

## **REQUEST FOR QUALIFICATIONS & PROPOSAL**

### **EXECUTIVE CONSULTANT FOR RAIL PLANNING & PROJECT DELIVERY**

#### **LIVERMORE, CALIFORNIA**

How would you like to work for a progressive transit agency in the beautiful California Bay Area? The Livermore Amador Valley Transit Authority is proud to advertise this Executive Consultant position for regional rail planning and project delivery in Livermore, California.

The Livermore Amador Valley Transit Authority provides bus service for the Tri-Valley area, connecting communities while easing congestion, reducing pollution, and making the region a better place to live. The agency is also actively engaged in regional rail planning and project delivery, with BART and ACE Rail currently providing rail service to the area.

In the Tri-Valley, thousands ride transit daily – with commute volumes from the Tri-Valley to San Francisco, Santa Clara and San Mateo Counties increasing 66% since 2007. With the Tri-Valley growing at a faster rate than the Bay Area as a whole, near-future transportation investments are crucial and will yield significant economic benefits for the entire mega-region.

#### **The Organization**

Created by a joint powers agreement in 1985, the Livermore Amador Valley Transit Authority (LAVTA) provides area-wide transit services to the cities of Dublin (population 49,890), Livermore (population 86,870), and Pleasanton (population 69,829) and unincorporated areas of Alameda County. This area is located in East Alameda, which is part of the metropolitan area of San Francisco. The LAVTA Board of Directors consists of two elected officials from each city and one member of the County Board of Supervisors. LAVTA is currently supported by a \$15.8 million budget and 15 full-time employees. The Authority contracts with MV Transit to provide bus operations, with a fleet of 60 vehicles.

#### *The Altamont Regional Rail Working Group*

In October of 2015, LAVTA created the Altamont Regional Rail Working Group for the purpose of providing input on regional rail planning taking place in the area, and to explore ways to expedite the BART to ACE connection, with BART to Isabel in Livermore being the first phase of this important mega-region project.

BART to Livermore has been a project being studied for 40 years, with the original Livermore Pleasanton BART Extension Study Final Report being released in 1976. More recently, BART is currently involved in further environmental analysis of the project and anticipates the draft EIR for BART to Isabel to be released in early 2017.

The Working Group is currently exploring ways to form a single purpose entity that can both plan and deliver the BART to ACE rail connection. The single focus entity would take advantage of project streamlining for lower costs and shorter delivery time. Additionally, the Working Group envisions the single purpose entity succeeding with funding strategies, as the entity will allow all interests in the region and mega-region to speak in one voice.

AB2762 (Baker) in the California State Legislature is designed to provide the statutory authority for the creation of the Altamont Regional Rail Authority for the purpose of both planning and

constructing the BART to ACE connection.

The following are current members of the Working Group:

Alameda County Supervisor Scott Haggerty, Chair  
San Joaquin County Supervisor Moses Zapien, Vice-Chair  
Mayor John Marchand, City of Livermore  
Mayor Jerry Thorne, City of Pleasanton  
Mayor David Haubert, City of Dublin  
Councilwoman Veronica Vargas, City of Tracy  
Board Member Vince Hernandez, ACE Rail  
Board Member John McPartland, BART  
Board Member Steven Spedowski, LAVTA  
Dale Kaye, CEO, Innovation Tri-Valley Leadership Group  
Kristin Connelley, CEO, East Bay Leadership Council  
Michael Ammann, CEO, San Joaquin Partnership

## **Executive Consultant for Rail Planning and Project Delivery**

### **SCOPE OF WORK**

#### **The Executive Consultant Position**

Reporting directly to the Executive Director, the Executive Consultant will provide the overall leadership and direction to advance the Altamont Regional Rail Working Group vision, goals and objectives. The position manages Working Group staff, consultants and contractors to provide effective and efficient transportation planning and construction.

The Executive Consultant will participate as a member of LAVTA's Executive Team and will be responsible for developing policies for the Working Group and identifying and developing short, medium, and long-range strategies to ensure progress of the Working Group in regional rail planning, with a strong emphasis on expediting the planning and construction of BART to ACE.

The successful candidate will be a strong leader with a demonstrated history of assembling funding and political resolve to move rail projects forward without delay and under budget. He or she will lead with vigor and enthusiasm and be sole focused on the objectives of the Working Group.

In addition, the Executive Consultant will:

- Provide leadership for the mega-region mobility agenda and coordinate mega-region significant projects and programs by working collaboratively with partners
- Aggressively seek favorable policy and funding from mega-region, state and federal agencies
- Skillfully seeks favorable legislation and funding from the State of California and Federal Government
- Provides overall direction to ensure the safe delivery of quality projects on-time and within budget
- Works closely with local elected officials, business organizations, labor and community groups to form coalitions that advocate for regional mobility interests
- Directs the conduct of studies, investigations, and analyses at the direction of the Working Group, presenting oral and written reports of findings and recommendations.
- Balances future infrastructure needs that integrate transit oriented development opportunities effectively and that respects community and stakeholder needs
- Exercises fiscal responsibility and provides the framework for developing strategies to work within financial constraints
- Recommends the annual budget to the Executive Director that prudently manages resources within budget guidelines and in compliance with current laws, regulations and adopted policies
- Effectively communicates and advocates the agency's goals, objectives and accomplishments to local, regional, national and international media, stakeholders and constituencies
- Manages staff in developing, monitoring and adhering to Working Group policies/procedures, budget and achieving goals and objectives
- Maintains, supports, and promotes a safe work environment while complying with all of the Working Group and LAVTA agency rules, policies and procedures.

The position requires a Bachelor's degree in Business Administration, Management,

Transportation, or a related field plus a minimum of 10 years of progressively responsible experience in an executive or senior-level position (the equivalent in education and experience may be considered).

## **Livermore, California**

Livermore is a city in Alameda County, California, in the United States. With an estimated 2014 population of 86,870, Livermore is the most populous city in the Tri-Valley. Livermore is located on the eastern edge of California's San Francisco Bay Area.

Livermore was founded by William Mendenhall and named after Robert Livermore, his friend and a local rancher who settled in the area in the 1840s. Livermore is the home of the Lawrence Livermore National Laboratory, for which the chemical element livermorium is named (and thus, placing the city's name in the periodic table). Livermore is also the California site of Sandia National Laboratories, which is headquartered in Albuquerque, New Mexico. Its south side is home to local vineyards. The city has redeveloped its downtown district and is considered part of the Tri-Valley area, comprising Amador, Livermore and San Ramon valleys.

## **Geography**

The Livermore Valley is located about 30 miles (48 km) east of and behind the first coastal range of foothills that surround the San Francisco Bay Area. The Livermore Valley has an east-west orientation with mountain passes on the west and east connecting the Bay Area and the Central Valley. The passes are used by railroads and highways to connect the two regions. Livermore Valley is about 15 miles (24 km) long (east to west), 10 miles (16 km) wide (north to south), and surrounded by California coastal range mountains and foothills.

## **Climate**

Livermore has a Mediterranean climate, although it is close to a semi-arid climate because of its relatively low annual precipitation. It features with warm to hot, dry summers and mild to cool, wet winters. Summer (June–October) daytime temperatures average in the 75 to 85 °F (24 to 29 °C) range, but sometimes reach 100 °F (38 °C). Summer nights, however, are normally much cooler, with lows in the 50 to 60 °F (10 to 16 °C) range.

## **Culture**

Livermore's culture retains some vestiges of the farming, wine growing and ranching traditions that have existed in the valley since the time of Robert Livermore, but now largely reflects a suburban population. Since 1918, Livermore has each June hosted the Livermore Rodeo, called the "World's Fastest Rodeo", that claims it has more riders per hour than any other event of its type. There are several wine-tasting tours of the Livermore area wineries that occur periodically throughout the summer.

Livermore has a strong blue-collar element, as well as many professionals who work at the Lawrence Livermore National Laboratory and other work sites in the high tech industries in Tri-Valley and within the Bay Area. Recent housing development has included the addition of hundreds of million-dollar homes set among the southside's vineyards, as well as a multimillion-dollar renovation of the downtown area. Renovations included office buildings, the Livermore Cinemas, the Bankhead Theatre, and a multistory parking structure. The Livermore Civic Center includes a state-of-the-art library that opened in 2004, with a front mosaic by Maria Alquilar.

Livermore has several golf courses located near the city: Las Positas municipal golf course, and the 18 hole Poppy Ridge and Wente Vineyards courses. Livermore Municipal Airport (LVK) is accessible to business jets, serving the entire Tri-Valley area. The city is home to Bay Area Rosal, a professional indoor soccer team. Each summer Livermore has a farmer's market, which bring farm-fresh produce directly to the consumer.

Arts organizations supported by the city include the Livermore-Amador Symphony, Del Valle Fine Arts, producer of classical music events, and in the valley at large, the Valley Concert Chorale, Livermore Valley Opera, the Valley Dance Theatre, a classical ballet company and the Livermore Art Association.

There are over fifty places of worship in Livermore.

## **SELECTION CRITERIA**

The firm's proposal will be evaluated based on its responsiveness and demonstrated ability to provide services outlined in the Scope of Work and its responsiveness to the RFP/Q. Final selection will be based on evaluating the firm's combination of experience, competencies, and ability to address the Agency's needs, as well as confirmation of the firm's status as a business enterprise with existing clients. In addition, prior to signing a contract, a firm must demonstrate that they have the required insurance; hold a valid business license; and are either: an existing Limited Partnership, Limited Liability Company or for-profit corporation, or, in the case of a sole proprietorship, have filed a fictitious business statement.

## **PAYMENT FOR SERVICES**

This is an annual service contract in an amount to be determined based on the firm's qualifications. The Contractor shall be paid for services rendered and invoiced each month, unless otherwise agreed upon between LAVTA and the contractor. Proposers are expected to estimate the price for services per year and complete Form B: Pricing Summary. The price for services must include all contractor expenses, including but not limited to, office space, equipment, supplies, etc. needed to perform the services required. The annual budget for this contract is \$330,000.00. This amount includes \$15,000.00 for travel expenses.

## **TERM OF CONTRACT**

The contract would be valid for two years from the effective date. It is anticipated however that there is potential for a long term need for these services.

## **INSURANCE COVERAGE**

The selected Contractor shall be required to procure and maintain automobile liability of \$300,000 or greater for each occurrence and \$100,000 or greater per person for bodily injury and property damage. If the Contractor hires any employees, Worker's Compensation as required by the State of California, and Employers' Liability Insurance, one million dollars (\$1,000,000) per accident for bodily injury or disease.

## RESPONSE FORMAT

### All submittals shall include the following information:

- 1. Form “A” – Proposer Information:** Please complete all fields listed in Form “A” describing information about the Contractor.
- 2. Form “B” – Price Summary:** Please complete all fields listed in Form “B.” The price summary shall include an estimate of the cost for services per year for Program Management Services, and consulting. It should also include a fee scale or hourly rate for of additional program tasks.
- 3. Description of Experience and Qualifications:** Provide a description of your firm’s experience. This should include any relevant information in program management services, school bus transportation, planning and routing, maintaining websites with e-commerce functionality, public speaking, database management and design, e-commerce, and or email marketing systems. Provide a summary of the work experience for all individuals who will provide work under this agreement, along with a description of their familiarity with the San Ramon Valley.
- 4. Work Examples:** Provide brief description of any work done in public transportation, education, or government service sectors.
- 5. Legal Status:** please describe the legal organization of the firm, indicating the type of entity (sole-proprietorship, partnership, or corporation), the number of firm clients, and the length of its existence. In addition, copies of any current business licenses from the any City/County should be provided.
- 6. References:** Please provide at least three professional references (past clients or employers) relevant to this type of service.

## DEADLINE AND DELIVERY

All RFQ/RFP responses must be submitted via email in a single PDF file (preferred method to save resources) or postal mail as follows:

Beverly Adamo  
Director of Administrative Services  
Livermore Amador Valley Transit Authority  
1362 Rutan Court, Suite 100  
Livermore, CA 94551  
Email: [badamo@lavta.org](mailto:badamo@lavta.org)

The deadline for the submittal is Monday, **September 19, 2016 at 5:00 p.m., Pacific Time.**

Submittals received after the deadline will not be accepted.

## CONTRACTOR SELECTION SCHEDULE

The successful Contractor or Firm shall be selected based on a combination of relevant past experience, qualifications and the cost proposal.

Event	Date
Release RFQ/RFP	August 19, 2016
Proposals Due	September 19, 2016
Interviews with Candidates	(estimated) Week of September 24, 2016
Successful Contractor Selected Contract Term Begins	(estimated) October 10, 2016

## CONTACT

Contact with any Altamont Regional Rail Working Group members, LAVTA Board members or LAVTA Staff, other than the point of contact regarding this Request for Qualifications/Request for Proposals is prohibited and may be grounds for disqualification.

Any questions on this Request for Qualifications/Request for Proposals (RFQ/RFP) shall be directed to the point of Contact:

Beverly Adamo, Director of Administrative Services  
E-Mail: [badamo@lavta.org](mailto:badamo@lavta.org)  
Phone: (925) 455-7555

**FORM A****Applicant Information**

<b>Applicant Last Name (if individual is applying)</b>		<b>Applicant First Name</b>		<b>Applicant Middle Name</b>	
<b>Other Names Applicant is known by (if individual is applying)</b>					
<b>Applicant Business Name (if a Contractor is applying)</b>					
<b>Applicant Business Representative Name (if Contractor is applying)</b>					
<b>Applicant Address</b>			<b>City</b>		<b>State</b>
					<b>ZIP Code</b>
<b>Phone</b> ( )		<b>Fax</b> ( )		<b>Mobile</b> ( )	
<b>E-Mail Address</b>					



**FORM B**

**Price Summary**

<b>Annual Contract Cost</b>	<b>\$</b>
-----------------------------	-----------