipated scope of work required for completion of the Model Update project. As part of your proposal, please add detail or make recommendations as to how this scope of work could be more cost effective, time efficient, or produce a stronger, more useful tool. If sub-consultants are going to be utilized, please clearly state staffing and which tasks they would perform.

Task 1 Model Review

Review the model and document its inputs, outputs, and architecture.

Task 1

- 1.1 - Comprehensive review of MCTC model, including review of full model documentation and files
- 1.2 - Detailed description of all model input data
- 1.3 - Detailed description of how to access and interpret all model output files. This shall include a description of each output file, including all model output reports, summaries, and GIS files
- 1.4 - Detailed description of the model code, including a description of each 'code' file and how each relates to the model architecture

Deliverables

- 1.5 - Draft memo – which will be reviewed by MCTC staff – and a final memo that documents all elements of Task 1 into single, comprehensible resource that staff and the public can use to better understand the basic characteristics of the MCTC model.

Deadline:

- [4 to 5 weeks after work begins]

Task 2 Recommendations of Model Updates

Provide recommendations for near-term and long-term model updates based upon industry best practices to estimate VMT and other transportation performance measures such as safety, truck travel reliability, and peak hour of excessive delays. Recommendations could include other sources that can best articulate the complexity of transportation planning in the Madera Region.

Task 2

- 2.1 - Recommendations of updates to model inputs, including recommended data sources, data collection methodology, and the associated costs of each update, which may include but are not limited to the following:
 - Household Travel Survey Data
 - External Workers Survey Data
 - Visitor Travel Survey Data

- Employment Data
 - Number of Employees for retail, service, gaming, recreation, and other per TAZ
- Socioeconomic Data
 - Residential Occupancy Rate per TAZ
 - Total Occupied Units for low/medium/ high income per TAZ
 - Total Housing Units per TAZ
 - Average number of persons per Occupied Unit per TAZ
 - Total Population per TAZ
- Traffic Count Data
 - Bidirectional counts at all external stations
 - Link volumes
- School Enrollment data
 - Elementary, Middle School, High School, and College Enrollment Per TAZ
- Roadway Network
- 2.3 - Recommendations of updates to model architecture or implementation of new multi-modal modeling functionality, including the associated costs of each update, which may include but are not limited to the following:
 - Integration of Transit Network/Activity
 - Modeling of ATP Network/Activity
 - Modeling of Inter-regional Commuter Rail/Activity
 - Creation of special generators
 - Update to Traffic Assignment
 - Modeling of Visitor Lodging/Tourism activity
 - Occupancy Rates broken down by Hotel/Model, Resort, Casino, Vacation Rental, Campground per TAZ
 - Total Number of Lodging Rooms broken down by Hotel/Model, Resort, Casino, Vacation Rental, Campground per TAZ
- 2.4 – Suitability of the to be updated models outputs for utilization in various analysis criteria proposed by the California Air Resources Board during the RTP/SCS evaluation and the Federal government for air quality conformity determinations.

Deliverables:

 - 2.5 - Draft memo – which will be reviewed by MCTC staff – and a final memo that documents all elements of Task 2 into single, comprehensible resource that staff can use in considering potential updates to the MCTC model

Deadline:

 - [6-8 weeks after work begins]

Task 3 Model Update Implementation (discretionary task)

Work with MCTC staff to implement updates to the model. The deliverables listed below in Task 3 are discretionary; once Task 2 is completed, MCTC staff will determine which of the below listed deliverables that the Consultant shall complete.

Task 3

- 3.1 - Work with MCTC staff to make changes to zonal and GIS input files,
 - Zonal and GIS input files include:
 - Household Travel Survey Data
 - External Workers Survey Data
 - Visitor Travel Survey Data
 - Employment Data
 - Socioeconomic Data
 - Traffic Count Data
 - School Enrollment Data
 - Roadway Network
 - Transit Network
 - ATP Network
 - Inter-regional Commuter Rail
 - Visitor Lodging Data
 - Document the assumptions, methods, findings, and products of the basic zonal input file changes.
 - Training session to allow staff time to test concepts presented, in-person or via interactive, web-based meetings with graphics and voice communication abilities (i.e. Skype, GoToMeeting).
- 3.2 - Work with MCTC staff on model calibration and provide documentation of calibration process
 - Document the assumptions, methods, findings, and products of the model calibration tasks.
 - Training session to allow staff time to test concepts presented, in-person or via interactive, web-based meetings with graphics and voice communication abilities (i.e. Skype, GoToMeeting).
- 3.3 - Work with MCTC staff on model validation and provide documentation of validation process
 - Validate model traffic volumes against observed link volumes and volumes at basin entry/exit points
 - Static validation tests may include Volume-to-Count Ratio, Percent of Links within CalTrans Deviation Allowance, Correlation Coefficient, and Percent Root Mean Square Error (%RMSE)

- Document the assumptions, methods, findings, and products of the model validation tasks.
- Training session to allow staff time to test concepts presented, in-person or via interactive, web-based meetings with graphics and voice communication abilities (i.e. Skype, GoToMeeting).

Deliverables:

- 3.4 - Draft memo – which will be reviewed by MCTC staff – and a final memo that documents all elements of Task 3 into single, comprehensible resource that staff and the public can use to better understand the model update process; which parts of the model were updated; how to perform those updates in the future; any other issues or considerations about updating the model.

Deadline:

- [8 to 12 months after work begins]

Task 4 Stakeholder Working Group Support

Assist MCTC staff with supporting a model update stakeholder working group, which may include presenting model recommendations, sharing best practices, and answering technical questions.

Task 4

- 4.1 - Technical support for a MCTC model update stakeholder working group
 - A minimum of 3 two-hour (6 hours total) meetings between November 2019 and April 2020 at the MCTC office in Madera, California to present and answer questions from stakeholders about the model update process

Deadline:

- To be determined

Materials to be Provided by Consultant

Unless otherwise specified in the contract, the Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate.

IV. PROJECT MANAGER

Dylan Stone
 Madera County Transportation Commission
 2001 Howard Road, Suite 201
 Madera, CA 93637
 (559) 675-0721 x17
dylan@maderactc.org

V. PROJECT TIMETABLE

February 15, 2019	Distribution of Request for Proposals
March 1, 2019	Proposal questions due to MCTC
March 4, 2019	Responses posted online
March 25, 2019	Proposals due to MCTC by 3:00 p.m.
April 3, 2019	Possible consultant interviews
April 17, 2019	Consultant selection by MCTC Board
May 1, 2019	Contract start date (estimated)

Proposals may differ from the proposed schedule for valid, expressed reasons; however, MCTC intends that the consultant will commit an adequate level of staffing and maintain careful organization and communication in order to meet the proposed schedules as well as all purposes and products of the project. The contract for this project may contain a liquidated damages clause for failure to complete work on time.

VI. PROPOSAL SUBMITTAL

Proposals must be **received** no later than **3:00 pm on March 25, 2019** at the MCTC office.

**MADERA COUNTY TRANSPORTATION COMMISSION
2001 HOWARD ROAD, SUITE 201
MADERA, CA 93637**

Proposals must be submitted in a sealed envelope that is clearly marked “**Transportation Model Update**”. If mail delivery is used, the proposer should mail the proposal early enough to provide for arrival by this deadline. Proposer uses mail or courier service at his/her own risk. MCTC will not be liable or responsible for any late delivery of proposals. **Postmarks will not be accepted**. Until award of contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful proposer, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof.

By submitting a proposal, the proposer certifies that his or her name or the consulting firm’s name, as well as that of proposer subcontractors, does not appear on the Comptroller General’s list of ineligible contractors for federally assisted projects.

VII. QUESTIONS

Questions should be directed to Troy McNeil by email at troy@maderactc.org. Questions must be in writing and will be accepted until 3:00 p.m. on **March 1, 2019**. Responses to the written questions submitted will be posted on the MCTC website (www.maderactc.org) no later than **March 4, 2019**. Please check www.maderactc.org regularly for amendments or additional information on this RFP. Consultants that are applying are forbidden from contacting members of the Madera County Transportation Commission to discuss their proposal. Failure to comply with this requirement may cause your proposal to be denied without review.

VIII. GENERAL CONDITIONS

A. Limitations

This Request for Proposal (RFP) does not commit MCTC to award a contract, to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for services or supplies. MCTC expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the EFP procedure and to be the sole judge of the responsibility of any proposer and the suitability of the materials and/or services to be rendered. MCTC reserves the right to withdraw this RFP at any time without prior notice. Further, MCTC reserves the right to modify the RFP schedule described above.

B. Award

All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. MCTC also reserves the right to award the contract without discussion or interviews, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint. However, selection will be based upon demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Following the initial qualifications-based selection, the price proposal provided will be the basis for negotiations to ensure MCTC receives a fair and reasonable price.

The selected consultant shall execute a contract with MCTC after consultant selection approval. The official selection of the consultant, if any, will be made by the MCTC Board on **April 17, 2019** or next available Board meeting. Unsuccessful proposals will be notified in writing.

C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda by MCTC and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the RFP documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of MCTC shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E. Pre-contractual Expense

Pre-contractual expenses are defined as expenses incurred by proposers and selected contractor in:

1. Preparing proposals in response to this RFP.
2. Submitting proposals to MCTC.
3. Negotiations with MCTC on any matter related to proposals.
4. Other expenses incurred by a contractor or proposer prior to the date of the award of any agreement.

In any event, MCTC shall not be liable for any pre-contractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. MCTC shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or in behalf of, any person or organization responding to this RFP.

F. Signature

The proposal shall provide the following information: name, title, address, and telephone number of the individual with authority to bind the company and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the consultant(s) and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period. Execution of the contract is expected by **May 1, 2019**.

G. Term

The anticipated term of the contract will be May 1, 2019 – December 31, 2020 or as agreed upon by the proposer and the MCTC Executive Director.

H. Insurance

The successful firm shall provide evidence of the following insurance requirements:

1. Workers Compensation; Employer's Liability: Statutory requirements for Workers' Compensation; \$1,000,000 Employers' Liability.
2. Comprehensive Automobile: Bodily Injury/Property Damage \$1,000,000 each accident.
3. General Liability: \$1,000,000 per occurrence naming The Madera County Transportation Commission as an additional insured.
4. Errors and Omissions/Professional Liability (errors and omissions liability insurance appropriate to the Consultant's profession as defined by MCTC): \$1,000,000 per claim.

I. Contract Arrangements

The proposer is expected to execute a contract similar to MCTC's Professional Services Agreement, which meets the requirements of the federal transportation bill, currently Fixing America's Surface Transportation (FAST) Act.

1. Disadvantaged Business Enterprise DBE Policy: It is the policy of the U.S. Department of Transportation that minority- and women-owned business enterprises (hereby referred to as DBE's) as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. DBE certified consultants are encouraged to submit proposals. MCTC will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone, in connection with the award and performance of any contract covered by 49 CFR, Part 26 on the basis of race, color, sex, or national origin.
2. DBE Obligation: The recipient or its contractor agrees to ensure that DBE's have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE's have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

3. Title VI of the Civil Rights Act of 1964: The contractor agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
4. Equal Employment Opportunity: In connection with the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Each proposal, to be considered responsive, must include the following:

1. A copy of the consultant(s) Equal Employment Opportunity policy (applicable for firms with 50 or more employees); and
2. A discussion of the consultant(s) program for use of DBE's in the performance of this work, including the following:
 - The names and addresses of DBE firms that will participate
 - The description of work each named firm will perform
 - The dollar amount of participation by each DBE firm
3. Conflict of Interest: Firms submitting proposals in response to this RFP must disclose to MCTC any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consulting services to be awarded pursuant to this RFP. If this firm has no conflict of interest, a statement to that effect shall be included in this proposal.

IX. PROPOSAL REQUIREMENTS

A. Experience and Qualifications

Prospective consultants shall provide a summary description of the firm's overall qualifications for this project and previous experience on similar or related engagements. The proposal shall also provide a description of the qualifications and experience of key staff proposed for this project. For each key project staff that

works on this project, the proposal must list the location of the office that the employee typically works. Failure to provide the requested information may disqualify a proposal. (8 page maximum)

B. Understanding of the Project

Prospective consultants shall include a brief narrative introducing the consultant's understanding of the project requirements. The contents of this section are to be determined by the respondent, but shall demonstrate understanding of the unique characteristics of this project and the requirements of the project in the scope of work contained in this request for proposals. Prospective consultants shall identify and state in the proposal the types of information it will need to complete the Scope of Services. (12 page maximum)

C. Project Personnel

Prospective consultants shall designate by name the project manager and primary professional staff to be employed. Primary professional staff shall include staff with a high number of proportionate hours performed on the project and specialized and/or technical staff. The selected consultant shall not substitute the project manager or key professional staff without the prior approval of the MCTC Executive Director. (3 pages maximum)

D. Subcontracting

If subcontractors are used, prospective consultants shall submit a description of each person and/or firm, the work to be done by each subcontractor, and the proposed budget for each person and/or firm. The MCTC Executive Director must approve all subcontractors and no work may be subcontracted nor the subcontractor changed without the prior approval of the MCTC Executive Director. (2 pages maximum per subcontractor)

E. References

Prospective consultants shall provide names, addresses and telephone numbers for three clients for whom the prospective firm has completed technical and management assignments of similar complexity to that proposed in this request. A brief summary statement for each assignment shall be provided, along with a description of the role the proposing firm had in project completion and/or implementation of said projects. Key project personnel shall also be included in references, with a minimum of one reference specific to key personnel proposed for work on this project. Previous projects for key personnel may include work

performed outside of the proposing firm if necessary, and may necessitate additional listed references. At least one reference for each subcontracted person and/or firm shall be provided. (6 page maximum)

F. Methodology

Prospective consultants shall describe the overall approach to the project, specific techniques that will be used, and the specific administrative and operational management expertise that will be employed. A proposed schedule shall be included. The project schedule must be clearly stated with intermittent milestones. (15 pages maximum)

G. Conflict of Interest

Prospective consultants shall disclose any financial, business or other relationship with MCTC, either of the two incorporated cities in Madera County, the County of Madera, or any of their officers or officials that may have an impact on the outcome of the project. The prospective consultant shall also list current clients who may have a financial interest in the outcome of the project.

H. Disadvantaged Business Enterprise

The following forms **must** be submitted with the bid, cost proposal, price and/or rate schedule by the bid due date and time as indicated in the RFP:

- ADM-0227f: Disadvantaged Business Enterprise (DBE) Information Participation, and/or
- ADM-0312f: Bidder/Proposer Disadvantaged Business Enterprise (DBE) Good Faith Efforts Documentation

Failure to complete and submit the required DBE information and forms, will be grounds for finding the bidder/proposer non-responsive and cause for rejection of the bid/proposer.

I. Subcontracts

If any subcontractors are to be used, the prospective contractor must submit a description of each person or firm, the work to be done by each subcontractor, and the cost of the work. The prospective contractor shall provide names, addresses, and telephone numbers for at least three clients for whom the prospective subcontractor(s) has performed recent assignments of similar complexity to that proposed in this request.

J. Project Costs

Prospective consultants shall include cost details for the hourly labor rate, administrative and overhead rates and the profit rates as shown below for each staff working on the project.

Sample Cost Proposal				
Title	Hourly Rate	Overhead	Profit	Total Hourly Rate
Project Manager				
Professional Staff				
Other Staff				

The proposal shall include a cost breakdown of the expenses incurred for the project by task, including the employee (with hours) to be assigned to each task, and the total cost of the project.

K. Number of Copies

The proposer must provide **three (3) bound copies and one (1) electronic Adobe PDF** of all submittals in response to this Request for Proposals

L. Signature

The proposal shall be signed by an official(s) authorized to bind the consultant and shall contain a statement to the effect that the proposal is a firm offer for a 90-day period. The proposal shall also provide the following: name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company.

All proposals, whether selected or rejected, shall become the property of the Madera County Transportation Commission.

All proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, the modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified for receipt of proposals.

Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful proposer, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof.

X. PROPOSAL EVALUATION AND SELECTION

A proposal review panel made up of members of MCTC and the selected Evaluation Committee will evaluate the proposals. Proposers may be telephoned and asked for further information, if necessary. Previous clients will also be called. The panel will make recommendations to the MCTC Executive Director on the basis of the proposal and reference check. MCTC reserves the right to select a consultant based solely on written proposals and not convene oral interviews.

Upon receipt of the proposals, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal.

Evaluation considerations include the following:

- Responsiveness of the proposal in clearly stating the understanding of the work to be performed.
- Cost, although a significant factor, may not be the dominant factor. Cost is particularly important when all other evaluation criteria are relatively equal.
- Technical experience of the firm.
- Experience and professional activities of the proposed firm.
- Size and structure of the firm.
- Past performance of the proposer on work previously performed for similar governmental agencies.

Following the qualification-based ranking, negotiations may be conducted with the most qualified proposer. Failing an agreement on price, MCTC will negotiate with the next most qualified proposer until a contract can be awarded to the most qualified offeror whose price is fair and reasonable.

Proposals submitted by each consultant will be evaluated separately based on how well each proposal meets the scoring criteria listed below:

CRITERIA	POINTS
PROPOSAL	
Comprehension of Project	10
Thoroughness of Proposal	10
Meeting the RFP Objectives	10
Project Delivery Time	5
CONSULTANT QUALIFICATIONS	
Qualifications and Experience	45
References	10
DBE Participation Level	5
COST	
Reasonableness of Cost	5
TOTAL POSSIBLE (RFP)	100

XI. PAYMENT SCHEDULE

Payment to the selected consultant will be made upon successful completion of project tasks as invoiced by the consultant. Pre-award expenses shall not be allowed. Invoices shall be billed on a monthly basis. All invoices will be mailed to the MCTC office at 2001 Howard Road, Suite 201, Madera, CA 93637.

As required by Title 49 CFR, Part 26, of the Code of Federal Regulations, each invoice must be accompanied by a completed Disadvantaged Business Enterprise Utilization Report (ADM-3069). This reporting requirement increases accountability, tracks federal dollars, and confirms actual DBE usage.