

# PLANNING AND TECHNICAL ON-CALL BENCH

SACOG procured a federal Planning and Technical On-Call Bench for ten service categories (see table below for categories and pre-qualified firms). The purpose of this program is to save local agencies time and effort from having to conduct a full procurement process on their own. As specified in that RFQ, the qualified consultant bench under this procurement is also available to SACOG member agencies (i.e., the jurisdictions) and to Caltrans, pursuant to the rates and cost proposal specified in the Master On-Call service agreement.

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## On-Call Program – Service Categories and Available Consultants

Service Category/Description	Contract Amount (per contract)	Selected Vendors
1. Regional Transit Planning and Implementation	\$550,000	Arup; Cambridge Systematics; Mott MacDonald; Nelson\Nygaard; and WSP
2. Transportation Planning and Implementation	\$650,000	Arup; Cambridge Systematics; Mott MacDonald; Nelson\Nygaard; and WSP
3. Transportation Program Development and Administration	\$500,000	Fehr & Peers; Mott MacDonald; Nelson\Nygaard; Steer Group; and WSP
4. Regional Freeway and Highway Planning and Implementation	\$650,000	C & M Associates; Cambridge Systematics; Kimley-Horn; Mott MacDonald; and WSP
5. Data Collection and Modeling Support	\$500,000	DKS Associates; Fehr & Peers; Mott MacDonald; Resource System Group, Inc.; and Steer Group
6. Comprehensive and Technical Planning	\$650,000	Ascent Environmental; AECOM; Mark Thomas; Opticos Design; and Cascadia Partners, LLC.
7. Engagement and Outreach	\$500,000	DKS Associates; Guidehouse; and Opticos Design
8. Economic and Real Estate Analysis	\$500,000	BAE Urban Economics; Cascadia Partners; Civillis Consultants; ECONorthwest; and Urban Design 4 Health
9. Environment and Resilience	\$500,000	Ascent Environmental; AECOM; Arup; Fehr & Peers; and WSP
10. Grant Writing	\$500,000	AECOM; and Mark Thomas

## Using the On-Call Bench

You must check with your procurement staff to verify your policies allow you to piggyback off another public entity's procurement. If so, you can use this streamlined procurement for your planning projects. You will need to release a Mini-RFP.

When using the prequalified bench, you only release the Mini-RFP to the vendors pre-qualified within an individual service category. You are responsible for determining the most relevant service category for your planning project. E.g., If your project is for public engagement planning and implementation, you would release a Mini-RFP to the three firms prequalified in Category 7: DKS Associates; Guidehouse; and Opticos Design.

There is a maximum contract amount allowed per service category, per agency. The maximum amount an agency could contract for using the on-call bench would be \$5,500,000, i.e., the total of the maximum contract amount in each of the ten service categories.

1. For example, City A and City B can each use the On-Call procurement for a \$500,000 scope within Category 8 (two projects each spending \$500,000 on planning work). Since the \$500,000 cap applies to each agency, this approach is acceptable.
2. City A can use the On-Call procurement for a \$500,000 scope within Category 3, and for a \$500,000 scope within Category 8 (two projects each spending \$500,000 on planning work, \$1,000,000 total from City A). Since City A is contracting for \$1,000,000 across two different service categories and not exceeding the contract cap in either category, this approach is also acceptable.
  - a. After awarding the contracts for these projects, City A **would not** be able to use the on-call bench for any other Category 8 or Category 3 projects.
  - b. City A **could** still use the on-call bench for projects in Service Categories 1, 2, 4, 5, 6, 7, 9, and 10.

## Mini-RFP Instructions and Requirements

- The Mini-RFP must include the following elements:
  - Desired Scope of Work
  - Evaluation Criteria
  - Cost Proposal (response should include hours budget table that connects to the hourly rates from the Master Procurement with total hours estimate for task order)
  - Any forms required by your agency
- The Mini-RFP must reference SACOG's Master On-Call Services Agreement:
  - e.g., "the City of Davis is seeking proposals to meet the activities for a Task Order under Category 8 (Economic and Real Estate Analysis) of SACOG's On-Call Planning and Technical Assistance services agreement."
- The Mini-RFP must be kept open for a minimum of 2 weeks, and only released to the firms within the selected on-call category.
- You must use two to three evaluators to score proposals.
- Following evaluation, you will issue a Notice of Intent to Award to the highest scoring proposer and enter into a contract with the selected vendor

SACOG staff may be able to assist with review of draft Mini-RFPs and/or assist with consultant evaluation.

## Pre-approved Vendor Contact Information

Vendor	Contact Name	Contact Email	Contact Phone
AECOM	Janet Dallas	<a href="mailto:janet.dallas@aecom.com">janet.dallas@aecom.com</a>	(916) 607-1775
Arup US, Inc.	SF Marketing	<a href="mailto:s-f.marketing@arup.com">s-f.marketing@arup.com</a>	
Ascent Environmental	Christina Ryan	<a href="mailto:leads@ascentenvironmental.com">leads@ascentenvironmental.com</a>	(916) 930-3196
BAE Urban Economics, Inc.	Matt Kowta	<a href="mailto:mkowta@bae1.com">mkowta@bae1.com</a>	(530) 219-0682
C&M Associates, Inc.	Carlos Contreras	<a href="mailto:cmcontreras@candm-associates.com">cmcontreras@candm-associates.com</a>	(916) 760-7418 Ext: 405
Cambridge Systematics, Inc.	Kate Lefkowitz	<a href="mailto:klefkowitz@camsys.com">klefkowitz@camsys.com</a>	(213) 399-0209
Cascadia Partners	Alex Steinberger	<a href="mailto:steiny@cascadia-partners.com">steiny@cascadia-partners.com</a>	(971) 808-2366
Civilis Consultants	Michele Reeves	<a href="mailto:michele@civilisconsultants.com">michele@civilisconsultants.com</a>	(503) 867-8465
DKS Associates	Michael Mauch	<a href="mailto:michael.mauch@dksassociates.com">michael.mauch@dksassociates.com</a>	(916) 591-3842
ECONorthwest	Adam Lopez	<a href="mailto:rfp@econw.com">rfp@econw.com</a>	(503) 200-5066
Fehr & Peers	Adrita Islam	<a href="mailto:a.islam@fehrandpeers.com">a.islam@fehrandpeers.com</a>	
Guidehouse LLP	Rob Hager	<a href="mailto:rhager@guidehouse.com">rhager@guidehouse.com</a>	
Kimley-Horn and Associates, Inc.	CA Marketing	<a href="mailto:ca.marketing@kimley-horn.com">ca.marketing@kimley-horn.com</a>	
Mark Thomas & Company	Ryan Bissegger	<a href="mailto:rbissegger@markthomas.com">rbissegger@markthomas.com</a>	(916) 539-4680
Mott MacDonald Group, Inc.	Jean Toler	<a href="mailto:jean.toler@mottmac.com">jean.toler@mottmac.com</a>	
Nelson/Nygaard Consulting Associates, Inc.	Meghan Weir	<a href="mailto:mweir@nelsonnygaard.com">mweir@nelsonnygaard.com</a>	(415) 284-1544
Opticos Design	Stefan Pellegrini	<a href="mailto:marketing@opticosdesign.com">marketing@opticosdesign.com</a>	
Resource Systems Group, Inc.	Proposals Team	<a href="mailto:proposals@rsginc.com">proposals@rsginc.com</a>	(802) 295-4999
Steer Group	Adrian Leung	<a href="mailto:usbids@steergroup.com">usbids@steergroup.com</a>	(213) 425-0961
Urban Design 4 Health	Jim Chapman	<a href="mailto:jchapman@ud4h.com">jchapman@ud4h.com</a>	(585) 775-9020
WSP	WSP NorCal Marketing	<a href="mailto:us-norcal-marketing@wsp.com">us-norcal-marketing@wsp.com</a>	

## Example Mini-RFP Scope of Work

### Master On-Call Services:

#### Category 8 Task Order

#### Accelerating Infill Housing in Small Town Setting

##### Summary

SACOG is seeking proposals to meet the activities for a Task Order under Category 8 (Economic and Real Estate Analysis) of the agency's On-Call Planning and Technical Assistance services.

In this task order, the selected contractor will work with the SACOG Green Means Go (GMG) team on efforts to accelerate infill housing in a small-town setting. The work is an outgrowth of an [Urban Land Institute technical assistance panel](#).

##### Background

SACOG's Green Means Go program aims to accelerate infill housing across the six-county Sacramento region. The work has identified a set of barriers that limit the product of attainable residential infill units needed to address the state's housing, equity, and climate goals.

The challenge around infill development economics is only more pronounced outside of the region's urban core. Yet for the region to be successful in meeting its shared economic, environmental, and quality of life goals, it needs more infill housing production throughout the full six-county area. Part of the needed work to realize infill development in these small town communities is to better understand housing preference by major employers.

Responses to this mini-RFP, not to exceed two pages, should describe the approach the contractor would take in meeting the task order's three activities (see Scope of Work). In answering the technical approach, the contractor can reference relevant experience or technical ability of the project team in meeting such activities. Finally, the response must include an hours budget table (not counted towards the two page limit) that connects the hourly rates from the Master procurement to the hours estimate of the task order.

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

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

### Contact Information

Questions about this procurement can be directed to:

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Procurement Officer  
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Sacramento, CA 95814  
Email: [hluke@sacog.org](mailto:hluke@sacog.org)  
Phone: (916) 340-6223

### Timeline

<b>Mini RFP Release Date</b>	<b>March 23, 2023</b>
<b>Question Submission Deadline</b>	<b>March 29, 2023</b>
<b>Question Response Deadline</b>	<b>April 3, 2023</b>
<b>Proposal Submission Deadline</b>	<b>April 7, 2023</b>