



*Solano Transportation Authority*

*... working for you!*

## SOLANO TRANSPORTATION AUTHORITY

Member Agencies:  
Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

423 Main Street, Suisun City, CA 94585-2413 ♦ Telephone (707) 424-6075 / Fax (707) 424-6074

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July 14, 2025

**To:** Prospective Consultant Firms

**From:** Jasper Alve, STA Project Manager

**Re:** Notice of Addendum to the Solano Transportation Authority's Request for Proposals (RFP) 2025-06 for the Preparation of Project Approval and Environmental Documentation (PA&ED), as well as Plans, Specifications, and Estimate (PS&E) for the Solano Rail Hub Project Pedestrian Crossing and Station Area Improvements Project

This is an Addendum Notice to Prospective Consultant Firms interested in responding to the Solano Transportation Authority's Preparation of Project Approval and Environmental Documentation (PA&ED), as well as Plans, Specifications, and Estimate (PS&E) for the Solano Rail Hub Project Pedestrian Crossing and Station Area Improvements Project posted on June 13, 2025.

The Addendum to the Request for Proposals (RFP) includes the following revisions to clarify the RFP Submittal Requirements on Page 11 of the original RFP.

- **Removal of Item #8 - Work Plan and Schedule from the RFP Submittal Requirements**

If you have any questions, please contact Jasper Alve, Project Manager at [jalve@sta.ca.gov](mailto:jalve@sta.ca.gov).

Thank you for your interest.

Sincerely,

Jasper Alve

**Attachments:**

- A) RFP 2025-06 Addendum 1
- B) July 14, 2025 – Amended RFP 2025-06 Solano Transportation Authority's Preparation of Project Approval and Environmental Documentation (PA&ED), as well as Plans, Specifications, and Estimate (PS&E) for the Solano Rail Hub Project Pedestrian Crossing and Station Area Improvements Project



## **REQUEST FOR PROPOSALS (RFP #2025-06 Addendum 1)**

For the

**Preparation of Project Approval and Environmental Documentation (PA&ED), as well as Plans, Specifications, and Estimate (PS&E) for the Solano Rail Hub Project Pedestrian Crossing and Station Area Improvements Project**

In Solano County

### **RFP SUBMITTAL REQUIREMENTS**

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Please prepare your qualifications in accordance with the following requirements.

1. *Qualifications:* The qualifications (excluding resumes and the transmittal letter) shall not exceed a total of ten (10) single-sided, 8.5" x 11" pages. Include in the appendix similar examples of past projects.
2. *Transmittal Letter:* The qualifications shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the qualifications shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Jasper Alve, Project Manager  
Solano Transportation Authority  
423 Main Street,  
Suisun City, CA 94585

3. *Project Understanding:* This section shall clearly convey that the consultant understands the nature of the work, and issues related to the development of the Solano Rail Hub Project Approval and Environmental Documentation Engineering Services and Public Outreach.

4. *Approach and Management Plan:* This section shall provide the firm's/team's proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among consultant staff, STA staff, and any other parties that may have a significant role in the delivery of this project.
5. *Qualifications and Experience:* The qualifications submittal shall provide the qualifications and experience of the consultant team that will be available for the Solano Rail Hub Project Approval and Environmental Documentation Engineering Services and Public Outreach. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team Members will not be permitted without prior consultation with and approval of the STA.
6. *Work Plan and Schedule:* The Work Plan should be structured to include the following major tasks for the Solano Rail Hub Pedestrian Crossing and Station Area Improvements Project
  - Coordination and interaction with the cities of Suisun City and Fairfield and Solano County, Capitol Corridor Joint Powers Authority and Amtrak
  - Risk Register
  - Project Report
  - Environmental Clearance
  - 35% PS&E Submittal
  - 65% PS&E Submittal
  - 95% PS&E Submittal
  - Final Design
  - Environmental Re-Validation
  - Right-of-Way Engineering
  - Permit Applications and Obtaining Permits
  - Design Support Services During Construction

This section shall include a description of how each major task and subtask of the project will be conducted, identification of deliverables for each major task and subtask, and a schedule. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and subtasks and include durations for the performance of each task, subtask, milestones, submittal dates, and review periods for each submittal. Discuss the firm's/team's approach for completing the PS&E services for this project on the proposed schedule. **The project is expected to commence no later than September 1, 2025.**

7. *Staffing Plan:* The qualifications shall provide a staffing plan required for the Solano Rail Hub Project Approval and Environmental Documentation Engineering Support Services

and Public Outreach Consultant. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the Solano Rail Hub PA&ED Engineering Support Services and Public Outreach Consultant according to your proposed schedule. Discuss the firm/team's approach for completing the requested services for this project within budget.

8. *Cost Control:* Provide information on how the firm/team will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.
9. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).
10. *References:* For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years). Include a brief description of each project associated with the reference, and the role of the respective team member.
11. *Submittal of Proposal:* One (1) hard copy and one (1) digital copy (flash drive) of your proposal are due at the STA office **no later than 4:00 p.m. on August 1, 2025**. Envelopes or packages containing the proposal should be clearly marked, **RFP # 2025-06 Preparation of Project Approval and Environmental Document (PA&ED), as well as Plans, Specifications and Estimate (PS&E) for the Solano Rail Hub Project Pedestrian Crossing and Station Area Improvements Project**.
12. *Cost Proposal:* **A cost proposal should be submitted in a separate sealed envelope titled BUDGET.** The budget should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories. The submitted cost proposal must be in an appropriate format. See Exhibit 10-H (attached) for sample structure, though it need not be identical. The envelope will not be opened until all proposals have been received and ranked based upon firm/team qualifications. The STA will select a Respondent based upon their ability to provide the requested services but may reject any proposal that does not fall within the established budget.

**The release date of the Addendum is July 14, 2025. The proposal submittal deadline has not changed.**

**RESPONSES DUE DATE: 4:00 PM, Friday, August 1, 2025**

(One (1) complete hard copy and one (1) digital copy (flash drive) of each response)



**REQUEST FOR PROPOSALS**  
**(RFP # 2025-06 Addendum 1)**

For the

**Preparation of Project Approval and Environmental Documentation (PA&ED), as well as Plans, Specifications, and Estimate (PS&E) for the Solano Rail Hub Project Pedestrian Crossing and Station Area Improvements Project**

In  
Solano County

Release Date: ~~June 13, 2025~~ July 14, 2025

**RESPONSES DUE:**

**4:00PM Pacific Standard Time**  
**Friday, August 1, 2025**

One (1) complete hard copy and one (1) digital copy (flash drive) of each response

Solano Transportation Authority  
423 Main Street  
Suisun City, CA 94585

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### ***List of Attachments***

- Attachment A – STA Standard Contract
- Attachment B – Exhibit 10-H Sample Cost Proposal
- Attachment C – Exhibit 10-I Notice to Proposers DBE Information
- Attachment D – Exhibit 10-O1 Consultant Proposal DBE Commitment
- Attachment E – Exhibit 10-O2 Consultant Contract DBE Commitment
- Attachment F – Exhibit 15-H Proposer/Contractor Good Faith Effort
- Attachment G – Exhibit 17-F Final Report Utilization of DBE and First Tier Subcontractors
- Attachment H – Exhibit 17-O DBE Certification Status Change

## **DISCLOSURE**

The master copy of each response to this request for proposal (RFP) shall be retained for official files and will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law (Government Code section 6250 et seq.). Each Responding Firm may clearly label part of a submittal as "CONFIDENTIAL" if the Responding Firm agrees to indemnify and defend the STA for honoring such a designation. The failure to so label any information that is released by the STA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the STA, the STA will notify the Responding Firm of the request and delay access to the material until seven working days after notification to the Responding Firm. Within that time delay, it will be the duty of the Responding Firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

## **PROTEST AND APPEALS**

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the Solicitations or Notice of Intent to Award a contract may protest to the Executive Director. The protest shall be submitted in writing to the Executive Director within seven (7) working days after such aggrieved person or company knows or should have known of the facts giving rise thereto. All letters of protest shall clearly identify the reasons for the protest. The protest also must state the law, rule, regulation, or policy upon which the protest is based. The Executive Director shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall state the reason for the action taken and inform the protester that a request of further administrative appeal of an adverse decision must be submitted in writing to the Clerk of the STA Board of Directors within seven (7) working days after receipt of the decision by the Executive Director.

## SECTION 1 - INTRODUCTION

The Solano Transportation Authority (STA) is a Joint Powers Authority comprised of members including the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, and the County of Solano. The STA serves as the Bay Area County Transportation Agency for Solano County and is responsible for coordinating countywide transportation plans, programs, and projects under a Joint Powers Authority among the Cities and County of Solano.

STA will be taking the lead on the preparation of the **Project Approval/Environmental Document (PA&ED)**, as well as **Plans, Specifications, and Estimate (PS&E)** for the **Solano Rail Hub Project Pedestrian Crossing and Station Area Improvements Project**, in partnership with the County of Solano and Cities of Suisun City and Fairfield.

## SECTION 2 – SOLANO RAIL HUB PROJECT PEDESTRIAN CROSSING AND STATION AREA

### ***Background***

The 2018 California State Rail Plan, the state’s strategic plan for creating a coordinated, statewide rail network, identified a “Solano County Hub” to connect the Capitol Corridor, future Sonoma-Marín Area Rail Transit (SMART) trains, and regional buses. In 2021, the STA Board officially designated the Suisun-Fairfield Capitol Corridor Station as the Solano Rail Hub. Since then, work has been underway to advance this future multimodal mobility hub, as envisioned in the State Rail Plan.

The STA, in partnership with the cities of Suisun City and Fairfield, the County of Solano, Capitol Corridor Joint Powers Authority (CCJPA), Amtrak, and the Caltrans Division of Rail, has been advancing the Solano Rail Hub Project. Two key planning studies have been successfully completed: the *2022 Solano Rail Hub Advanced Planning Study* and *2023 Solano Rail Hub Project Study Report Equivalent*. These completed studies are available on the STA website.

The STA, along with the County of Solano and cities of Suisun City and Fairfield, in a parallel effort with the current phase of the Solano Rail Hub, would like to advance the replacement of the pedestrian crossing and implement key improvements to the station area (Project). The Project outlined in this RFP aims to address and coordinate several project components, as well as coordinate with other ongoing efforts in the station area, including Amtrak’s Solano Rail Hub Americans with Disabilities Act (ADA) Station Upgrades Project.

The previously completed preliminary alternatives analysis did provide alternatives to replace the non-ADA compliant overcrossing, but limited in a confined project area. This effort will begin with an expanded scoping effort to ensure connectivity and consider future growth plans between the surrounding communities. As such, the STA is seeking to consider



this completed work and take a broader look at connectivity that will support long term vitality and growth while providing access to local and regional transit.

A key priority of the two cities and the County at the Solano Rail Hub station area is to establish a seamless, attractive, safe, and accessible connection between downtown Suisun City and Fairfield. The existing non-ADA compliant bridge at the station currently offers an inconvenient and indirect route between the two cities. Additionally, the existing geometry of the crossing does not discourage pedestrians from bypassing the designated path and crossing the tracks in an unsafe manner through gaps in the safety fence system. Enhancing this connection is essential to improving the safety and access for transit riders and pedestrians between the train station and two cities. Additionally, this connection is particularly important for students traveling between Suisun City and Fairfield, as it serves as a key route to Crystal Middle School in Suisun City and Armijo High School in Fairfield. Two other station improvements of interest to the local agencies are the City of Suisun City's plans to (1) re-evaluate the transit plaza and (2) parking lot improvements at the Solano Rail Hub station area to enhance circulation and connectivity.

Lastly, the Project Team would like a robust and meaningful stakeholder and public outreach processes to develop the project. The Solano Rail Hub will be the most connected place in Solano County – it is a key piece of the state's transportation and land use strategy, enabling local commerce, assisting in meeting regional housing needs, and delivering a key component to a statewide seamless transportation network. In addition to the state and regional importance of this station, the project design must also meet the preferences and needs of the train and bus riders, as well as reflect the community values of the cities of Suisun City and Fairfield and the County.

There are two concurrent efforts occurring in the station area that will inform or influence this project, necessitating coordination to ensure alignment with these efforts

1. *Solano Rail Hub PDA Plan* - The station presents an important development opportunity for downtown Suisun City and Fairfield, as it is adjacent to two station-adjacent Priority Development Areas (PDA): the Suisun Waterfront PDA and the Heart of Fairfield PDA. The STA is actively working with both cities to develop the Solano Rail Hub PDA Plan, a coordinated specific plan that aims to create supportive land use density with housing and jobs within the PDAs. This effort is underway and is expected to be completed by Spring 2026.
2. *Amtrak Solano Rail Hub ADA Station Upgrades Project* - Amtrak is currently working on the PA&ED phase for the Solano Rail Hub ADA Station Upgrades Project. To comply with a 2020 Department of Justice mandate to upgrade their rail stations that do not meet ADA requirements, Amtrak is working on this project to address necessary ADA upgrades at the Solano Rail Hub station, including replacing the station platform with

a grade-separated design and enhancing train passenger access to the platform. The ADA Stations Project is currently underway and is at the heart of the Solano Rail Hub station area. This work by Amtrak is at a considerably slower pace than our effort and is not expected to be a determining factor in the development of our solutions.

To that end, the STA has identified the need to procure consultant support for the Solano Rail Hub Pedestrian Crossing and Station Area Improvements Project. The selected consultant will provide:

1. Engineering services to prepare and complete PA&ED and PS&E for this project.
2. Ensure coordination with
  - a. Solano Rail Hub PDA Plan
  - b. Amtrak's Solano Rail Hub ADA Station Upgrades Project

### **SECTION 3 – SERVICES TO BE PROVIDED**

The STA intends to retain a qualified and committed professional engineering firm/team to provide services required for the preparation and completion of the PA&ED and PS&E phases of the **Solano Rail Hub Project Pedestrian Crossing and Station Area Improvements**. The selected consultant will work closely with STA, the cities of Suisun City and Fairfield, and County of Solano. Additionally, coordination will be required with other agencies, including CCJPA and Amtrak, to align efforts on a separate, but related ADA Station Upgrades Project at the Solano Rail Hub. As this work will involve crossing Union Pacific Railroad (UPRR) right of way (R/W), approvals from this entity will be required as well.

The PA&ED phase of the project includes a Preliminary Engineering Alternatives Analysis and Preparation of the Environmental Documents related to the selected alternative(s) for the Solano Rail Hub Pedestrian Crossing and Station Area Improvements . The consultant will prepare a California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) document. The scope of this project includes the (1) replacement and relocation of the pedestrian crossing connecting the two cities, (2) re-evaluating and potentially relocating the existing transit plaza that serve local and regional buses, and (3) exploring the potential relocation of the current Suisun Amtrak Park & Ride Lot. The Consultant will work with the Project Team to understand the needs, preferences and plans of the cities of Suisun City and Fairfield and the County to develop the design of the Solano Rail Hub pedestrian crossing and adjacent areas. An initial workshop will be held with the Cities and County where the consultant will present alternative alignments within ½ mile of the existing station. This workshop is an opportunity to gain support and commitment, as well as seek feedback from the community and stakeholders that will lead to the alternatives analysis.

With these considerations in mind, the first task order will be to develop multiple project alternatives and work with the Project Team to select a preferred alternative for a new, grade-separated pedestrian crossing. This phase will include the preparation of a Project

Report and the final Environmental Document necessary to obtain Project Approval for the preferred grade-separated pedestrian crossing. The type of CEQA/NEPA environmental document is not known at this time and will be driven by alternatives carried forward for detailed study. The services to be provided represent a draft scope of work outlining the prominent tasks that will need to be accomplished as part of the Optional Task 3 Project PS&E Phase. The successful firm will be expected to refine this scope of work prior to finalizing a task order for these services. At this time, the STA has not secured a team for any lands acquisitions, but wants the scope and cost to produce plat and legal descriptions for necessary lands needed for the project. The efforts necessary to relocate utilities and acquire any necessary permits would be follow-on tasks that would be contracted for once construction funding has been secured. Overall, the STA intends to retain a qualified and committed professional firm/team to complete the scope with the following major tasks:

### **Task No. 1- Project Management, Schedule, and Budget**

Schedule and Budget: Produce and maintain a project. The schedule shall define all tasks required to carry out the PA&ED Phase and complete final design during the PS&E Phase, leading to biddable construction documents. The updated schedule shall be submitted to STA each month with the consultant's invoice. Additionally, the project status should be provided with each monthly invoice that identifies work that was accomplished during the previous month and work that will be accomplished in the coming month, along with any project issues that may affect the project schedule or budget. At each progress billing, a report shall be submitted indicating percentage completion of each task, percentage billed for each task, amount billed to date for each task, and budget remaining for each task.

Project Meetings: Monthly Project Development Team meetings will be held to discuss the project status and any issues that need resolution to keep the project on schedule and on budget. The consultant shall prepare an agenda one week in advance and have meeting minutes distributed after the meeting, including action items. Additional face to face or virtual meetings will be held with the STA Project Manager as required to effectively deliver this project. There will be engagement workshops with the Cities and County to gain support for the project and ensure the work being done is thoroughly communicated and feedback is sought through the project development process.

### **Task No. 2- Selection of Preferred Alternative**

The consultant shall convene a workshop with project partners that identifies various conceptual design options and locations for the pedestrian crossing. Attendees at the workshop will be selected by STA. Consultant, working with STA and other project partners will develop the screening processes and selection criteria for the selection of the grade-separated crossing preferred alternative.

#### *Task 2 Deliverables:*

- 1) *Memorandum on Summarizing Results of Conceptual Design Alternatives*

## *2) Memorandum on the Selection of Preferred Grade-Separated Crossing Alternative*

### **Task No. 3- Surveying and Mapping**

The consultant shall perform surveys necessary to perform the design and R/W engineering for this project.

#### *Task 3 Deliverable:*

##### *1) Survey and Map Report*

### **Task No. 4- Stakeholder and Public Outreach**

The consultant will arrange for stakeholder and public meetings that include public city council meetings and STA Board meetings, as well as conduct all mailings and notices for the project. A mailing list for the project area will be required to be completed by the consultant as part of the PA&ED task, this mailing list will be used throughout the project, including for these outreach engagements and communications.

#### *Task 4 Deliverables:*

- 1) Report on Stakeholder Outreach*
- 2) Report on Public Outreach*
- 3) Public and Stakeholder Outreach Materials*

### **Task No. 5- Technical Reports**

The consultant will develop technical reports needed to support the design for the PA&ED Phase. Each report shall be submitted in draft for review. Subsequently, the Final report will be submitted along with response to comments from the draft review. Should this list not be comprehensive, then the consultant shall identify additional reports needed to complete the design in their proposal.

#### *Task 5 Deliverables:*

- 1) Geotechnical Report*
- 4) Foundation Report for Bridge*
- 5) Bridge Type Selection*
- 6) Hydraulics/Hydrology Report*
- 7) Drainage Report*
- 8) Utility Impact Report*
- 9) Right of Way Needs Summary*
- 10) Preparation of the Environmental Review Documents*
- 11) Final Set of 30% (or 15%) Design Plans used to support Environmental Review*

### **Task No. 6- Final Design**

Upon completion of Tasks 1-5, the consultant will be assigned a supplemental task order to develop the PS&E for the Project with 35%, 65%, 95% and final design submittals. The pedestrian bridge is to be designed to meet Caltrans bridge design standards and procedures. The Quality Assurance (QA)/Quality Control (QC) review shall verify that all

requirements of the environmental document and technical reports have been incorporated. Once construction funding has been secured, the consultant will ensure the Right of Way Agreements, Utility Agreements, and Permit requirements are incorporated into the Final PS&E; along with checking the overall quality of the documents.

*Task 6 Deliverables:*

- 1) 35% Geometric Approval Drawings
- 2) 65% Plans and Cost Estimate
- 3) Independent Design Check Bridge Design
- 4) 95% Plans, Specifications and Estimates, Response to Comments from 65% Review
- 5) QA/QC Review by Independent Engineer
- 6) 100% Plans, Specifications, and Estimates, Response to Comments from 95% Review

**Optional Task No. 1- Right-of-Way Plat and Legal Descriptions**

*Task 1 Deliverable:*

- 1) Plate and legal descriptions to support acquisitions.

**Optional Task No. 2- Grant Preparation**

*Task 2 Deliverable:*

- 1) Development and submittal of up to 2 grants for construction funding

**Optional Task No. 3- Design Support During Construction**

The Consultant will also coordinate with Amtrak on their ADA Station Upgrades Project to the Suisun-Fairfield Station to ensure adequate project footprint alignment and ensure compatibility with Amtrak's proposed platform and track upgrades. This work will include engineering support to review documentation produced by Amtrak. Additionally, coordination will take place with the ongoing Solano Rail Hub Priority Development Area Plan.

Initially, the STA will issue a task order for the PA&ED phase of the work. Once sufficient time has progressed on this effort, the STA may issue the task order for the PS&E work to this consultant. As needed, STA will issue task orders for the optional tasks listed.

The consultant will be responsible for ensuring the timely delivery of the outlined work in each task order. The consultant is responsible for the development of documents that meet the identified scope and meet the needs of the Project Team. The consultant shall expect close coordination with the cities of Suisun City and Fairfield and Solano County as part of the project development. Additionally, periodic coordination with CCJPA, Amtrak, and Union Pacific Railroad will be required. CCJPA staff will perform and complete technical reviews of the work completed. While the project is seeking to fully span the railroad right-of-way, approvals from UPRR will be required.

### Preliminary Project Schedule

The consultant will be required to submit a proposed cost estimate for the 35, 65, 95, and 100% plan development stages. While this RFP is for the PA&ED and PS&E phases, again, work will be contracted on a task-by-task basis with the selected consultant as the work advances and construction funding is secured.

Presented in the table below is a preliminary schedule for completing the PA&ED and PS&E for the project.

Task	Completion Date
Select Consultant	August 2025
Task 1: Project Alternatives Analysis, Determine which Alternatives are feasible to Advance through Environmental Documentation	Late 2026
Task 1 Concurrent: Stakeholder Engagement	On-Going
Task 2: Draft PA&ED	Late 2026
Task 3: Final PA&ED	Early 2027
Task 4: 35% PS&E Submittal	Mid 2027
Task 5: 65% PS&E Submittal	Early 2028
Task 6: Appraisal Maps Approved/Plats and Legals	Fall 2028
Task 7: 95% PS&E Submittal	Fall 2028
Task 8: 100% PS&E Submittal	Late-2028
Task 9: Final PS&E	Early 2029
Task 10: Right-of-Way Certification/Ready to List	Summer 2029
Task 11: Advertise Construction Contract	Late 2029
STA Awards Construction Contract	Early 2030

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

The STA has adopted a DBE goal which encourages the hiring of registered disadvantaged businesses which can be found at <https://sta.ca.gov/work-with-sta/procurement-opportunities/>. The hiring of registered DBEs is required for this project and the anticipated participation goal for DBE firms for this project has been established at **twenty-two percent (22%)**. Participation by a DBE consultant or subconsultants shall be in accordance with the information contained in the Consultant Proposal DBE Commitment (Exhibit 10-01) attached to and incorporated as part of this RFP. Consultant Contract DBE Commitment (Exhibit 10-02) attached to and incorporated as part of this RFP must be included in the best qualified consultant's executed consultant contract. The selected consultant must make a good faith effort to meet the DBE goal, as well as replace a DBE subconsultant who is unable to perform with another DBE subconsultant.

## **LOCAL PREFERENCE POLICY**

The STA has adopted a Local Preference Policy which encourages the hiring of local firms. While there is no adopted goal for this Project, firms are still encouraged to utilize the services of local firms in the preparation of a response to this RFP. The STA has prepared a database of contact information for local firms for convenience purposes only and without guarantees as to the ability of such firms to provide the services. This database and the Local Preference Policy can be viewed at <https://sta.ca.gov/operations/rfp-rfq-local-preference/>.



## INSTRUCTION TO PROPOSER

1. *Examination of Proposal Documents:* By submitting a proposal, the proposer represents that it has thoroughly examined and became familiar with the work required under this RFP, and that it is capable of performing the work identified in Scope of Work.
2. *Addenda/Clarifications:* Explanations or clarifications desired by respondents regarding the meaning or interpretation of the RFP may be requested verbally or in writing. All inquiries pertaining to this RFP should be emailed to Jasper Alve, Project Manager, at the following email address: [jalve@sta.ca.gov](mailto:jalve@sta.ca.gov) no later than **July 7, 2025**. Response to all questions submitted by the deadline that may have a material impact on the proposal will be posted on the STA website at [www.sta.ca.gov](http://www.sta.ca.gov) by **July 14, 2025**. The subject line for questions submitted in writing should include reference to: "Questions - STA RFP #2025-06".
3. *Withdrawal of Proposal Submittal:* A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposal submittals as provided in this RFP by delivering to the procurement officer a written request for withdrawal signed by, or on behalf of, the proposer.
4. *Rights of STA:* This RFP does not commit STA to enter into a contract, nor does it obligate STA to pay for any costs incurred in preparation and submission of the proposal or in anticipation of a contract.

STA may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer, and require additional evidence or qualifications to perform the services described in this RFP.

**STA**, in its sole discretion, reserves the right to:

- Reject any or all proposal submittals.
  - Issue one or more subsequent RFQs and/or RFPs.
  - Postpone opening for its own convenience.
  - Remedy technical errors in the RFQ and/or RFP process.
  - Approve or disapprove the use of particular subcontractors.
  - Negotiate with any, all, or none of the proposers responding to this RFP.
  - Solicit best and final offers from all or some of the proposers.
  - Award a contract to one or more proposers.
  - Waive informalities and irregularities in any proposal.
5. *Method of Payment:* method of payment for this project is Actual Cost Plus Fixed Fee. The submitted cost proposal (submitted separate from the technical proposal) must be in an appropriate format. See Exhibit 10-H (attached) for sample structure. More information on this method of payment can be found on the Caltrans website for Local Programs



Procedures at the link below, which can be accessed at <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lpp/lpp15-01.pdf>.

Proposers shall be prepared to accept the terms and conditions of STA's standard form contract included as ATTACHMENT A (STA Sample Professional Service Agreement) hereto. If a proposer desires to take exception to the agreement, the proposer shall provide the following information as a section of the proposal identified as "Exceptions to the Agreement":

Proposer shall clearly identify each proposed change to the agreement, including all relevant exhibits and attachments.

- a. Proposer shall furnish the reasons therefore as well as specific recommendations for alternative language.
- b. The above factors will be taken into account in evaluating proposals. Substantial exceptions to the agreement may be determined by STA, at its sole discretion, to be unacceptable and STA may proceed with negotiations with the other proposed firms.

## **RFP SUBMITTAL REQUIREMENTS**

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Please prepare your qualifications in accordance with the following requirements.

**This section has been updated as of July 14, 2025 and amended as follows:**

1. *Qualifications:* The qualifications (excluding resumes and the transmittal letter) shall not exceed a total of ten (10) single-sided, 8.5" x 11" pages. Include in the appendix similar examples of past projects.
2. *Transmittal Letter:* The qualifications shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the qualifications shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Jasper Alve, Project Manager  
Solano Transportation Authority  
423 Main Street,  
Suisun City, CA 94585

3. *Project Understanding:* This section shall clearly convey that the consultant understands the nature of the work, and issues related to the development of the Solano Rail Hub

Project Approval and Environmental Documentation Engineering Services and Public Outreach.

4. *Approach and Management Plan:* This section shall provide the firm's/team's proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among consultant staff, STA staff, and any other parties that may have a significant role in the delivery of this project.
5. *Qualifications and Experience:* The qualifications submittal shall provide the qualifications and experience of the consultant team that will be available for the Solano Rail Hub Project Approval and Environmental Documentation Engineering Services and Public Outreach. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team Members will not be permitted without prior consultation with and approval of the STA.
6. *Work Plan and Schedule:* The Work Plan should be structured to include the following major tasks for the Solano Rail Hub Pedestrian Crossing and Station Area Improvements Project
  - Coordination and interaction with the cities of Suisun City and Fairfield and Solano County, Capitol Corridor Joint Powers Authority and Amtrak
  - Risk Register
  - Project Report
  - Environmental Clearance
  - 35% PS&E Submittal
  - 65% PS&E Submittal
  - 95% PS&E Submittal
  - Final Design
  - Environmental Re-Validation
  - Right-of-Way Engineering
  - Permit Applications and Obtaining Permits
  - Design Support Services During Construction

This section shall include a description of how each major task and subtask of the project will be conducted, identification of deliverables for each major task and subtask, and a schedule. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and subtasks and include durations for the performance of each task, subtask, milestones, submittal dates, and review periods for each submittal. Discuss the firm's/team's approach for completing the PS&E services for this project on the proposed schedule.

**The project is expected to commence no later than September 1, 2025.**

7. *Staffing Plan:* The qualifications shall provide a staffing plan required for the Solano Rail Hub Project Approval and Environmental Documentation Engineering Support Services and Public Outreach Consultant. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the Solano Rail Hub PA&ED Engineering Support Services and Public Outreach Consultant according to your proposed schedule. Discuss the firm/team's approach for completing the requested services for this project within budget.
- ~~8. *Work Plan and Schedule:* This section shall include a description and schedule of how each task deliverable of the project will be completed. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. Discuss the firm/team's approach for completing the requested services for this project on schedule. The project is expected to commence no later than September 1, 2025.~~
8. *Cost Control:* Provide information on how the firm/team will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.
9. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).
10. *References:* For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years). Include a brief description of each project associated with the reference, and the role of the respective team member.
11. *Submittal of Proposal:* One (1) hard copy and one (1) digital copy (flash drive) of your proposal are due at the STA office **no later than 4:00 p.m. on August 1, 2025**. Envelopes or packages containing the proposal should be clearly marked, **RFP # 2025-06 Preparation of Project Approval and Environmental Document (PA&ED), as well as Plans, Specifications and Estimate (PS&E) for the Solano Rail Hub Project Pedestrian Crossing and Station Area Improvements Project**.
12. *Cost Proposal:* **A cost proposal should be submitted in a separate sealed envelope titled BUDGET.** The budget should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories. The submitted cost proposal must be in an appropriate format. See Exhibit 10-H (attached) for sample structure, though it need not be identical. The envelope will not be opened until all proposals have been received and

ranked based upon firm/team qualifications. The STA will select a Respondent based upon their ability to provide the requested services but may reject any proposal that does not fall within the established budget.

### **SELECTION OF CONSULTANT & CRITERIA**

The overall process will be to evaluate the technical components of all the qualifications completely and independently from the cost component. The qualifications will be evaluated and scored on a 100-point total basis using the following criteria:

1. Project understanding and approach
2. Experience with similar types of projects
3. Satisfaction of previous clients
4. Schedule and capacity to provide qualified personnel
5. Business presence and/or experience in Solano County
6. Ability to meet DBE goal

If needed, two or more of the firms/teams may be invited to an interview on or about **the week of August 18, 2025**. The Project Manager and Key Team Members will attend the interview. The evaluation interview panel may include representatives from STA, and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and qualifications preparation shall be borne by the consultants.

STA staff will provide the appropriate notice and schedule for the interviews. STA staff will select the most qualified consultant or consultant team based primarily on experience, ability to contain costs, and conduct very similar projects. Recent experience in Solano County is desirable.

Once the top firm/team has been selected, STA staff will negotiate a services contract with the selected firm/team.

## SELECTION SCHEDULE

<b>June 13, 2025</b>	RFP Issued.
<b>July 1, 2025</b>	Pre-Proposal Meeting will be held at 11:00 AM – 1:00 PM via Zoom. RSVP to Cecilia de Leon (cdeleon@sta.ca.gov) by <b>Friday, June 27, 2025</b> , to be sent the meeting details for the pre-proposal meeting.
<b>July 7, 2025</b>	Questions concerning RFP emailed to Jasper Alve, Project Manager at <a href="mailto:jalve@sta.ca.gov">jalve@sta.ca.gov</a> .
<b>July 14, 2025</b>	All questions and answers will be posted on the STA website.
<b>August 1, 2025</b>	<b>Proposals are due no later than 4:00 PM</b> at the offices of the Solano Transportation Authority, 423 Main Street, Suisun City, CA 94585. <b><i>Late submittals will not be accepted.</i></b>
<b>Week of August 18, 2025</b>	Tentative panel interview date.
<b>August 25, 2025</b>	STA selects recommended consultant.
<b>September 1, 2025</b>	Project commences.

If you have any questions regarding this RFP, please contact:

Jasper Alve, Project Manager  
Solano Transportation Authority  
Phone: (707) 399-3204  
Email: [jalve@sta.ca.gov](mailto:jalve@sta.ca.gov)