

Metro Gold Line Foothill Extension Construction Authority

REQUEST FOR PROPOSALS (RFP) C3004 INFORMATION TECHNOLOGY SERVICES

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RFP Issued March 27, 2025



KEY DATES

RFP Issued:	March 27, 2025
Last Day for Submitting Written Questions:	April 16, 2025
Last Day Anticipated to Respond to Written Questions:	April 23, 2025
Last Day to Receive Proposals:	May 7, 2025
Interview Date (if required):	May 14, 2025
Scheduled Board Authorization (if applicable):	June 12, 2025

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SUBJECT: NOTICE OF REQUEST FOR PROPOSALS

**RFP C3004: METRO GOLD LINE FOOTHILL EXTENSION
CONSTRUCTION AUTHORITY
INFORMATION TECHNOLOGY SERVICES**

The Metro Gold Line Foothill Extension Construction Authority (the “Authority”) hereby invites Proposals from qualified firms or teams to provide information technology services, as more particularly described in Section 4.0 of this Request for Proposals (“RFP”).

Proposals must be received by the Authority at or before 11 a.m., Pacific Time on the date indicated on the cover page of this RFP as the last day to receive Proposals. Any Proposal received after the date and time specified above will be rejected, considered non-responsive, and returned to the Proposer unopened.

Parties interested in obtaining a copy of this RFP may do so by visiting the Authority’s website at <http://www.foothillgoldline.org>, or writing to the Chief Contracting Officer using the contact information set forth in Section 1.2. Please include the following information when requesting a copy of the RFP:

- Name of Firm
- Address
- Contact Person
- Contact Person’s Email Address, Telephone Number, and Facsimile Number
- Formal Title of this Request for Proposals

All Proposers shall comply with all the provisions of this RFP. The Authority will determine if interviews are necessary after reviewing the Proposals.

DEFINITIONS

- (a) Authority – The Metro Gold Line Foothill Extension Construction Authority.
- (b) Board Member – Any one of the voting or non-voting members of the Authority’s Board of Directors.
- (c) Consultant – The Proposer selected to perform the Work pursuant to this RFP.
- (d) Key Personnel – The Project Manager and any other key personnel identified by Proposer pursuant to Section 2.1.3.2(a).
- (e) Project – The extension and work related to the extension of the Metro Gold Line Foothill Extension light rail transit from the City of Pomona to the City of Montclair.
- (f) Proposal – The written response to this RFP submitted by a Proposer.
- (g) Proposer – Firm or team that submits a Proposal in response to this RFP.

- (h) RFP – This Request for Proposals, including all attachments and appendices.
- (i) Work – The information technology services solicited in this RFP, as more particularly described in Section 4.0.

INTERPRETATION

In this RFP, where appropriate: the singular includes the plural and vice versa; references to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation referred to; and the words “including,” “includes”, and “include” shall be deemed to be followed by the words “without limitation”. Words such as “herein,” “hereof”, and “hereunder” shall refer to the entire document in which they are contained and not to any particular provision or section; words not otherwise defined that have well-known technical or construction industry meanings are used in accordance with such recognized meanings; references to persons or entities include their respective permitted successors and assigns and, in the case of governmental entities, any such governmental entity succeeding to their respective functions and capacities; and words of any gender used herein shall include each other gender where appropriate.

1.0 INSTRUCTIONS TO PROPOSERS

1.1 EXAMINATION OF RFP DOCUMENTS

By submitting a Proposal in response to this RFP, the Proposer represents that it has thoroughly examined and become familiar with the Work and the form of contract attached hereto as Appendix 1, and that it is capable of (a) performing the Work within the established schedule to achieve the objectives of the Authority specified in this RFP, and (b) executing the Contract as described in Section 3.4.

1.2 POINT OF CONTACT / *EX PARTE* COMMUNICATIONS

The Authority's Chief Contracting Officer and In-House Counsel, Mitchell S. Purcell, Esq. or his designee, will be the sole contact for the prospective Proposers during the procurement process. He will coordinate all managerial, administrative, and technical processes and decisions. Mr. Purcell is located at 406 East Huntington Drive, Suite 202, Monrovia, CA 91016. His telephone number is (626) 471-9050. His e-mail address is mpurcell@foothillgoldline.org.

During the procurement period commencing on the date indicated on the cover page of this RFP as the date this RFP is issued, and continuing until execution of the Contract or cancellation of this procurement, no employee, member, or agent of any firm shall have any *ex parte* communications regarding this RFP with any member of the Authority's board members or staff, its advisors, or any of its contractors or consultants involved with the procurement, except for communications expressly permitted by this RFP. Any firm engaging in such prohibited communications may be disqualified at the sole discretion of the Authority. The foregoing shall not preclude any firm from participating in public meetings of the governing board of the Authority, or pre-proposal conferences or formal interviews (if any) as described herein.

1.3 ADDENDA / CLARIFICATIONS

1.3.1 Questions and Answers in Writing Only

The Authority may at any time modify conditions or requirements of this RFP by issuance of addenda. Proposers bear the responsibility of obtaining all addenda. The Authority shall make any changes to the requirements of this RFP by written addenda only and nothing included in a written answer pursuant to Section 1.3.2, stated at a pre-proposal conference (if any), or at any other time shall change or qualify in any way any of the provisions in this RFP. The Authority will not be bound by, and Proposers shall not rely on, any oral communications or representations or any written communications except to the extent set forth in an addendum to this RFP and not superseded by a later addendum to this RFP.

If a Proposer has questions about this RFP or requires any clarifications, the Proposer shall notify the Authority in writing in accordance with Section 1.3.2. Summaries of the inquiries and responses may be posted without attribution on the Authority's website at www.foothillgoldline.org. The Authority does not anticipate issuing any responses to inquiries after the date set forth on the cover page of this RFP as the last day anticipated to respond to written questions. The responses will not be considered part of the RFP or Contract but may be relevant in helping to resolve ambiguities in the RFP or Contract for procurement purposes. Inquiries resulting in any modifications to this RFP will be documented in addenda. **Proposers are responsible for checking the Authority's website for addenda and other important information.**

1.3.2 Process for Submittal of Questions and Requests for Clarifications

All questions and requests for clarifications must be received by the Authority **at or before 11 a.m., Pacific Time** on the date indicated on the cover page of this RFP as the last day for submitting written questions. All questions or requests for clarifications shall be in writing, clearly labeled "Written Questions," and emailed to Mitchell S. Purcell, Esq., Chief Contracting Officer & In-House Counsel at mpurcell@foothillgoldline.org with the email subject line "RFP C3004 - Written Questions". The Authority shall not be responsible for failure to respond to a question or request for clarification that has not been properly labeled.

1.4 SUBMISSION OF PROPOSALS

1.4.1 Date and Time

Proposals must be received at or before 11 a.m., Pacific Time on the date set forth on the cover page of this RFP as the last day to receive Proposals. Any Proposals received after the above-specified time will be rejected, considered nonresponsive, and returned to Proposers unopened.

1.4.2 Address

Proposals shall be addressed as follows:

METRO GOLD LINE FOOTHILL EXTENSION
CONSTRUCTION AUTHORITY
Attention: Mitchell S. Purcell, Esq.
Chief Contracting Officer & In-House Counsel
406 East Huntington Drive, Suite 202
Monrovia, CA 91016

1.4.3 Identification of Proposals

The Proposer shall submit an **original and three copies** of its Proposal in a sealed package, *excluding its costs of services* as required by Section 4.2, addressed as shown above, bearing the Proposer's name and address and clearly marked as follows:

Request for Proposals (RFP) C3004:
Information Technology Services
Proposal Documents

The Proposer shall submit an **original and three copies** of its costs of services, as required by Section 4.2, in a separately sealed package, addressed as shown above, bearing the Proposer's name and address and clearly marked as follows:

Request for Proposals (RFP) C3004:
Information Technology Services
Costs of Services

1.4.4 Acceptance of Proposals

The Authority reserves the right to accept or reject any and all Proposals, or any item or part thereof, and to waive any informalities or irregularities in Proposals.

The Authority reserves the right to withdraw this RFP at any time without prior notice, and the Authority makes no representations that any contract will be awarded to any Proposer responding to this RFP. The Authority reserves the right to postpone for its own convenience the date for receipt of the Proposals. The Authority reserves the right to modify the schedule.

1.4.5 Disqualification from Future RFPs

The Authority reserves the right to disqualify any Proposer from future RFPs for an undetermined amount of time for failure to accept a contract and/or unsatisfactory performance.

1.5 PRE-CONTRACTUAL EXPENSES

The Authority shall not pay or reimburse Proposers for any pre-contractual expenses incurred by Proposers, including:

- (a) Expenses incurred in connection with:
 - (i) Attending pre-proposal conferences, if any;
 - (ii) Preparing a Proposal in response to this RFP;
 - (iii) Submitting a Proposal to the Authority; and

- (iv) Negotiating with the Authority on any matter related to this RFP or a Proposal; and
- (b) Any other expenses incurred by Proposer prior to the date of execution of contract documents constituting the agreement between the Proposer and the Authority and the issuance of a notice to proceed pursuant thereto.

1.6 TEAMING OFFERS

Where two or more potential Proposers desire to submit a single Proposal responding to any or all of the Work solicited in this RFP, they should do so on the basis of a prime-subconsultant relationship that forms a team rather than as a joint venture. As a matter of contracting policy on this procurement, the Authority intends to contract with a single firm or team and not with multiple firms doing business as a joint venture.

1.7 TAXES

All Proposals are subject to state and local sales taxes. However, the Authority is exempt from the payment of Federal Excise and Transportation Taxes. The Proposals should take these facts into consideration.

1.8 LENGTH OF CONTRACT

The Authority anticipates awarding the Contract for a term of approximately 24 months, subject to revision based on schedules received from Proposers. The Authority will authorize Work as funds are available. The Authority may extend the Contract by amendment.

1.9 PROTEST PROCEDURES

The Authority's Administrative Code includes protest procedures applicable to this RFP. Proposers may obtain the Authority's Administrative Code by contacting the Authority's Document Control Department at (626) 471-9050. Any protest filed by a Proposer in connection with this RFP must be submitted in accordance with the Administrative Code.

1.10 CONTACT WITH BOARD MEMBERS IS PROHIBITED

In order to create a fair and orderly process, the Authority's Administrative Code bars Proposers from contacting Board Members and prospective consultants during the selection process. In furtherance of this policy, from the date of issuance of this RFP until such time as the Authority selects the Consultant, no Proposer or any of its employees, agents, subcontractors, lobbyists, or attorneys or other related entities shall contact any

Board Member or staff member regarding this RFP, its interest in this RFP, or any related issue, except as may be requested by the Authority or its staff as part of the Authority's interview and evaluation process. This prohibition will be strictly applied. Failure to comply with this requirement may, at the Authority's election, result in disqualification of a Proposer.

1.11 CONTRACT TYPE

The agreement resulting from this RFP, if awarded, is attached hereto as Appendix 1 (the "Contract") and is a monthly fixed-price lump sum contract subject to cancellation and renewal. Please see Section 3.4 for additional details.

2.0 PROPOSAL CONTENTS AND FORMS

2.1 FORMAT AND CONTENT

2.1.1 Presentation

Proposals shall be typed and single-spaced with a minimum 11-point font on 8 ½ x 11-size paper using a single method of fastening. Proposals shall not exceed 20 pages in length, excluding resumes, forms, conflict of interest responses as described below, and any appendices. Proposals should not include any unnecessarily elaborate or promotional material. Lengthy narratives are discouraged.

2.1.2 Letter of Transmittal

The letter of transmittal shall be addressed to the Chief Contracting Officer and must, at a minimum, include the following:

- (a) Identification of the Proposer, including full legal name, address, and telephone number;
- (b) Proposed working relationship between the Proposer and subconsultants (with full legal names), if applicable;
- (c) Acknowledgement of receipt of all RFP addenda, if any (if none, so state);
- (d) Name, title, address, email, and telephone number of the contact person for the Proposer's Proposal;
- (e) A statement indicating that the Proposal shall remain valid for a period of not less than 90 days from the date of submittal; and
- (f) The signature of the person authorized to bind the Proposer to the terms of the Proposal.

2.1.3 Proposal

Generally: Section 4.0 identifies the deliverables and tasks required for this RFP. The Proposer's Proposal must identify its approach to performing the Work in the most cost effective and efficient manner, including submitting the costs of services information described in Section 4.2.

Specifically: A Proposer must include the following four sections in its Proposal to be considered responsive:

2.1.3.1 Section 1 - Qualifications, Related Experience, and Financial Stability

This section of the Proposal should establish the ability of the Proposer to satisfactorily perform the Work through: (1) Demonstrated competence in the Work to be performed; (2) Experience in performing work of a similar nature (experience must include experience working with one or more public agencies that regularly handle projects larger than \$100M); (3) Demonstrated strength and stability of the team; (4) Supportive client references (from public agencies); and (5) Financial condition and current and/or projected workload.

The Proposer shall:

- (a) Provide a brief profile of the Proposer emphasizing the Proposer's qualifications to perform the Work, including the types of services offered; the year founded; form of the organization; number, size, and location of offices; and number of employees.
- (b) Describe the Proposer's experience in performing services of a similar nature to that solicited in this RFP (experience must include experience working with one or more public agencies that regularly handle projects larger than \$100M) and highlight the participation in such work by the Project Manager and other Key Personnel proposed for assignment to the services solicited in this RFP.
- (c) Identify subconsultants, if any, by company name, address, contact person, telephone number, and the specialty areas they will be involved in, and describe the Proposer's experience in working with each subconsultant.
- (d) Provide a minimum of three references from projects cited as related experience. The Proposer shall furnish the name, title, address, and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed. Additionally, the Proposer may supply references from other work not cited in this section as related experience.
- (e) Provide a general description and evidence of the Proposer's financial condition and ability to manage the financial demands of performing the Work; and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede the Proposer's ability to perform the Work. The Proposer shall include any relevant information regarding current and/or projected workload.

2.1.3.2 Section 2 - Staffing and Personnel / Team Organization

This section of the Proposal should highlight the Proposer's management, technical team, and organization. The Proposer shall:

- (a) Identify the Project Manager and other key personnel proposed to perform the services solicited in this RFP and include major areas of subcontract work, if any.
- (b) Provide a description of the experience, education, and applicable professional credentials of the Project Manager and other Key Personnel, including a detailed description of their involvement in any experience described in Section 2.1.3.1 (particularly with regard to experience working with public agencies that regularly handle projects greater than \$100M).
- (c) Furnish brief resumes (not more than two pages each) for the proposed Project Manager and other Key Personnel.
- (d) Include a personnel / team organization chart (and description, if needed) which clearly delineates communication and reporting relationships between the Project Manager and other Key Personnel, including subconsultants.
- (e) Include a statement that the proposed Project Manager and other Key Personnel will be available for the term of Contract, and acknowledging that Key Personnel shall not be removed and/or replaced without the prior written concurrence of the Authority's CEO.

2.1.3.3 Section 3 - Project Understanding, Plan, and Approach

The Proposer shall provide a project work plan in the form of a detailed narrative that (1) addresses both its management and technical approach to performing the Work in the most cost-effective manner, and (2) shows the Proposer's understanding of the needs and requirements of the Authority in this RFP. As part of its project work plan, the Proposer shall include the following:

- (a) The Proposer's understanding of the Work and the Project.
- (b) The Proposer's approach for completing the tasks specified in Section 4.0, labor hours commitment for each task (*without reference to costs and in addition to any cost information included in the costs of services*), and identification of which individuals within the Proposer's organization will have specific responsibility for them.

2.1.3.4 Section 4 - Exceptions, Deviations, and Enhancements

The Proposer shall state any "technical" types of exceptions to or deviations from the requirements of this RFP. Where the Proposer wishes to propose alternative approaches

to meeting the technical requirements of the RFP, these should be thoroughly explained in the narrative with justification. The Proposer also is encouraged to propose enhancements and/or procedural and technical innovations to the Work that do not deviate from the objectives of the Authority in this RFP. The Authority may accept or reject at any time any or any part of any proposed exceptions, deviations, or enhancements in its sole discretion. If a proposed exception, deviation, or enhancement is not affirmatively accepted, it shall be deemed to be rejected.

“Contractual” types of exceptions are not permitted (see Section 3.4).

2.2 CONFLICTS OF INTEREST

By submitting a Proposal, Proposer is certifying that at the time of the submission of the Proposal, Proposer and its team members have no contractual or other relationships which would create any actual or perceived conflict of interest. Proposer further certifies that, if awarded the Contract, Proposer, its team members, and any employees of the foregoing shall not acquire any other contractual relationships during the term of the Contract which would create such a conflict.

The Authority will evaluate actual or perceived conflicts on a case-by-case basis. The Authority shall, at its sole discretion, determine whether a conflict of interest exists and qualify or disqualify firms or teams accordingly.

2.3 REQUIRED FORMS

- (a) The Proposer, on behalf of its entire team, must complete and submit the form entitled “Organizational Conflicts of Interest Disclosure Statement” provided as Attachment A to this RFP.
- (b) In conformance with the statutory requirements of the State of California Government Code Sections 84308 and 87100, part of Political Reform Act and Title 2, California Code of Regulations 18438 through 18438.8 and California Public Utilities Code 132410, regarding campaign contributions and gifts to members of appointed Boards of Directors and governing bodies and staff members, Proposer and each team member must complete and submit the forms provided as Attachments B and C to this RFP.
- (c) If the Contract value is one million dollars or greater, Proposer and each team member must complete and submit the form entitled “Iran Contracting Certification” provided as Attachment D to this RFP.

2.4 ATTACHMENTS

Information considered by the Proposer to be pertinent to its Proposal and which has not been specifically solicited in this RFP may be placed in a separate attachment section. Proposers are cautioned, however, that this is not an invitation to submit large amounts of extraneous material. All attachments should be relevant and directly tied to some specific section or subsection of the Proposer's Proposal.

3.0 EVALUATION AND AWARD

3.1 EVALUATION PROCEDURE

An evaluation team including Authority staff, outside agency representatives, and/or representatives from local cities and municipalities will evaluate the Proposals received from Proposers based on the criteria set forth in Section 3.2. Score sheets, based on a maximum score of 100 points, will be completed for each of the Proposals submitted. The evaluators, in applying the evaluation criteria to the Proposals, may consider additional sub-criteria beyond those listed.

During the evaluation period, the Authority may elect to conduct interviews with some or all of the firms or teams. The date indicated on the cover page of this RFP as the Interview Date has been established as the date on which interviews may be conducted. All Proposers are advised to keep this date available. If the Proposer is unable to attend the interview on the date of its scheduled interview, its Proposal may be eliminated from further consideration.

Based on the evaluation team's review and scoring of the Proposals and the interviews (if any), and without review of the costs of services separately submitted by Proposers, the evaluation team will rank the highest scoring Proposer first, the next highest scoring Proposer second, and so on and so forth.

Proposers are advised, however, that an award may be made without interviews or further communication with Proposers once all Proposals are received on the date specified above.

3.2 EVALUATION CRITERIA

The evaluation criteria, listed below, are described in terms of the evaluation factors along with a maximum score indicated in parenthesis:

3.2.1 Qualifications, Related Experience, and Financial Stability (35 points)

Proposers (and their team members, as applicable) will be evaluated as to whether and to what degree they (a) are qualified to perform the Work, (b) have substantial and positive experience performing services similar to the Work, including experience working with one or more public agencies that regularly handle projects larger than \$100M, and (c) are financially stable and able to handle the financial demands of performing the Work.

3.2.2 Staffing and Personnel / Team Organization

(35 points)

Proposers (and their team members, as applicable) will be evaluated as to whether and to what degree they present (a) a well-qualified and experienced Project Manager and other Key Personnel, particularly as it relates to conducting services similar to the Work, including experience working with one or more public agencies that regularly handle projects larger than \$100M, (b) a Project Manager and other Key Personnel deeply involved with any positive experience discussed in Section 2.1.3.1, (c) a clear and logical personnel / team organization, (d) a reasonable labor hours commitment, and (e) a statement agreeing to the restrictions on changes in Key Personnel as set forth in Section 2.1.3.2(e).

3.2.3 Project Understanding, Plan, and Approach

(30 points)

Proposers (and their team members, as applicable) will be evaluated as to whether and to what degree they (a) convey a clear understanding of the Work, (b) set forth an efficient, complete, and effective approach to performing the Work, (c) propose a realistic schedule and plan for meeting the Authority's needs, and (d) propose additional value to the Authority through suggested technical or procedural innovations.

3.3 CONTRACT AWARD

After the evaluation procedure described in Section 3.1 has been completed, the separately sealed costs of services from each Proposer will be opened and reviewed. Then, the Authority's CEO will conduct negotiations regarding the contract amount with the Proposer ranked number one. In the event the CEO is unable to conclude negotiations with the Proposer ranked number one, the CEO will terminate negotiations with such Proposer and conduct negotiations with the second ranked Proposer, and so on and so forth. If the CEO concludes negotiations with a Proposer, the CEO may make a recommendation for award of the contract to the Authority's Board of Directors. The Authority's Board of Directors will be responsible for making the decision of whether to award the contract to such Proposer.

Prior to the negotiations and/or award of the Contract, the selected Proposer team members may be required to submit to a pre-award audit of their financial records to confirm claims of financial stability, determine allowable overhead rates, and ascertain the capacity of the firm's accounting systems to meet the internal controls necessary to account for state and local funds from various transportation sources.

The Authority reserves the sole right to determine whether or not a consultant will be selected and a contract awarded as a result of this RFP. The Authority may cancel this procurement or issue an addendum at any time. Issuance of this RFP does not guarantee that a contract for the services described herein will be awarded.

3.4 EXECUTION OF CONTRACT

By submitting its Proposal, each Proposer commits to enter into the Contract without negotiation or variation, except to fill in blanks. Following award and the conclusion of negotiations, if any, the Authority will finalize the Contract by filling in blanks and including other necessary information. Within five business days after delivery by the Authority to the successful Proposer of the execution form of Contract, the successful Proposer shall deliver to the Authority the following:

- (a) Signed Contract (5 executed duplicate originals);
- (b) Insurance certificates showing compliance with coverages required in the Contract in a form satisfactory to the Authority as well as any other evidence showing such required coverages as may be requested by the Authority;
- (c) Evidence as to the authority of the signatories to the Contract; and
- (d) Evidence of any required licensing.

Failure to comply with the above may result in termination of negotiations and/or cancellation of award, in which case, the Authority may (but is not obligated to) proceed to negotiate with the next highest ranked Proposer in accordance with Section 3.3.

The Contract shall not be effective until it has been signed by both the Proposer and the Authority.

3.5 NOTIFICATION OF AWARD AND DEBRIEFING

Each Proposer that submits a Proposal in response to this RFP shall be notified in writing regarding the Proposer that was awarded the Contract. Such notification shall be made within 14 working days after the contract award is made.

Proposers that were not awarded the Contract may obtain an explanation and/or response concerning the strengths and weaknesses of their Proposals. Unsuccessful Proposers that wish to be debriefed must request the debriefing in writing, and the Authority must receive the request by U.S. mail or fax within three working days of their notification of the contract award to another firm or team.

4.0 SCOPE OF SERVICES

4.1 PROJECT BACKGROUND

Phase 1 of the Los Angeles to Pasadena Blue Line (now Gold Line) project was successfully constructed and turned over to the Los Angeles County Metropolitan Transportation Authority (LACMTA) for revenue operations on July 26, 2003. The project extended 13.6 miles from Union Station in downtown Los Angeles to the eastern border of Pasadena. The existing Gold Line serves the communities of Los Angeles, Chinatown, Lincoln Heights, Highland Park, South Pasadena, and Pasadena.

Phase 2, the Gold Line Foothill Extension, plans to continue the Light Rail Transit (LRT) System from Sierra Madre Villa Station in East Pasadena eastward to the cities of Arcadia, Monrovia, Duarte, Irwindale, Azusa, Glendora, San Dimas, La Verne, Pomona, Claremont and Montclair. Phase 2 is broken down further into Phase 2A (Pasadena to Azusa), Phase 2B (Azusa to Pomona), and an anticipated (future) Phase 2B2 Pomona to Montclair.

The objectives of constructing the Foothill Extension include:

- Improving transit mobility throughout the region.
- Providing direct access to downtown Los Angeles and efficient transit service throughout the San Gabriel Valley.
- Providing regional connectivity to rail transit modes and intermodal sites and Metrolink Facilities, all of which directly connect via transfers or extensions to the current Metro Gold Line LRT system.
- Promoting investment in potential joint development sites by connecting the area's transit systems.
- Constructing the line rapidly and in a way that it can be operated efficiently by LACMTA as part of its regional responsibility to operate all urban rail transit lines in Los Angeles County.

4.2 COSTS OF SERVICES

Proposers shall submit in a separate sealed envelope as noted in Section 1.4.3: (a) the flat monthly fee required to provide all services set forth in Section 4.3, (b) the hourly rate broken down by category and team member as applicable to be charged in the event additional services beyond those listed in Section 4.3 are required, and (c) a full set of Form 60s in the form set forth in Exhibit C of the Contract.

To the extent that hours are required in the Proposer’s judgment to perform other tasks and subtasks not included in the services set forth in Section 4.3, the Proposer should identify the tasks and assign hours to accomplish each.

4.3 CONSULTANT SCOPE OF SERVICES

This RFP is to procure the services of a qualified, experienced, and strategic thinking firm to perform work including the following: provide 24/7 information technology services to Authority staff and consultant/contractors (20-75 users), as well as coordinate with IT-related vendors as necessary to support the Authority’s daily operations; maintain the Authority’s desktops, laptops, and on- and off-premise computing infrastructure inclusive of firewalls, multiple data/telephony connections, wireless networks, domains and websites, public cloud services, specialized applications and databases, mobile user access, help desk system, and associated software applications; and to recommend strategic approaches/investments that reduce the Authority’s total cost of ownership and/or increase efficiencies. The work to be performed by the Consultant also includes the following:

Tasks	Frequency
Physical presence to perform the tasks set forth in this <u>Section 4.3</u> : (a) At a minimum, the Consultant must be physically present at the Authority’s Monrovia office Monday through Thursday from 8 a.m. to 12 p.m., Pacific Time (b) Physical presence will be required in Glendora, Claremont, or other Authority location on an as-needed basis – typically once per week for several hours (c) Physical presence will be required for all Authority committee meetings, JPA, TAC and Board meetings – typically a total of four days per month. On these days, physical presence may be needed from 8 a.m. to 3 p.m., Pacific Time (d) Physical presence may be required outside of the hours set forth in <u>subsection (a)</u> above	
Manage all on-premise and off-premise network infrastructure, firewalls (2), data/telephony connections (4), wireless access points & networks (3), website, private cloud / hosted servers (if applicable), and public cloud services (3)	24/7
Design, develop, operate and maintain the Authority’s custom “Document Logging” system for tracking inbound/outbound correspondence (50k+ existing) using Microsoft Sharepoint, Adobe Acrobat PDFs and desktop OCR scanners	24/7

Coordinate with application developers and/or service providers of e-Builder Construction Management software, Bentley MicroStation and Adobe Creative Cloud to configure Authority computers, enable user access, perform troubleshooting and ensure operation of these mission critical applications	24/7
Document control searches	As Needed
Assist new and existing employees and consultants/vendors with onsite and remote connections to the Authority's computing resources as directed	As Needed
Perform network device, peripheral, and desktop maintenance / administration tasks per industry best practices	Daily
Implement, administer, and manage all aspects of Microsoft cloud services (Office 365 Premium, Project, Visio, Entra, and Intune, including licensing, user account creation/deletion, and governance; and policy management and compliance	24/7
Support development and manage the implementation and administration of Authority document/data retention policies and permissions through Sharepoint 365 and OneDrive	Daily
Support the Authority's legal counsel with legal compliance, holds, and searches of documents and emails	As-Needed (Monthly)
Develop specifications, procure, install and configure, firewalls, desktops, laptops, phones, tablets, printers, standard network devices, software, etc.	As Needed
Installation and configuration of software upgrades as recommended and/or required	As Needed
Perform troubleshooting and maintenance on all Authority computers, printers, copiers, and other equipment	As Needed
Perform daily administrative tasks such as managing network, cloud, and user logins; network security; and printing.	Daily
Monitor and manage all switches, wireless access points intelligent power supplies, and firewall event logs	Daily
Monitor and manage firewall and internet performance	Daily
Monitor and manage network backups, testing, and logs	Weekly
Manage network and workstation security to ensure protection	Daily

Work with accounting software consultant Argus for Microsoft Dynamics Great Plains	As Needed
Plan, monitor, and manage multiple high-speed data/telephony connections, coordinating with service providers for the selection, installation, and/or configuration of services and office equipment to ensure reliability, redundancy, and cost effectiveness	As-Needed
Manage internet services for registering resources, website and domain names, and internet addresses	As Needed
Select, implement, and manage website hosting and access for multiple domains	As Needed
Monitor and manage cloud anti-virus products for desktops, and other Authority devices as applicable	As Needed
Monitor and deploy anti-virus upgrades and virus file updates	As-Needed
Perform other network and desktop management functions such as telephone and voicemail interfaces to network	As Needed
Support and troubleshoot connectivity and other issues related to the Microsoft Dynamics financial system	As Needed
Maintain clean and secure work environment for the computer room (racks, patch panel, hub, etc.)	Daily
Manage and renew all software licenses and support, hardware warranties, and support agreements	As Needed
Contact and correspond with third party vendors for equipment warranty and software support items	As Needed
Submit monthly help desk report, including all activities, service items, repairs, and problem log	Monthly
Mobile – configure users phones and tablets to access email and network VPN	As Needed
Web Development – support and coordinate with third parties for website redesigns, transfers, and updates.	As Needed
Satellite Offices – manage and support satellite office connectivity, workstations, and users. Glendora and Future Satellite Offices TBD.	As Needed

5.0 ATTACHMENTS

ATTACHMENT A	Organizational Conflicts of Interest Disclosure Statement
ATTACHMENT B	Campaign Contribution Disclosure Form
ATTACHMENT C	Gift Disclosure Form
ATTACHMENT D	Iran Contracting Certification

Attachment A – Organizational Conflicts of Interest Disclosure Statement

METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY

1. Policy

An organizational conflict of interest means that because of other activities, relationships, or contracts, a Proposer or one of its team members (each a “consultant”) is unable, or potentially unable, to render impartial assistance or advice to the Authority; a consultant's objectivity in performing the contract work is or might be otherwise impaired; or a consultant has an unfair competitive advantage.

2. Disclosure

In the space provided below, and on supplemental sheets as necessary, identify all relevant facts relating to past, present or planned interest(s) of the Proposer and its team members which may result, or could be viewed as, an organizational conflict of interest in connection with the RFP.

3. Explanation

In the space below, and on supplemental sheets as necessary, identify steps that have been or will be taken to avoid or mitigate any organizational conflicts of interest described herein.

4. Certification

The undersigned hereby certifies that, to the best of his or her knowledge and belief, no interest exists that is required to be disclosed in this Organizational Conflicts of Interest Disclosure Statement, other than as disclosed above.

Signature

Name

Title

Proposer Name

Attachment B – Campaign Contribution Disclosure
METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION
AUTHORITY

Campaign Contribution Disclosure Information Sheet

The attached Campaign Contribution Disclosure Form must be completed by any person submitting a statement of qualifications, proposal or bid to enter into a contract or subcontract with the Metro Gold Line Foothill Extension Construction Authority (the “Authority”). If no such contributions have been made, such person shall sign and so indicate on the form.

Important Notice

The basic provisions of Government Code Section 84308, 2 Cal. Adm. Code Section 18438.8 and Public Utilities Code Section 132410 as applicable to contractors, prospective contractors and subcontractors are as follows:

- I. If you are a contractor with or a prospective contractor or subcontractor with the Authority you are prohibited from making a campaign contribution of more than \$500 to any Board Member or his or her alternate or other officer of the Authority. This prohibition begins on the date the Authority releases documents requesting statements of qualifications (“RFQ”), requests for proposals (“RFP”) or invitations for bid (“IFB”) and ends 12 months after the Board of Directors awards the contract. In addition, no Board Member or alternate or Authority officer may solicit or accept a campaign contribution of more than \$500 from you during this period.
- II. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. These prohibitions also apply to your subcontractor(s), joint venturer(s), and partner(s) in the contract. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- III. You and your subcontractors must file the attached disclosure form and disclose whether you or your agent(s) have contributed more than \$500 to any Board Member or his or her alternate or any other Authority officer during the 24 month period preceding the release of the RFQ, RFP or IFB.
- IV. To determine whether a campaign contribution of more than \$500 has been made by you, campaign contributions made by you within the preceding 24 months must be aggregated with those made by your majority shareholder (if a closely held corporation), your subcontractor(s), your joint venture(s), and your partner(s) in the proceeding. Campaign contributions made to different Members of the Board of Directors or their alternates or different Authority officers are not aggregated.

- V. If you or your agent have contributed more than \$500 to any individual Board Member or his/or her alternate or other Authority officer during the 24 months preceding the decision to award the contract, that Board Member or alternate or other Authority officer must disqualify himself or herself from the decision. However, disqualification is not required if the Board Member or alternate or other Authority officer returns the campaign contribution within 30 days from the time the recipient knows, or should have known, about both the contribution and the fact that you have indicated a desire to enter into a contract with the Authority.

- VI. The Campaign Disclosure Form shall be completed and filed with your statement of qualification, proposal and bid.

A list of the Board Members and alternates and other Authority officers is attached.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act, 2 Cal. Adm. Code Sections 18438.8 and Public Utilities Code Section 132410. You should consult these statutes and regulations for specific information.

ATTACHMENT B

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Contractor's or Subcontractor's Name: _____

Contractor's or Subcontractor's Address: _____

Contract Title: _____

Board Member(s) or Alternate(s) or other officer(s) to whom campaign contributions were made and dates of contribution(s) in the preceding 24 months (if none, please so state):

Name of Recipient of Contribution: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Name of Recipient of Contribution: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Name of Recipient of Contribution: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Date: _____

Signature of Party and/or Agent

[Add additional sheets as necessary.]

AUTHORITY BOARD OF DIRECTORS	AUTHORITY BOARD ALTERNATES
Ed Reece	Larry Spicer
Mendell Thompson	Paul Leon
Tim Sandoval	N/A
Tim Hepburn	Bill Ruh
Gene Masuda	N/A
Daniel Evans	N/A
Alan Wapner	John Dutrey
Marlon Regisford	Dan Kopulsky

Attachment C – Gift Disclosure

METRO GOLD LINE FOOTHILL EXTENSION CONSTRUCTION AUTHORITY

Gift Disclosure Information Sheet

The attached Gift Disclosure Form must be completed by contractors, potential contractors and their subcontractors submitting a statement of qualifications, proposal or bid to enter into a contract or subcontract with the Metro Gold Line Foothill Extension Construction Authority (the “Authority”). If no such gifts have been made, such contractor, potential contractor or subcontractor shall sign and so indicate on the form.

Important Notice

Basic Provisions of Government Code Section 87100 and Public Utilities Code Section 132410:

- I. Board members and their alternates and all Authority employees (“employees”) of the Authority are prohibited from accepting gifts valued at more than \$10 from contractors, subcontractors or potential contractors with the Authority.
- II. All contractors, potential contractors and subcontractors with the Authority must file the attached disclosure form and disclose whether they have in the aggregate contributed \$10 or more to any Board member or his or her alternate or any employee during the 12 month period preceding the date of submission of a response to a statement of qualifications, request for proposals or invitation for bid.
- III. Board members and alternates must disqualify themselves from decisions to award a contract which will have a material financial effect on a donor of a gift of more than \$10 in the preceding 12 months.
- IV. A list of Board Members and their alternatives and Authority employees is attached.
- V. The Gift Disclosure Form shall be completed and filed with each response to a request for a statement of qualifications, request for proposals or invitation to bid.
- VI. This information sheet summarizes the provisions of Government Code Section 87100 and Public Utilities Code Section 132410. You should consult these statutes for more specific information.

ATTACHMENT C

GIFT DISCLOSURE FORM

To be completed only if gifts have been made in the preceding 12 months.

Donor's Name: _____

Donor's Address: _____

Proposed or Current Contract: _____

Board Member(s) or Alternate(s) or staff member to whom you and/or your agent made gifts in excess of \$10 in the prior 12 months (if none, please so state).

Name of Recipient: _____

Date(s): _____

Amount(s): _____

Name of Person Making Gift (if other than Party): _____

Donor's Name: _____

Donor's Address: _____

Proposed or Current Contract: _____

Board Member(s) or Alternate(s) or staff member to whom you and/or your agent made gifts in excess of \$10 in the prior 12 months.

Name of Recipient: _____

Date(s): _____

Amount(s): _____

Name of Person Making Gift (if other than Party): _____

Date: _____

Signature of Contractor, Potential Contractor or Subcontractor

[Add additional sheets as necessary.]

AUTHORITY BOARD OF DIRECTORS	AUTHORITY BOARD ALTERNATES
Ed Reece	Larry Spicer
Mendell Thompson	Paul Leon
Tim Sandoval	N/A
Tim Hepburn	Bill Ruh
Gene Masuda	N/A
Daniel Evans	N/A
Alan Wapner	John Dutrey
Marlon Regisford	Dan Kopulsky

Attachment D – Iran Contracting Certification

*****NOT APPLICABLE TO C3004 – do not complete*****

Section 2200 et seq. of the California Public Contract Code prohibits a person from submitting a proposal for a contract with a public entity for goods and services of \$1,000,000 or more if that person is identified on a list created by the Department of General Services pursuant to Section 2203(b) of the California Public Contract Code. The list will include persons providing goods or services of \$20,000,000 or more in the energy sector of Iran and financial institutions that extend \$20,000,000 or more in credit to a person that will use the credit to provide goods or services in the energy sector in Iran. Department of General Services is required to provide notification to each person that it intends to include on the list at least 90 days before adding the person to the list.

In accordance with Section 2204 of the California Public Contract Code, the undersigned hereby certifies that:

- It is not identified on a list created pursuant to Section 2203(b) of the California Public Contract Code as a person engaging in investment activities in Iran described in Section 2202.5(a), or as a person described in Section 2202.5(b), as applicable; or
- It is on such a list but has received permission pursuant to Section 2203(c) or (d) to submit a proposal in response to RFP.

Note: Providing a false certification may result in civil penalties and sanctions.

Date: _____

Entity: _____

Signature: _____

Title: _____

APPENDIX 1

Form of Information Technology Services Agreement

(See attached)