Amador County Transportation Commission

REQUEST FOR PROPOSALS

RFP No. 1617-01

Preparation of Required
Fiscal and Compliance Audits
And Single Audit of Federal Funds
for Fiscal Year 2016/17

ISSUED: March 24, 2017
DUE: 3:00 pm, April 24, 2017

Amador County Transportation Commission
117 Valley View Way
Sutter Creek, California 95685
(209) 267-2282
www.actc-amador.org
REQUEST FOR PROPOSALS

Preparation of Required Fiscal and Compliance Audits and Single Audit of Federal Funds for Fiscal Years 2016/17, 17/18, and 18/19

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I. INTRODUCTION

The Amador County Transportation Commission (ACTC) is soliciting qualified firms to submit proposals to prepare required fiscal and compliance audits and single audit of federal funds for fiscal year 2016/17.

Interested firms should submit proposals that contain all information required herein to John Gedney, Executive Director, Amador County Transportation Commission, 117 Valley View Way, Sutter Creek, CA 95685 prior to 3:00 p.m. on April 24, 2017. Postmarks or electronic submittals will not be accepted.

II. BACKGROUND

Amador County, with a population of 38,091 (2010 Census) is located approximately two hours east of the San Francisco Bay area and one hour southeast of Sacramento on the western slope of the Sierra Nevada Mountains. The County is home to gold rush area communities such as Sutter Creek and Volcano and abounds with outdoor recreational activities from golf and boating to miles of backcountry trails and skiing (Kirkwood Meadows).

The Amador County Transportation Commission (ACTC) was designated as the Regional Transportation Planning Agency (RTPA) for Amador County by the California Business and Transportation Agency in 1972. The Commission’s roles and responsibilities fall generally into two overlapping categories: (1) administration of Transportation Development Act (TDA) and other funds that are allocated to the Commission, and (2) to serve as the Regional Transportation Planning Agency (RTPA) for Amador County.

The mission of the Amador County Transportation Commission is to achieve partnerships and community consensus in order to fulfill the over-arching goal of the Countywide Regional Transportation Plan which is:

Provide a transportation and circulation system that is safe, efficient, convenient, comfortable, and that meets the transportation needs of people and goods, and that is compatible with other scenic, historic, economic, and recreational resource values.

III. PROJECT SUMMARY AND DESCRIPTION

The Amador County Transportation Commission is requesting proposals from qualified audit consultants to prepare fiscal and compliance audits of the Commission, its claimant (Amador Transit), and funds as required by State and Federal law including but not limited to the Transportation Development Act, and 49 CFR Part 18 – Uniform Administrative Requirements for (Federal) Grants and Cooperative Agreements to State and Local Government.

Funding available for this project is $25,500. If the prospective consultant determines that the work called for in this Request for Proposals cannot be carried out according to available funding or the schedule that is set forth herein, the consultant is nonetheless encouraged to submit a proposal specifying clearly the reasons why said funding level or schedule should be exceeded or which project tasks should be deleted in order to meet said funding limits as well as intended project purposes.
IV. **SCOPE OF WORK/SERVICES**

The scope of work is described below. The selected consultant will be expected to perform all services described in the scope of work. The consultant will receive general direction from the Executive Director or his/her designated staff. The methodology used by the consultant shall be coordinated and approved by the authorized representatives of the ACTC. The project involves, at minimum, the following tasks:

**Fiscal and Compliance Audits of Claimants, Agencies and Funds:**
Consultant shall make an examination of the financial statements of the Transportation Development Act (TDA) moneys of the claimants, agencies and funds as required by relevant sections of the California Code of Regulations, and the Public Utilities Code. Audits shall include claimants of transit funds and TDA funds received by the ACTC and Amador Transit.

The examinations shall also include various other (non-TDA) state and federal funds available to or offered through the ACTC.

**Single Audit Report:**
A Single Audit Report of Federal funds is also required for Federal funds received by ACTC and Amador Transit during the 2016/17 fiscal year.

**AUDIT STANDARDS**
The examinations will be made in accordance with generally accepted auditing standards. They will include tests or evaluations of claimants and agencies accounting systems and controls.

**AUDIT DEADLINES**
Audits are required to be complete before December 31, 2017; however, ACTC requires that draft audits be completed and a thorough conference be held with ACTC staff explaining the audits on or before November 1, 2017. Extensions may be granted when audit consultant is delayed by claimant’s ability to provide reports in a timely fashion.

**CLAIMANTS AND AGENCIES TO BE AUDITED BY CONSULTANT**

**Claimants**
Amador Transit is the only claimant of TDA funds in FY 2016/17. Amador Transit is the officially designated Consolidated Transit Service Agency in Amador County providing predominantly fixed route bus service to most populated areas of the Amador County region.

**Agency**
Amador County Transportation Commission--The Commission's roles and responsibilities are: (1) Administration of Transportation Development Act (TDA) and other funds that are allocated to the Commission; (2) Serve as the Regional Transportation Planning Agency (RTPA) for the Amador County region utilizing TDA, Rural Planning Assistance (RPA), Regional Surface Transportation Program (RSTP), Planning, Programming and Monitoring (PPM), Rural Blueprint, Federal Earmark, Community Based Transportation Planning (CBTP), and other funds; and (3) ACTC also utilized various other State and Federal grants toward projects and/or programs during FY 2016/17.
V. CONTACT PERSON

John Gedney
Executive Director
Amador County Transportation Commission
117 Valley View Way
Sutter Creek, CA 95685
(209) 267-2282
john@actc-amador.org

VI. PROJECT TIMETABLE

March 24, 2017 .........................Issue Request for Proposals
April 24 2017 ..............................Closing Date for Receipt of Proposals
May 8, 2017.................................Finalists contacted to schedule interviews, if required
June 1, 2017 .................................Contract award
July 1, 2017.................................Execute Contract

Proposals must be received no later than 3:00 pm on April 24, 2017 at the ACTC office.

AMADOR COUNTY TRANSPORTATION COMMISSION
117 VALLEY VIEW WAY
SUTTER CREEK, CA 95685

Proposals must be submitted in a sealed envelope that is clearly marked “Preparation of Required Fiscal and Compliance Audits and Single Audit of Federal Funds for Fiscal Year 2016/17” 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. ACTC will not be liable or responsible for any late delivery of proposals. Postmarks and electronic submittals will not be accepted. 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.

By submitting a proposal, the proposer certifies that his or her name or 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. GENERAL CONDITIONS

A. Limitations

This Request for Proposal (RFP) does not commit the ACTC 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. The ACTC expressly reserves the right to reject any and all proposals or to waive any irregularity or information 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. The ACTC reserves the right to withdraw this RFP at any time without prior notice. Further, the ACTC reserves the right to modify the RFP schedule described above.
B. Award

The ACTC plans to ask RFP finalists, if required, to present oral presentations regarding their firms and any special expertise in the necessary areas. 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. The ACTC 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 the ACTC receives a fair and reasonable price.

C. RFP Addendum

To handle questions or changes most effectively and to ensure that everyone has the same information, we request that you promptly send a contact e-mail address to info@actc-amador.org if you intend to submit a proposal. The ACTC will only respond to written questions mailed to Amador County Transportation Commission, 117 Valley View Way, Sutter Creek, CA 95685 or emailed to info@actc-amador.org. Written interpretations, changes or answers to questions submitted to the ACTC will be furnished to all proposers that have provided contact email addresses to info@actc-amador.org. Questions must be received no later than April 17, 2017 at 5:00 p.m.

Any changes to the RFP requirements will be made by written addenda by the ACTC 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 the ACTC shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E. Precontractual Expense

Precontractual expenses are defined as expenses incurred by proposers and selected contractor in:

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

In any event, the ACTC shall not be liable for any precontractual 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. The ACTC shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on 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 July 1, 2017. The proposal shall include a completed Certification of Consultant, Commissions, & Fees (Exhibit G in Attachments).

G. Term

The term of the contract will be from July 1, 2017 to June 30, 2018 and may, at the ACTC’s discretion, be extended annually under the same terms and conditions and rates of compensation for up to a total of three (3) years.

H. Termination

The Commission may, by written notice to consultant, terminate the whole or any part of the Agreement at any time and without cause by giving written notice to consultant of such termination, and specifying the effective date thereof. Upon termination, consultant shall be compensated only for those services which have been fully and satisfactorily rendered to Commission through the effective date of the termination. Consultant may not terminate the Agreement except for cause.

I. Insurance

The consultant shall take out and maintain at all times during the performance of any services to be done under the terms of any contract awarded, a policy or policies of public liability and property damages insurance naming thereon the Amador County Transportation Commission, its officers, agents, and employees, as insured against any liability of any kind arising out of the work to be performed by, or on behalf of, the consultant. Said policy or policies shall provide coverage in the following minimum amounts: for personal injury - $500,000 each person, $1,000,000 each occurrence; for property damages - $50,000 on account of any one occurrence with an aggregate limit of not less than $200,000. Said policy or policies shall be satisfactory to the counsel of the Amador County Transportation Commission.

J. Contract Arrangements

The proposer is expected to execute a contract similar to the ACTC’s Professional Services Agreement (see Attachment A), which meets the requirements of FAST Act. If the proposer wishes to modify the attached contract, changes must be discussed in their proposal.

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 DBEs) 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. ACTC 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:** By submitting a proposal, the prime consultant agrees to ensure that DBEs 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, prime consultant shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. The prime consultant shall not discriminate on the basis of race, color,
national origin, or sex in the award and performance of DOT-assisted contracts. **The DBE goal for this contract is 0%.** Prospective proposers are required to submit the Local Assistance forms 10-O1 and 10-O2 (Exhibit D). Form 10-O1 will be included in the page count of the proposal. Form 10-O2 shall be submitted in the sealed envelope with the cost proposal.

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) affirmative action policy (applicable for firms with 50 or more employees); and
2. A discussion of the consultant(s) program for use of DBEs in the performance of this work, including the following:
   - The names and addresses of DBE firms that will participate;
   - The description of the work each named firm will perform; and
   - The dollar amount of participation by each DBE firm.

5. **Conflict of Interest:** Firms submitting proposals in response to this RFP must disclose to ACTC 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 the proposal.


**VIII. PROPOSAL CONTENT AND ORGANIZATION**

Proposals should be limited to specific discussion of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements and which propose the best methods to accomplish the work. The proposal shall be limited to 30 pages including attachments. All attachments and exhibits, if larger than 8.5” x 11”, shall be folded to 8.5”x11” and each folded sheet of paper will count as one page. The Cover page, transmittal, and dividers will not be included in the page count. Elaborate brochures, or expensive proposals are not necessary, and will not influence selection.

The organization of the proposal should follow the general outline below. Each proposal should consist of a technical proposal, as outlined below, and a cost proposal.
Transmittal Letter

The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant(s) firm, and who may be contacted during the period of proposal evaluation. Signing attests that the information provided in the proposal is current and factual, and that all firms on the proposed team agree to work on the project. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals. The transmittal letter is limited to 2 pages.

Section A: Contract Information

Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the Request for Proposals.

Section B: Point of Contact

Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime consultant that the agency can contact for additional information.

Section C: Project Understanding

A thorough explanation of the consultant’s understanding of the project and proposed course of action. The consultant should identify any supplemental tasks deemed necessary that may enhance the project or reduce the cost.

Section D: Proposed Team

Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime consultant if a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subconsultants and outside associates or consultants must be used, and any change must be approved by the contract administrator.

Section E: Organizational Chart of Proposed Team

Present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section F and the firm they are associated with as listed in Section D.

Section F: Resumes of Key Personnel Proposed for This Contract

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime consultant’s firms first. The following blocks must be completed for each resume:

- Name
- Role in This Contract
- Years’ Experience.- Total years of relevant experience and years of relevant experience with current firm
• Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section D
• Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree
• Current Professional Registration. Provide information on current relevant professional registration(s)
• Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities
• Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section G for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section G. Indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave year completed blank and indicate the status in Brief Description and Specific Role

Section G: Example Projects

Select example projects which best illustrate proposed team's qualifications for this contract. Provide the following for each project:

• Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract
• Year Completed. Enter the year completed of the professional services (such as planning, engineering study, or auditing), if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract
  o Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual
  o Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance
  o Point of Contact Telephone Number
• Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project
• Firms from Section D Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section D
• Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section F.

Section H: Cost Proposal

The cost proposal shall describe both the hourly rate for principal(s) and employees to be assigned to this contract, by task, and a summary of any other related costs that are to be billed directly and a total “not-to-exceed” amount for this proposal.
Section I: Required Certifications and Statements

Include statements of assurance regarding the following requirements:

- Non-substitution of proposed staff members and subconsultants (if any) without prior approval by the ACTC
- Ability to fulfill the insurance and indemnification requirements contained in Section VII. The actual certificates of insurance are not required as part of this submittal
- Levine Act Disclosure Statement (Exhibit C) in Attachments
- Debarment Certification Form (Exhibit E) in Attachments.
- Certification of Consultant, Commissions, & Fees (Exhibit G)
- Certification of Costs & Financial Management System (Exhibit H) in Attachments
- Disclosure of Lobbying Activities (Exhibit J) in the Attachments

Submittal Requirements

The proposer must provide five (5) bound copies that are three-hole punched (three-ring binders are acceptable) and one (1) unbound original (suitable for reproduction) of all submittals in response to this Request for Proposals.

All proposals shall be received at the ACTC no later than 3:00 pm on April 24, 2017 at the Amador County Transportation Commission, 117 Valley View Way, Sutter Creek, California 95685. All proposals shall be submitted in a sealed envelope that is clearly marked “Preparation of Required Fiscal and Compliance Audits and Single Audit of Federal Funds for Fiscal Year 2016/17.” Late proposals will not be accepted.

All proposals, whether selected or rejected, shall become the property of the ACTC.

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.

Protest Procedure

1. Any proposers may file a written protest with the ACTC Executive Director not later than five (5) working days after of the date of a Notification of Unsuccessful Proposals.
2. The protest shall be delivered or sent by registered mail to the ACTC Executive Director.
3. The protest filed with the Executive Director shall:
   a. Include the name, address, and business telephone number of the protestor;
   b. Identify the project under protest by RFP name and RFP date;
   c. Contain a concise statement of the grounds for protest including alleged violations of Federal, State, or local law. The RFP document, process or procedures, including evaluation criteria, shall not be proper grounds for protest. Concerns related to such
issues should be raised and addressed if at all possible prior to the proposal opening date to allow adjustments before evaluation of proposals and;
d. Provide all supporting documentation, if any. Documentation submitted after filing the protest will not be considered during review of the protest or during any appeal.

Protest Review

1. Upon receipt of a protest, the ACTC Executive Director shall review all the submitted materials and shall create and retain a written record of the review. The Executive Director shall respond in writing at least generally to each material issue raised in the protest not later than fifteen (15) working days after receipt of the protest.
2. If the protested procurement involves Federal or State funds, the Executive Director shall give notice to the interested party that he or she has the right to appeal to the appropriate Federal or State agency which shall be identified by name and address. An appeal hereunder shall be filed with the appropriate agency within five (5) working days of the dispatch of Notification of Unsuccessful Proposals to the interested party(ies).
3. The Executive Director’s decisions may be appealed in writing to the Amador County Transportation Commission prior to the award date, which is stated in the Notification of Unsuccessful Proposals. The Commission shall review and decide the appeal based on the grounds and documentation set forth in the original protest to the Executive Director. The appealing party may be represented by legal counsel if desired. Each party shall bear its own costs and expenses involved in the protest and appeal process, including any subsequent litigation. The decision of the Commission shall be final unless the protested procurements are obtained in whole or in part with Federal or State funds.

IX. PROPOSAL EVALUATION AND SELECTION

A review panel made up of representatives of the ACTC will evaluate the proposals. Proposers may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews on the date identified in the project timetable. Previous clients will also be called. The panel will make recommendations to the Executive Director on the basis of the proposal, oral interview, and reference check. The Amador County Transportation Commission 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 criteria will include such considerations as:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the project’s needs.</td>
<td>20</td>
</tr>
<tr>
<td>Previous experience of the firm with similar or related work.</td>
<td>20</td>
</tr>
<tr>
<td>Qualification of the firm and individuals who will be assigned to work on this project.</td>
<td>20</td>
</tr>
<tr>
<td>Consultant’s approach to providing required services and products including personnel, tools, methods, schedules, etc.</td>
<td>20</td>
</tr>
<tr>
<td>Consultant support capability and experience with state and federal procedures as well as experience with small rural counties.</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
Following the qualification-based ranking, negotiations shall be conducted with the most qualified proposer. Failing an agreement on price, the ACTC will negotiate with the next most qualified proposer until a contract can be awarded to the most qualified team whose price is fair and reasonable.

X. PAYMENT SCHEDULE

The ACTC intends to pay consultant on a time and reimbursable expense basis at the rates set forth in the contract. Although the work will be paid on a time and materials basis, the contract will contain a not-to-exceed amount. Not-to-exceed amounts may be required for sub tasks within the contract. All claims for progress payments must be accompanied by a progress report documenting percentage of work completed per task, hours spent by personnel or subcontractors working on the project in accordance with this RFP and subsequent contract, and dates and hours worked. Progress payments will only be approved if the ACTC contract administrator and/or Executive Director have verified to the satisfaction of the ACTC Board that the amount and value of work completed is closely comparable to the value of the progress payment being requested. The ACTC reserves the right to require consultant to use ACTC billing template. Invoices should be mailed to the ACTC office at 117 Valley View Way, Sutter Creek, CA 95685, or email to terri@actc-amador.org. For each statement received by the 22nd day of a given month, the Commission will endeavor to review the statement and approve payment of the invoiced amount at their next regular meeting.

XI. ATTACHMENTS

Attachments to this Request for Proposals are available on the ACTC’s website www.act-amador.org or on CD which can be picked up at the ACTC. The ACTC will not mail or email copies of the Attachments. The exhibits followed by an asterisk below must be completed and submitted with proposal.

- Sample Contract & Contract Exhibits
  - Exhibit C: Levine Act Disclosure Statement*
  - Exhibit D: DBE Forms
    1. Notice to Proposers (Caltrans LAPM Exhibit 10-I)
    3. Consultant Proposal DBE Commitment (Caltrans LAPM Exhibit 10-O1)*
    4. Consultant Contract DBE Information (Caltrans LAPM Exhibit 10-O2) – submit with cost proposal in sealed envelope*
    5. Final Report – Utilization of DBE (Caltrans LAPM Exhibit 17-F)
  - Exhibit E: Debarment Certification Form*
  - Exhibit F: Certificate of Commission
  - Exhibit G: Certification of Consultant, Commissions, & Fees (Caltrans LAPM Exhibit 10-F)*
  - Exhibit H: Certification of Costs & Financial Management System (Caltrans LAPM Exhibit 10-K)*
  - Exhibit I: Nonlobbying Certification for Federal-Aid Contracts (Caltrans LAPM Exhibit 10-P)
  - Exhibit J: Disclosure of Lobbying Activities (Caltrans LAPM Exhibit 10-Q)*