

RFP

August 7

2019

SLO Regional Rideshare, a division of the San Luis Obispo Council of Governments (SLOCOG/Rideshare), is soliciting proposals from qualified entities to provide Safe Routes to School (SRTS) learn-by-doing, on-bike education and encouragement.

3-year Learn-by-Doing Safe Routes to School Program

Due Date for Submittal: September 4, 2019
RFP Total: \$75,000



SLOCOG/Rideshare
1114 Marsh Street
San Luis Obispo, CA 93401
P: (805) 597-8022
F: (805) 781-5707
www.Rideshare.org

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OVERVIEW

TO: Interested Parties
FROM: Peter Williamson
Rideshare Programs Coordinator
DATE: August 7, 2019
RE: Request for Proposal: 3-Year program to provide Safe Routes to School Learn-By-Doing, On-Bike Education and Encouragement and Train the Trainer Services

SLO Regional Rideshare, a division of the San Luis Obispo Council of Governments (SLOCOG/Rideshare), is soliciting proposals from qualified entities to provide Safe Routes to School (SRTS) learn-by-doing, on-bike education and encouragement.

The following provisions will apply to the proposal:

1. No proposal preparation costs will be reimbursed.
2. All reports, proposals, and other pertinent data or materials that are submitted with the proposal shall become the sole property of SLOCOG/Rideshare.
3. This Request for Proposal (RFP) does not commit SLOCOG/Rideshare to award a contract. SLOCOG/Rideshare reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified entity, or to cancel in part or its entirety.
4. If you plan to submit a proposal and would like to be informed of any amendments to this RFP, please contact Peter Williamson at (805) 597-8022 or info@rideshare.org.

Any questions regarding this RFP should be directed to Peter Williamson at (805) 597-8022 or info@rideshare.org.

ALL PROPOSALS MUST BE RECEIVED BY 12:00 PM ON September 4, 2019.

SLOCOG/RIDESHARE AGENCY OVERVIEW

SLOCOG/Rideshare is a multi-disciplinary work group positioned as the region's one-stop-shop for transportation information. SLOCOG/Rideshare's primary role is to reduce reliance on Single Occupancy Vehicles (SOV) within the region (which covers the entire County of San Luis Obispo and commuter inter-county travels to/from adjacent counties). This multi-faceted group conducts outreach, marketing, and programs meant to increase public awareness, support, participation, and use of alternative transportation. We support all transportation needs of the community, including: youth, able-bodied adults and children, those persons with limited mobility, individuals of low income, and seniors.

Our programs include:

- Safe Routes to School (SRTS): cycling and walking advocacy for elementary through high school students
- Back 'N' Forth Club: employer and commuter focused outreach and support, including Regional Vanpool Subsidy and Guaranteed Ride Home offerings
- Know How to GO!: outreach, education, and travel training to increase mobility for mono-lingual Spanish speakers, persons with limited mobility, individuals of low income, and seniors
- SLO 511: telephone and online services for up-to-date information on road conditions, public transportation, specialized services, ridesharing, and much more

Our annual campaigns include:

- Rideshare Week (October), including Walk to School Day
- Bike Month (May), including Bike to School Day
- Youth Ride Free (available during summer months, when school is out)

Our core outcomes include:

- Creating an environment for people to easily access transportation information
- Developing incentives to encourage people not to drive alone
- Reducing barriers to using alternative transportation
- Providing transportation information in more convenient and useful formats
- Developing materials for target audiences and geographic areas
- Participating in community events
- Conducting and presenting extensive research
- Developing programs that target specific audiences

PROGRAM DESCRIPTION

The learn-by-doing Safe Routes to School (SRTS) program consists of in-class education, including on-bike instruction, during physical education classes and "train-the-trainer" programs to create a sustainable program at additional schools for the future. As part of this outreach, bikes will be provided at no cost to students. The Safe Routes to School program will be offered at ten (10) regionally identified disadvantaged schools located throughout San Luis Obispo (SLO) County. Ten (10) additional "self-selecting" schools will also have access to "train-the-trainer" programs so that educators can learn about the program and teach it at their schools. This will train educators to teach the curriculum, analyze active transportation conditions and support active transportation activities at their own schools.

The San Luis Obispo Council of Governments (SLOCOG) has been awarded grant funding from the State of California for implementation of the Active Transportation Program (ATP) Safe Routes to School Non-Infrastructure projects for three years. The Safe Routes to School Non-Infrastructure Program (hereinafter will be referred to as “Program”) will provide kinesthetic, active transportation education and encouragement to 4th and 5th grade students in their physical education class environment. The Program will teach students how to safely navigate the road, promote increased independence, and enhance public health.

Another challenge addressed in this Program is increasing awareness for concerned parents. Parents and their children lack mobility because they are not educated about navigating as a pedestrian or bicyclist, particularly where there is a physical barrier. The Program seeks to make parents and students more aware of the environment through walkability and bikeability audits of routes to school. Understanding the barriers and how to safely navigate them is a main theme of the project. The Program further encourages students by giving them an “active transportation license.”

The 2014 Regional Transportation Plan (RTP) defined disadvantaged communities (2014 RTP-SCS Amend 1 Chapter 2). The method for identifying disadvantaged communities was based on a wide variety of characteristics, including median home income, free and reduced priced meals, and many more characteristics. For this project, ten (10) disadvantaged schools were selected based on their proximity to disadvantaged communities. This three (3)-year Program will include learn-by-doing, on-bike education and encouragement at the following elementary schools:

- Grover Beach Elementary School
- Nipomo Elementary School
- Oceano Elementary School
- Lillian Larsen
- Bauer/Speck Elementary School
- Santa Rosa Road Academic Academy
- Hawthorne Elementary School
- Georgia Brown Elementary School
- Baywood Elementary School
- C.L. Smith Elementary School

A complete profile for each target school is included in Appendix F for reference.

PROGRAM GOALS & OBJECTIVES

Goals

Primary goals for the Program are:

1. Increase active transportation throughout SLO County.
2. Increase student and family knowledge of how to safely navigate the road.
3. Reduce overall congestion on the road.
4. Enhance public health by reducing obesity, creating a better sense of community and improving air quality and safety around schools.
5. Leverage available federal, state and local funds to maximize long-term potential for Safe Routes to School in SLO County.

Objectives

Primary objectives for the Program are:

1. Refine existing Active Transportation Resource Center's (ATRC) curriculum to fit the needs of our local students.
2. Coordinate and manage the SRTS Task Force, which includes a diverse set of stakeholders.
3. Offer learn-by-doing, on-bike education to 4th and 5th grade students at ten (10) schools located in disadvantaged communities.
4. Train educators at ten (10) additional schools to analyze active transportation conditions and support active transportation activities coordinated by school champions.

PROJECT TIMELINE

August 7, 2019	Issue Request for Proposals
August 14, 2019	Questions about RFP due
August 16, 2019	Addendum published
September 4, 2019	Closing date for receipt of proposals
September 9-11, 2019	Conduct interviews (if needed)
September 16, 2019	Announce winning bidder(s)
October 2, 2019	Award contract(s) pending SLOCOG board approval
October 2019- June 2022	Program implemented, ongoing communication

Proposals must be received **no later than 12:00 p.m. on Wednesday, September 4, 2019**. 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. SLOCOG/Rideshare will not be liable or responsible for any late delivery of proposals. *Postmarks will not be accepted.*

The 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 opening thereof. Refer to "Evaluation Criteria" for more details regarding the evaluation committee and the selection process.

SCOPE OF WORK/SERVICES

In San Luis Obispo County, walking/biking to school is marginal compared to commutes by vehicle. Seventy-one percent (71%) of students are driven to school because parents are concerned about the safety of their children and feel uncomfortable allowing them to walk or ride a bike. Some parent concern is warranted due to the number of crashes near schools in the county. To overcome these concerns and to provide health, educational performance, and social benefits to student, the Program is proposed. The Program will occur over the 2019/2020, 2020/2021 and 2021/2022 school years and will consist of the following:

Task A: Continue Formulating SLO County Safe Routes to School Pedestrian and Bicycle Safety Curriculum (5pts)

The consultant is to become familiar with ATRC curriculum and to continue customizing the curriculum for each of the ten (10) schools (i.e., using street names and knowing the area surrounding the school). Additionally, the consultant is to procure teaching equipment needed for new curriculum.

Respondents shall describe:

- What equipment will be obtained and used.
- Where the equipment will be obtained from and where the equipment will be stored.
- Availability of transportation to transport equipment.

Deliverables:

- Furnished equipment, such as the required thirty (30) bicycles, truck and bike trailer.

Task B: Administration and Program Management (5pts)

The consultant is to work closely with the Rideshare Programs Coordinator to schedule assemblies, on-bike education and bike rodeos.

Respondents shall identify:

- Primary point of contact for scheduling tasks.
- Secondary point of contact in case primary point of contact is unavailable.
- Availability of both staff contacts.

Deliverables:

- Learn-by-doing active transportation assemblies, on-bike education and bike rodeos.

Task C: Learn-By-Doing On-Bike Education (10pts)

The consultant is to work with school staff to: implement ATRC curriculum during in-classroom and on-bike sessions, and keep parents/guardians informed about active transportation SRTS Program.

Respondents shall describe how they will:

- Communicate with school staff to implement ATRC curriculum.
 - Response shall include capability to work directly with ten (10) schools and indirectly with an additional ten (10) schools as part of the train-the-trainer initiative.
- Teach students for both in-classroom and on-bike sessions.
- Inform parents/guardians about the Program.
- Ensure that the bikes are well maintained.
 - Describe how repairs will be scheduled, managed and related costs covered.
- Provide maintenance and where the maintenance facilities will be located.
- Provide spare bikes as needed and at what cost.

Deliverables:

- Curriculum for ten (10) Program schools
- Train-the-trainer tools and services for an additional ten (10) schools
- Student examples, pictures, and/or progress reports
- Maintained fleet of bikes

Task D: Active Transportation Encouragement & Engagement (10pts)

The consultant is to work closely with the Rideshare Programs Coordinator to continue recruiting SRTS Champions at all county schools. This outreach will include one-to-one meetings to deliver and orient champions with existing bikeability/walkability maps. Consultant will also organize and host thirty (30) Walk to School Days and thirty (30) Bike to School Days for schools countywide. The consultant will also host ten (10) bike rodeos at identified schools. Respondents shall describe how they will:

- Recruit new SRTS Champions.
- Consolidate current champions using existing bikeability/walkability maps.
- Coordinate with Rideshare Programs Coordinator and Champions to host events.
- Perform bicycle and pedestrian counts at ten (10) identified schools.

Deliverables:

- SRTS Champions
- Delivered bikeability/walkability maps
- Walk to School Day
- Bike to School Day
- Bike rodeos

REQUIRED ELEMENTS IN RESPONSE FORMAT

Firms, teams, or individuals responding to this solicitation shall provide the following information in their proposals in the order listed below. Only complete submittals will be evaluated. All submittals must be delivered electronically via either email, standard file sharing service (i.e.: DropBox) or flash drive.

Cover Letter

Respondents should submit a cover letter expressing their interest in the Program. The letter must contain, at a minimum, the following information:

- a) Statement of interest referencing learn-by-doing SRTS Program.
- b) Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
- c) Respondent's name, address, telephone number, fax number and e-mail address.
- d) Identical contact information for the individual to be responsible for the day-to-day oversight of the Program.
- e) An authorized principal or partner of a firm shall sign the letter.
- f) Identification of whether the prime respondent is certified as a Disadvantage Business Enterprise (DBE), or indication as to the respondent's goals for DBE participation, if any.

Qualifications and Experience of the Respondent

Respondents shall describe several on-bike education and encouragement projects and related experience of the past three years relevant to the draft scope of services described in Scope of Work/Services. Respondents should place particular emphasis on projects for which key staff to be assigned to this Program have either been primarily responsible or have performed substantial work. If subcontractors are to be used, the means by which these firms will participate must be specified and their experience and credentials presented in this section.

Qualifications and Experience of Key Staff

Respondents shall identify the key individuals to be assigned to this Program (by name and position) and describe the work tasks assigned to each individual. The respondent must also provide experience summaries of these key individuals, describing for each individual their previous experience on similar projects in similar roles, their educational background, and their length of tenure with the proposing firm or entity. Resumes of these key individuals may also be included, and can be added in the optional section; but they cannot substitute for the specific history or recent experience of the team members, as they directly relate to this proposal. Respondents shall also list any professional affiliations, licensures and certifications that are pertinent to the work described in Scope of Work/Services.

References

Respondents shall submit complete and current contact information for the identified references familiar with the respondent's ability, experience, and reliability in the performance and management of projects of a similar nature with the form found in Appendix E. A short narrative should give highlights on each of the projects used as a reference. A minimum of three different professional references for the lead person on the team should be submitted (as opposed to the firm in general), including: a) the current name of the client's agency or organization, b) the name of the professional contact (including their title, current e-mail, and phone number and c) the start and end times of the working relationship.

Cost Information

Respondents shall provide cost information as requested in Scope of Work/Services. Costs are not to exceed the awarded amount of \$75,000 for this three-year program.

Project Management and Scheduling Expertise

Respondents shall identify the management techniques that they are using to assure the completion of projects within schedule and budget as requested in Scope of Work/Services.

Insurance Requirements

Respondents shall provide information regarding the types of insurance carried, specifically in the areas of general liability, professional liability, automotive and workmen's compensation. Indicate the limits of coverage on each policy. Said insurance will be required to be maintained in full force and effect during the term of the contract(s).

All insurance policies required hereunder shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against SLOCOG/Rideshare its agencies, institutions, organizations, officers, agents, employees, and volunteers.

The foregoing insurance types, limits, and coverages may be modified only with the express written consent of SLOCOG/Rideshare and shall be subject to additional terms and conditions of any contract(s) awarded pursuant to this RFP.

Additional Forms Disadvantaged Business Enterprise Information and Affidavit of Non-Collusion

All Respondents shall complete and return the Disadvantaged Business Enterprise Information Request Form (Appendix A), Affidavit of Non-Collusion (Appendix B), Public Contract Code (Appendix C), and Insurance Requirement Form (Appendix D).

EVALUATION CRITERIA

Proposers may be telephoned and asked for further information, if necessary, and will be expected to appear for verbal, in-person interviews, as determined after the technical evaluation and reference checks. Previous clients will also be called.

An independent panel will make recommendations to SLOCOG/Rideshare staff on the basis of the proposer's technical evaluation, oral interview and reference checks.

SLOCOG/Rideshare reserves the right to select a consultant based solely on written proposals and telephone interviews, and not convene oral interviews.

Upon receipt of the proposals, a technical evaluation will be performed. Each of the written proposals will be reviewed and evaluated with criteria designed to help judge the quality of the proposals (total of 100 points possible). Evaluation criteria will include such considerations as:

Attribute	Description	Value
Qualifications of personnel	<i>Respondents will be evaluated with respect to the experience of the respondent and personnel assigned to the Program both in terms of past efforts in this type of work and the quality and level of commitment to the Program. Of prime concern will be the capabilities and accomplishments of the key individuals to be assigned to this particular Program.</i>	20
Past experience and relevant projects	<i>Qualifications of the respondent in terms of ability, experience, and reliability in performing and managing work within a schedule and budget will be included in the evaluation process.</i>	30
Addressing Scope of Work/Services	<i>Respondent shall respond to each task under the Scope of Work/Services section of this RFP. Each section of the Scope of Work/Services has a value attached to it that totals 30 pts.</i>	30
Cost proposal	<i>Likely Program cost, determined from the standard service fee break-out provided by the respondent, will be considered in the selection. Cost proposal must fall within the awarded budget of \$75,000.</i>	20

In addition, the participation of qualified disadvantaged and minority-owned firms in this Program is strongly encouraged, but not required. Other factors may be determined by SLOCOG/Rideshare to be necessary or appropriate at its discretion.

INQUIRIES

Proposers may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Project Timeline. Send all inquiries to: Peter Williamson, Programs Coordinator at info@rideshare.org. No phone or mail inquiries shall be accepted.

SPECIAL CONDITIONS

Conflict of Interest

Respondent shall not engage in any business, personal activities, practices, or maintain any relationships which conflict in any way with the full performance of respondent's obligations in this Program. After SLOCOG/Rideshare's prior written approval, respondent shall refrain from any practices, activities or relationships that reasonably appear to be in conflict with the full performance of respondent's obligations to SLOCOG/Rideshare. If a conflict or appearance exists, or if respondent is uncertain whether a conflict or the appearance of a conflict of interest exists, respondent shall submit to SLOCOG/Rideshare a disclosure statement setting forth the relevant details for SLOCOG/Rideshare's consideration. Failure to promptly submit a disclosure statement or to follow SLOCOG/Rideshare's direction in regard to the apparent conflict will constitute a breach of contract.

Federal and State Requirements

The selected respondent shall be responsible, at all times during the execution of the Program, for strictly adhering to and complying with all applicable Federal and California State Laws and regulations.

Respondent further acknowledges and agrees to comply with all terms and conditions of the SLOCOG/Rideshare governing legislation and all other applicable laws and regulations which may apply in carrying out the accomplishment of the program.

APPENDIX A

DISADVANTAGED BUSINESS ENTERPRISE FORM

It is the policy of SLOCOG to request and maintain the following data on **all respondents** to the solicitation. Please complete this form and include it with proposal.

General Information

Business Name _____

Business Address _____

Phone _____ Fax _____ E-mail _____

This firm was established on ____/____/____

Specify the gross annual receipts of the firm:

- | | |
|--|--|
| <input type="checkbox"/> Under \$100,000 | <input type="checkbox"/> \$100,000-\$500,000 |
| <input type="checkbox"/> \$500,000-\$1,000,000 | <input type="checkbox"/> Over \$1,000,000 |

Is your company certified as a Disadvantaged Business Enterprise in San Luis Obispo County?

☐ Yes ☐ No

NAME AND TITLE: _____ DATE _____

APPENDIX B

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under penalty of perjury:

1. That I am the Bidder (if the Bidder is an individual, a partner in the Bid (if the Bidder is a partnership) or an officer or employee of the bidding corporation having authority to sign on its behalf (if the Bidder is a corporation);
2. That the attached Bid or Bids has been arrived at by the Bidder independently and have submitted without collusion and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or service described in the Request for Proposals, designed to limit independent Bids or competition;
3. That the contents of the Bid or Bids has not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the Bid or Bids and will not be communicated to any such person prior to the official opening of the Bid or Bids; and
4. That I have fully informed myself regarding the accuracy of the statements made in the affidavit.

AUTHORIZED SIGNATURE: _____DATE_____

NAME AND TITLE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

APPENDIX C PUBLIC CONTRACT CODE

*****PRIME PROPOSER AND SUBCONSULTANTS/SUBCONTRACTORS MUST SUBMIT A SIGNED PUBLIC CONTRACT CODE STATEMENT*****

Public Contract Code Section 10285.1 Statement

In accordance with Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), the proposer hereby declares under penalty of perjury under the laws of the State of California that the proposer

_____has _____has not

been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or Federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University. The term "proposer" is understood to include any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in Section 10285.1.

Note: The proposer must place a check mark after "has" or "has not" in one of the blank spaces provided. The above Statement is part of the proposal. Signing this proposal on the signature portion thereof shall also constitute signature of this Statement. Proposers are cautioned that making a false certification may subject the certifier to criminal prosecution.

Public Contract Code Section 10162 Questionnaire

In accordance with Public Contract Code Section 10162, the proposer shall complete, under penalty of perjury, the following questionnaire:

Has the proposer, any officer of the proposer, or any employee of the proposer who has a proprietary interest in the proposer, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space:

Public Contract Code 10232 Statement

In accordance with Public Contract Code Section 10232, the proposer, hereby states under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the proposer within the immediately preceding two year period because of the proposer's failure to comply with an order of a federal court which orders the proposer to comply with an order of the National Labor Relations Board.

Note: The above Statement and Questionnaire are part of the proposal. Signing this proposal on the signature portion thereof shall also constitute signature of this Statement and Questionnaire. Proposers are cautioned that making a false certification may subject the certifier to criminal prosecution.

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the foregoing questionnaire and statements of the Public Contract Code Sections 10162, 10232 and 10285.1 are true and correct and that the proposer has complied with the requirements of Section 8103 of the Fair Employment and Housing Commission Regulations (Chapter 5, Title 2 of the California Administrative Code.) By my signature on this proposal I further certify, under penalty of perjury under the laws of the State of California and the United States of America, that the Noncollusion Affidavit required under Title 23 United States Code, Section 112 and Public Contract Code Section 7106; and the Title 49 Code of Federal Regulations, Part 29 Debarment and Suspension Certification are true and correct.

AUTHORIZED SIGNATURE: _____DATE_____

NAME AND TITLE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

APPENDIX D

INSURANCE REQUIREMENT FORM

Part A: Minimum Insurance Coverage – The selected consultant shall, at its own expense, obtain and maintain in effect at all times the following types of insurance against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under this Contract, placed with insurers with a Best's rating of A-X or better.

Yes (✓)	Please certify by checking the boxes at left that required coverage will be provided within five (5) days of SLOCOG's notice to firm that it is the successful proposer.
	<u>Workers' Compensation Insurance</u> in the amount required by the applicable laws, and Employer's Liability insurance with a limit of not less than \$1,000,000 per employee and \$1,000,000 per occurrence and any and all other coverage of proposers' employees as may be required by applicable law. Such policy shall contain a Waiver of Subrogation endorsement in favor of SLOCOG. Such Workers Compensation & Employers Liability may be waived, if, and only for as long as, the selected consultant is a sole proprietor with no employees.
	<u>Commercial General Liability Insurance</u> for Bodily Injury and Property Damage liability, covering the operations of the selected consultant and its officers, agents, and employees and with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence with a general aggregate liability of not less than \$2,000,000 , and Personal & Advertising Injury liability with a limit of not less than \$1,000,000 . Expense for Indemnatee's defense costs shall be outside of policy limits and such policy shall be issued on a Duty to Defend Primary Occurrence Form. SLOCOG and their respective commissioners, directors, officers, representatives, agents and employees are to be named as additional insured. Such insurance as afforded by this endorsement shall be primary as respects any claims, losses or liability arising directly or indirectly from the selected consultant's operations.
	<u>Errors and Omissions Professional Liability Insurance</u> in an amount no less than \$2,000,000 . If such policy is written on a "Claims-Made" (rather than an "occurrence") basis, proposer agrees to maintain continuous coverage in effect from the date of the commencement of services to at least three (3) years beyond the termination or completion of services or until expiration of any applicable statute of limitations, whichever is longer. The policy shall provide coverage for all work performed by the selected consultant and any work performed or conducted by any subconsultant working for or performing services on behalf of the proposer. No contract or contract between the selected consultant and any subconsultant shall relieve the consultant of the responsibility for providing this Errors & Omissions or Professional Liability coverage for all work performed by the consultant and any subconsultant working on behalf of the consultant on the project.
	<u>Business Automobile Insurance</u> for all automobiles owned, used or maintained by proposer and proposer's officers, agents and employees, including but not limited to owned, leased, non- owned and hired automobiles, with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence.
	<u>Umbrella Insurance</u> in the amount of \$1,000,000 providing excess limits over Employer's Liability, Automobile Liability, and Commercial General Liability Insurance.

Deductibles: Any deductibles or self-insurance retentions over **\$50,000** are subject to the approval of SLOCOG.

Notice of Termination: All policies shall provide that the insurance carrier shall give written notice to SLOCOG at least 30 days prior to cancellation, non-renewal or material change of coverage in the policy or policies, and shall provide notice of such change to SLOCOG and any other additional insured.

Additional Provisions: Each policy or policies of insurance described in Commercial General Liability Insurance, above shall include an endorsement providing that such insurance is primary insurance and no insurance of SLOCOG will be called on to contribute to a loss.

Certificates of Insurance: Promptly on execution of this Contract and prior to commencement of any work hereunder, the consultant shall deliver to SLOCOG Certificates of Insurance verifying the aforementioned coverages. Such certificates shall make reference to all provisions and endorsements referred to above and shall be signed on behalf of the insurer by an authorized representative thereof. Proposer agrees, upon written request by SLOCOG, to furnish copies of such policies or endorsements required under the Contract prior to the Effective Date of the Contract.

Disclaimer: The foregoing requirements as to the types of limits of insurance coverage to be maintained by consultant are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by consultant pursuant hereto, including, but not limited to, liability assumed pursuant to indemnification.

Subconsultant/subcontractor's Insurance: The Consultant shall require each of its subconsultant/subcontractors to provide the aforementioned coverages, unless such coverages are waived or reduced in writing by the SLOCOG Executive Director.

AUTHORIZED SIGNATURE: _____DATE_____

NAME AND TITLE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

APPENDIX E REFERENCES

List agencies in the United States to which the bidder has completed delivery of a similar service:

Agency Name	Location	Contact	Telephone No.	Type of Program	Delivery Date

Respondents shall submit complete and current contact information for the identified references familiar with the respondent's ability, experience, and reliability in the performance and management of projects of a similar nature with the form found in Attachment D. A short narrative should give highlights on each of the projects used as a reference. A minimum of three different professional references for the lead person on the team should be submitted (as opposed to the firm in general), including: a) the current name of the client's agency or organization, b) the name of the professional contact (including their title, current e-mail, and phone number; and c) the start and end times of the working relationship.

APPENDIX F

DISADVANTAGED SCHOOL PROFILES

The following ten (10) schools have been identified for learn-by-doing on-bike education and are provided for reference:

1. Grover Beach Elementary School

- a. K-8
- b. Address: 356 S. 10th Street
- c. Lucia Mar Unified School District
 - i. 602 Orchard Street, Arroyo Grande, CA 93420
- d. District code: 40687596043038
- e. Enrollment: **507**
- f. Total currently walking or biking: **112**
- g. Projected after Cycle 3: **148**
- h. Percentage of students eligible for free or reduced meal programs: **76%**

2. Nipomo Elementary School

- a. K-8
- b. Address: 190 E. Price Street, Nipomo, CA
- c. Lucia Mar Unified School District
 - i. 602 Orchard Street, Arroyo Grande, CA 93420
- d. District code: 40687596043061
- e. Enrollment: **434**
- f. Total currently walking or biking: **64**
- g. Projected after Cycle 3: **84**
- h. Percentage of students eligible for free or reduced meal programs: **76%**

3. Oceano Elementary School

- a. K-8
- b. Address: 1551 17th Street, Oceano, CA
- c. Lucia Mar Unified School District
 - i. 602 Orchard Street, Arroyo Grande, CA 93420
- d. District code: 40687596043095
- e. Enrollment: **399**
- f. Total currently walking or biking: **69**
- g. Projected after Cycle 3: **91**
- h. Percentage of students eligible for free or reduced meal programs: **86%**

4. Lillian Larsen

- a. K-8
- b. Address: 1601 L. Street, San Miguel
- c. San Miguel Joint Union
 - i. 1601 L. Street, San Miguel, CA 93451
- d. District code: 40688256043319
- e. Enrollment: **378**
- f. Total currently walking or biking: **112**

- g. Projected after Cycle 3: **148**
- h. Percentage of students eligible for free or reduced meal programs: **89%**
- 5. Bauer/Speck Elementary**
 - a. K-8
 - b. Address: 401 17th Street
 - c. Paso Robles Joint Unified School District
 - i. 800 Niblick Road, Paso Robles, CA 93446
 - d. District code: 40754576043145
 - e. Enrollment: **524**
 - f. Total currently walking or biking: **37**
 - g. Projected after Cycle 3: **49**
 - h. Percentage of students eligible for free or reduced meal programs: **75%**
- 6. Santa Rosa Academic Academy**
 - a. K-8
 - b. Address: 8655 Santa Rosa Road
 - c. Atascadero Unified School District
 - i. 5601 West Mall, Atascadero, CA 93422
 - d. District code: 40687006042964
 - e. Enrollment: **378**
 - f. Total currently walking or biking: **16**
 - g. Projected after Cycle 3: **21**
 - h. Percentage of students eligible for free or reduced meal programs: **68%**
- 7. Hawthorne Elementary School**
 - a. K-8
 - b. Address: 2125 Story Street
 - c. San Luis Coastal Unified
 - i. 1500 Lizzie St, San Luis Obispo, CA 93401
 - d. District code: 40688096043236
 - e. Enrollment: **325**
 - f. Total currently walking or biking: **62**
 - g. Projected after Cycle 3: **82**
 - h. Percentage of students eligible for free or reduced meal programs: **65%**
- 8. Georgia Brown Elementary**
 - a. K-8
 - b. Address: 525 36th Street
 - c. Paso Robles Joint Unified School District
 - i. 800 Niblick Road, Paso Robles, CA 93446
 - d. District code: 40754576043137
 - e. Enrollment: **535**
 - f. Total currently walking or biking: **34**
 - g. Projected after Cycle 3: **85**
 - h. Percentage of students eligible for free or reduced meal programs: **61%**

9. Baywood Elementary School

- a. K-8
- b. Address: 1330 9th St
- c. San Luis Coastal Unified
 - i. 1500 Lizzie St, San Luis Obispo, CA 93401
- d. District code: 40688096043236
- e. Enrollment: **375**
- f. Total currently walking or biking: **63**
- g. Projected after Cycle 3: **98**
- h. Percentage of students eligible for free or reduced meal programs: **59%**

10. C.L. Smith Elementary School

- a. K-8
- b. Address: 1375 Balboa St
- c. San Luis Coastal Unified
 - i. 1500 Lizzie St, San Luis Obispo, CA 93401
- d. District code: 40688096043202
- e. Enrollment: **450**
- f. Total currently walking or biking: **39**
- g. Projected after Cycle 3: **81**
- h. Percentage of students eligible for free or reduced meal programs: **53%**