Post Information

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1. Introduction

1.1. Summary

The Lompoc Valley Transportation Needs Study will comprehensively examine transportation conditions across the Lompoc Valley in west-central Santa Barbara County, an area that includes the City of Lompoc, the unincorporated communities of Mission Hills and Vandenberg Village, and Vandenberg Space Force Base (VSFB), and recommend improvements to the transportation network. The study area extends beyond the Valley itself along two state highways: SR 1 from US 101 to the City of Lompoc, a roughly 18-mile rural, largely two-lane corridor, and SR 246 from the City of Lompoc to Domingos Road. Within these limits, the study will focus on a number of locations with known safety, congestion, or circulation concerns, including the Santa Lucia Canyon Road/SR 1 intersection, San Antonio Road West at SR 1, the VSFB California Boulevard, Solvang, and South Base gates, Lompoc Gate, a connection from Central Avenue to SR 246, Harris Grade Road connecting the Valley to SR 135, and the West Ocean Avenue corridor, where VSFB gate locations are expected to change in the coming years. The study will also evaluate key bicycle, pedestrian, and transit connections, including routes serving Allan Hancock College, and will examine regional and interregional freight access, given the Valley's lack of a direct connection to US 101 and its substantial agricultural sector. The effort is multimodal in scope and will run from early 2027 through mid-2028, culminating in a planning study document identifying a suite of improvements.

1.2. Background

Safety concerns have grown across the Lompoc Valley's road network in recent years. Between January 1, 2019, and December 31, 2023, the study area experienced 870 motor vehicle crashes, including 22 fatal crashes resulting in 26 victims and 115 crashes involving severe injuries — a pattern closely tied to the rural, high-speed character of many of the Valley's roadways. Most recently, Caltrans reconfigured the intersection of Santa Lucia Canyon Road and SR 1 to prohibit left turns onto SR 1 in response to a series of fatal crashes and as a short-term safety intervention; while that change is expected to improve safety, it has increased vehicle miles traveled by rerouting traffic through a nearby unincorporated community, and identifying a long-term solution at this location is a central objective of the study.

Limited roadway connections to the regional transportation network and restricted highway capacity to the south and east of Lompoc also increase traffic congestion and restrict evacuation capacity, as identified in the City of Lompoc’s Safety Element of its General Plan.

At the same time, Vandenberg Space Force Base has expanded rapidly, moving from a handful of rocket launches per year to several per week as private-sector launch activity has grown alongside military operations. This growth represents a significant economic development opportunity for the region but is placing new and growing demands on the surrounding transportation network, underscoring the need for coordinated, proactive planning among SBCAG, Caltrans, VSFB, the County of Santa Barbara, the City of Lompoc, and other partners who have already been collaborating on these issues.

To carry out this work, SBCAG, in partnership with the City of Lompoc, applied for and was awarded a Caltrans Sustainable Transportation Planning Grant (STPG) under the Strategic Partnerships category for Fiscal Year 2026-27. The study's findings are intended to directly inform SBCAG's next Regional Transportation Plan, expected in 2029, and the development of a potential successor investment measure to Measure A, tentatively anticipated around 2030 — continuing the long-range planning role Measure A has played in the region since voters first approved it in 2008. SBCAG is now issuing this RFP to retain a consultant team to carry out the Lompoc Valley Transportation Needs Study.

1.3. Contact Information

Project Contact:
Michael Becker
Director of Planning
260 N. San Antonio Road, Suite B
Santa Barbara, CA 93110
Email: mbecker@sbcag.org
Phone: (805) 961-8912

Department:
Planning

Procurement Contact:
Naomi Compton
Accounting Technician
260 N San Antonio Road
Santa Barbara, CA 93110
Email: ncompton@sbcag.org
Phone: (805) 600-4465

1.4. Timeline

Release Project Date:
November 2, 2026

Question Submission Deadline:
November 16, 2026, 5:00pm

Question Response Deadline:
November 20, 2026, 5:00pm

Addendum Release:
November 24, 2026

Proposal Submission Deadline:
December 4, 2026, 5:00pm

Potential Offeror Interviews:
December 10th, 2026 through December 16th, 2026

Offeror Selection Date:
December 18, 2026

Contract Negotiation Complete:
December 23, 2026

SBCAG Contract Authorization:
January 21, 2027

2. Scope of Work

2.1. Overall Project Objectives

The objective of the Lompoc Valley Transportation Needs Study is to identify the transportation improvements necessary to improve safety conditions and accommodate growth in the Valley. The study should be built upon analysis and public and stakeholder input, consider growth and changing travel patterns, and develop implementable recommendations to position the Valley for the future. The public process should be well-planned, meaningful, professionally executed, and account for approximately 30 percent of the project budget. The tasks listed below comprise the proposed scope of work. Offerors may propose modifications to the scope of work and, given their experience with similar projects, are encouraged to suggest additional tasks that would benefit the project.

Essential Elements and Key Considerations:

Areas of concern:

While the public process and an existing conditions' analysis will identify areas of concern for further analysis, several issues exist that must be addressed. The locations for each area of concern is shown on the attached study area map.

1.Traffic flow at VSFB gates, including options to improve circulation and reduce congestion, particularly where gate congestion blocks a roadway. Volume data for each gate will likely need to be collected in collaboration with VSFB.

2.Safety concerns at SR 1 and San Antonio Road West

3.A long-term solution for the SR 1 and Santa Lucia Canyon Road intersection, as well as speed and safety recommendations for Santa Lucia Canyon Road

4.Traffic flow patterns associated with changes to gate infrastructure and locations along Ocean Avenue west of Lompoc

5.Safety along SR 1 between Lompoc and US 101 at Las Cruces

6.Safety and capacity along SR 246 east of Lompoc

7.Long-term high-capacity access to the City of Lompoc from Central Avenue to SR 246

8.Long-term safety and capacity improvements to Harris Grade Road and Purisma Road.

Project Timeline:
It is anticipated that the project will take 18 months to complete, beginning in February 2027 and extending through August 2028. Flexibility should be provided in the event the project lasts beyond August 2028 due to the scheduling of meetings or other unforeseen circumstances.

Budget:

SBCAG has budgeted a maximum of $350,000 for the consultant aspect of this project.

2.2. Task 1: Manage and Administer Project

The offeror shall be responsible for overall management and administration of the project, including the following tasks:

- Prepare and monitor a project delivery schedule; update the schedule as needed;
- Prepare and submit invoices and progress reports to SBCAG;
- Provide internal quality control of data and deliverable;
- Schedule, coordinate, and facilitate meetings with the Project Advisory Committee (bi-weekly, as needed);
- Prepare meeting agendas, minutes, and related materials for Project Advisory Committee and Stakeholder Advisory Committee meetings; and
- Attend meetings as described above.

Deliverables:

- Project delivery schedule with details for each task;
- Schedule updates (as needed);
- Invoices and progress reports;
- Meeting participation as described above; and
- Other project documentation as appropriate.

2.3. Task 2: Existing Conditions

The project team will collaborate to gather resources and prepare the existing conditions report. Sources of existing conditions are expected to come via project and stakeholder advisory committees, and initial public outreach. Data collection includes safety statistics and traffic counts, among others. The project team may need to work with Caltrans to gain encroachment permits to perform traffic counts. The existing conditions report will include a review of current facilities within the project corridor, including a broad description of roadway geometrics, sidewalks,

bicycle facilities, transit stops, and mobility hubs, if applicable. The analysis will also review major planned developments within the project area, such as planned subdivisions and affordable housing projects, and identify relevant locations within nearby spheres of influence. In addition, the existing conditions analysis will document planned transportation improvements and planned economic development activity that may affect future corridor needs.

Task 2 sub-tasks:Review Plans and Studies

Review of previous plans and studies in the corridor.

Initial Outreach

Initial outreach to the public, stakeholders, and advisory committees to address issues and concerns in the study area.

Data Collection

Collect necessary data to perform traffic modeling.

Deliverables:

- Draft Existing Conditions report
- Final Existing Conditions report

2.4. Task 3: Analysis

The Study will have three main focus areas of analysis, identified in separate subtasks below.

Task 3 sub-tasks:

Existing Conditions Analysis

Using the data collected in Task 2, the project team, working with the project and stakeholder advisory committees, will analyze existing conditions and identify existing transportation issues and areas of concern within the corridor.

Conduct Demographic Analysis

This Study will incorporate economic and demographic forecasts in its planning strategies to consider the needs of present and future generations.

Develop Policies and Strategies

The Project Team will work with the project and stakeholder advisory committees to develop a list of policies and strategies (conceptual improvements) for transportation system improvements in the corridor, including considerations for active transportation and transit. The policies and strategies will be applied to the issues of the corridor to identify a list of improvements that fit the needs of the community. The policies and strategies will come from what was gathered during the existing conditions analysis and initial outreach.

Deliverables:

- Demographic analysis
- Draft policies and strategies

2.5. Task 4: Public Outreach

Public outreach is a key component of the Study. The offeror shall implement the Public Engagement Plan described in the Public Process section of this RFP. Outreach shall use multiple methods tailored to the communities being reached and provide opportunities to engage populations and interests that may otherwise be underrepresented in the planning process.

The public process will use multiple outreach methods to attract greater participation. These methods will be both in-person and virtual, including: online surveys or other input tools, flyers, a project website with space for public comments and feedback, virtual presentations, pop-up or tabling opportunities, targeted stakeholder interviews or small-group discussions, outreach through community-based organizations and project partners, and at least two phases of in-person presentations/workshops—one following the completion of the existing conditions task and the second when draft policies and strategies are completed.

All outreach materials will be developed in both English and Spanish, and English-Spanish interpretation provided by qualified professional language interpreters will be available for all in-person and/or virtual presentations to the public. Translation shall be performed by qualified professional translators familiar with transportation terminology.

The project team will conduct public outreach to gather input on the existing issues in the study area and to present the Study's recommended improvements. There will be three opportunities for public input during this Study, as follows:

Task 4 sub-tasks:

Phase 1 Public Outreach

Initial Public Outreach will be conducted via multiple means, including web-based and in-person public workshops. Input received during the initial outreach will be included in and inform the Existing Conditions Report (Task 2).

Stakeholder Engagement

The project team will identify key stakeholders, community-based organizations and other groups in the study area and conduct targeted interviews, small-group discussions or other appropriate engagement activities. The project and ideas for improvements will be discussed.

Phase 2 Public Outreach

Following completion of draft strategies and policies, a second formal phase of the public process will be conducted. This phase will involve presenting draft strategies and policies and seeking feedback on both. In-person public workshops will be held, along with an update to the project website to offer a similar, though online, option for those unable to attend in person. Following the public process, the offeror will prepare a summary of the public outreach process and the feedback received.

Distribution and Review of Draft Study

The draft study will be distributed to stakeholders and those who have participated in the public process for review. In addition, the draft study will be made available for review and comment on the project website. The draft study will be presented to the SBCAG Board of Directors, Lompoc City Council, and other governing boards upon request.

The subsequent sections provide detailed expansion of the task information summarized above, including specific requirements and expectations.

Public Process:

Public participation is a central component of the Study and should be integrated throughout the planning process. The process should provide clear and timely information, gather community experiences and priorities, and create meaningful opportunities for public and stakeholder input to inform the identification of transportation needs, development of potential solutions and refinement of study recommendations. Using an engagement spectrum adapted from the International Association for Public Participation (IAP2), the engagement approach should use a combination of Inform, Consult and Involve strategies, with opportunities for Co-Create where participants can meaningfully contribute to developing potential solutions. The process should clearly communicate what is open to public influence, how input will be considered and how participants will be informed of what was heard and what happens next.

1. A project Public Engagement Plan shall be developed early in the Study in collaboration with the Project Advisory Committee, SBCAG project manager(s) and SBCAG's Director of Government Affairs and Public Information. The Public Engagement Plan shall be consistent with applicable SBCAG Title VI requirements and should be informed by SBCAG's draft Public Participation Plan. The plan shall identify intended audiences, including communities and populations that may be affected by the Study or underrepresented in traditional transportation planning processes; engagement objectives; outreach and participation methods; language and accessibility needs; roles and responsibilities; methods for documenting and evaluating participation; and how the project team will report back on what was heard and how public input informed the Study. The plan should consider the geographic, demographic, linguistic, socioeconomic and transportation-related characteristics of the study area and identify strategies for reaching audiences that may otherwise be missed.
2. The public process shall include two rounds of in-person engagement, with more than one opportunity to participate during each round, such as events held on consecutive days or at different times or locations. Virtual or online participation shall also be available for those unable to attend in person. Engagement should not rely solely on formal public meetings. The engagement approach should include a mix of methods, such as pop-up or tabling opportunities, online surveys or other input tools, targeted stakeholder interviews or small-group discussions, and outreach through community-based organizations and project partners. The offeror should consider existing community events and other opportunities to reach people where they already gather, particularly disadvantaged and underserved communities, farmworkers, limited-English-speaking populations, active transportation and transit users, and the local business community. Engagement methods should be tailored to the communities being reached and provide multiple ways to learn about the Study and provide input.

3. The offeror shall develop outreach and engagement materials necessary to support the public process, including flyers, digital materials, surveys, presentations, display materials and other materials identified in the Public Engagement Plan. Materials shall be developed in coordination with SBCAG.
4. A stand-alone project website shall be developed and maintained by the offeror for the duration of the Study. The project website shall be owned by SBCAG, with SBCAG retaining administrative access and control throughout the Study and following project completion. The domain, hosting, website platform and other associated accounts shall be established in coordination with SBCAG. The website shall provide current project information, documents, schedules, participation opportunities and online methods for providing input. At project completion, SBCAG shall retain all website content, files, data, analytics, administrative credentials and other materials necessary to continue, archive or close the website.
5. SBCAG staff will develop and maintain a project page on the SBCAG website that links to the stand-alone project website and serves as the agency's permanent location for project information and final materials. The offeror shall coordinate with SBCAG staff to ensure information across the project website and SBCAG project page remains accurate and current.
6. Project email subscriptions and distribution lists shall be established and maintained through SBCAG-owned systems. The offeror may be provided appropriate access to SBCAG's email marketing platform for purposes such as developing a project sign-up form or supporting approved project communications. SBCAG shall retain administrative control of subscriber information and distribution lists. Separate consultant-owned project subscriber lists shall not be established or maintained.
7. The offeror shall coordinate with SBCAG on the collection, management and documentation of public input received through meetings, the project website, surveys, online engagement tools and other participation activities. The Public Engagement Plan shall establish how input will be collected, maintained, reviewed and reported, including responsibilities for maintaining project records and transferring applicable information and materials to SBCAG. Engagement reporting should document who participated, identify significant gaps in participation, summarize what was heard and describe how public input informed the Study.
8. Public-facing meeting materials shall be available in English and Spanish. Translation shall be performed by qualified professional translators familiar with transportation terminology. English-Spanish interpretation shall be available at public meetings and provided by qualified professional interpreters. Translation and interpretation costs shall be included in the offeror's budget.
9. Public meeting venue rental costs shall be included in the offeror's budget, although low- or no-cost options may be available through project partners. Meeting locations and times should consider accessibility, convenience and the communities being engaged.

Deliverables:

- Draft Public Engagement Plan
- Final Public Engagement Plan
- Outreach and engagement materials, including notices, flyers, digital materials, surveys or other input tools, presentations, display materials and other materials identified in the Public Engagement Plan
- Project website and associated content and engagement tools
- Summary of public engagement

2.6. Task 5: Advisory and Stakeholder Committee Meetings

The offeror will organize bi-weekly, as needed, Project Advisory Committee meetings. These meetings are anticipated to be conducted online and be used to gather input, review work products, and guide the study's progress.

A Stakeholder Advisory Committee will be formed and appointed by the SBCAG Board. The offeror will schedule these meetings in collaboration with SBCAG, prepare meeting agendas, minutes, and materials. Four meetings are expected. Meetings are anticipated to be held in person within the study area, and the offeror shall include associated venue rental costs in its budget, although low- or no-cost meeting space may be available through project partners.

The subsequent sections provide detailed expansion of the task information summarized above, including specific requirements and expectations.

Stakeholder Advisory Committee (SAC):

A Stakeholder Advisory Committee (SAC) will be formed and appointed by the SBCAG Board of Directors to provide ongoing input throughout the Study. The SAC will review key work products, share community and stakeholder perspectives, help identify transportation needs and issues, and provide input on potential policies, strategies and recommendations. The SAC will serve in an advisory capacity; final decision-making authority remains with the SBCAG Board of Directors.

1. The offeror shall budget for four SAC meetings over the course of the Study and coordinate meeting timing with key project milestones. Meetings should be structured to provide meaningful opportunities for SAC members to review information, discuss issues and provide input before key study decisions and recommendations are finalized.
2. The offeror shall coordinate with SBCAG staff to schedule and facilitate SAC meetings and shall prepare agendas, presentations, meeting materials, minutes and other materials necessary to support the committee's work.
3. SAC meetings are anticipated to be held in person within the study area. The offeror shall include SAC meeting venue rental costs in its budget, although low- or no-cost meeting space may be available through project partners. Offeror participation should be in person unless otherwise approved by SBCAG.

Meetings:

The offeror shall include in its budget the staff time, preparation, travel and other costs necessary to participate in the following anticipated project meetings. Meeting schedules and participation will be coordinated with SBCAG project manager(s). The offeror shall be responsible for preparing agendas, minutes and other meeting materials for Stakeholder Advisory Committee and Project Advisory Committee meetings. For all other meetings, the offeror shall prepare presentations and supporting materials as needed in coordination with SBCAG staff.

1. **Project Advisory Committee:** Biweekly meetings, as needed, throughout the Study. Meetings are anticipated to be held virtually. The offeror shall participate in meetings and provide technical information and materials as needed to support project coordination and review.

2. **Stakeholder Advisory Committee:** Four meetings are anticipated during the Study. Offeror participation shall be in person unless otherwise approved by SBCAG. Meeting preparation, facilitation, materials and other responsibilities are described in the Stakeholder Advisory Committee section above.
3. **SBCAG Transportation Technical Advisory Committee (TTAC):** Two meetings. Meeting participation may be held virtually. The offeror shall prepare and present project information and respond to questions and feedback.
4. **North County Subregional Planning Committee:** Three meetings. Meetings are anticipated to be held in person. The offeror may coordinate with SBCAG on virtual participation options when appropriate. The offeror shall prepare and present project information and respond to questions and feedback.
5. **Lompoc City Council:** Two meetings. Offeror participation shall be in person unless otherwise approved by SBCAG. The offeror shall prepare and present project information and respond to questions and feedback.
6. **SBCAG Board of Directors:** One meeting to present the Draft Study and respond to questions and feedback. Offeror participation shall be in person unless otherwise approved by SBCAG.

Deliverables:

- Agendas, minutes, meeting materials

2.7. Task 6: Draft and Final Study

Using prior work and considering stakeholder and public input, a draft study document will be prepared. The draft will document the study process, public outreach, how public input informed the study, and study recommendations, including high-level cost estimation.

The draft will be presented to the SBCAG Board, Lompoc City Council, and other governing bodies if requested. The draft will also be provided for public review (Task 4). Upon completion of a draft review period, a final study will be prepared.

Deliverables:

- Draft Study
- Final Study

2.8. Task 7: Board Review/Approval

The final will be considered for approval by the SBCAG Board. Once approved, the final Study will be distributed to project stakeholders, posted to the SBCAG website, and used to inform future planning and programming activities.

Deliverables:

- *Slide deck*

4. Selection Process

4.1. Evaluation Selection Process

The proposal selection process is based on best value. Accordingly, SBCAG may not necessarily make an award to the offeror with the highest technical ranking nor award to the offeror with the lowest price that is technically acceptable if doing so would not be in the overall best interest of SBCAG.

SBCAG will review all submitted proposals. Some offerors may be invited for a video-call or phone interview to explain their project approach and methodology. SBCAG staff will reach a consensus and make recommendations to the SBCAG Executive Director following evaluation of 1) written proposals and 2) performance at the oral interview, if applicable.

SBCAG's Executive Director will review the recommendation and make a final decision. If the Executive Director selects a different offeror than the one recommended, the SBCAG Designated Representative, in consultation with the SBCAG Executive Director, will prepare a memo explaining the selection. The Executive Director will recommend the SBCAG Board of Directors approve a contract with the selected offeror, unless authorized otherwise.

5. Evaluation Phases

1. Executive Summary

This section will be evaluated based on how clearly and concisely the offeror demonstrates its understanding of the Lompoc Valley Transportation Needs Study and its objectives.
Evaluators will consider the extent to which the proposal:

1. Provides clarity of the offeror's understanding of the Study purpose and goals.
2. Demonstrates clear awareness of the study area's key issues and context.
3. Provides a cohesive, high-level summary of offeror's qualifications.
4. Identification of subcontractors and relevance of their roles (if applicable).
5. Brief overview of the proposed management and technical approach.

Scoring Method: 0-100 Points
Weight (Points): 5 (*5% of Total*)

2. Technical Approach

This section evaluates the offeror's methodology and ability to successfully carry out a complex, multi-phase transportation planning study.
Evaluators will consider the clarity, feasibility, and innovation of the approach to:

1. Approach to completing the tasks outlined in the Scope of Work and preparation of draft and final deliverables.
2. Demonstrated understanding of project challenges and constraints listed in RFP.
3. Structure and effectiveness of the proposed public engagement approach.

4. Methodology for developing policies, strategies, and conceptual improvements that respond to the issues identified in Tasks 2 and 3.
5. Identification of key risks (data collection needs, access to VSFB, scheduling of committees, encroachment permits, public outreach gaps)and reasonable mitigation strategies.
6. Ability to produce a technically sound, actionable, and suitable final study for informing RTP development and future funding pursuits.

Scoring Method: 0-100 Points
Weight (Points): 20 (*20% of Total*)

3. Management Approach

This section evaluates staff qualifications, project oversight approach, team organization, anticipated workload balance, and administrative capability.
Evaluators will consider whether the proposal:

1. Identification of key personnel and their roles (including project manager, technical leads, modeling and data specialists, engagement specialists, and any subcontractors.
2. Resume summaries and directly relevant experience of proposed staff.
3. Clarity and effectiveness of the project management structure and coordination methods (including internal quality control processes and methods for coordinating with SBCAG staff and advisory committees listed in the RFP).
4. Availability of staff and ability to meet the proposed 18-month schedule.
5. Clear description of subcontractor roles and oversight.

Scoring Method: 0-100 Points
Weight (Points): 15 (*15% of Total*)

4. Experience of Offeror and Personnel

This criterion measures the relevance, depth, and success of past work on comparable transportation planning projects.
Evaluators will assess whether the proposal:

1. Recent experience with comparable transportation planning projects within the past 3-5 years.
2. Description of past projects and team roles (including scope of work, technical components, deliverables, schedule performance, budget adherence, subcontractor roles, and contact information).
3. Matrix of proposed staff experience with their assigned roles.
4. Experience conducting effective public engagement.
5. Successful collaboration with partner agencies such as Caltrans, cities, counties, regional agencies, and ideally military installations or high-security environments.
6. Disclosure of any terminated contracts, if applicable, with explanations.
7. Overall capability to deliver a high-quality, actionable planning study to support RTP development and future funding pursuits.

Scoring Method: 0-100 Points
Weight (Points): 35 (*35% of Total*)

5. Cost Estimate

The offeror shall provide an estimate of the resources required to complete the project scope of services. The cost estimate should be in spreadsheet format and at a minimum include billing rates, total hours by task, name or classification, in addition to a total for the entire project. The cost proposal shall be fully inclusive of all services required to complete the scope of services, and shall include the offeror’s overhead rate, profit percent, and an

itemized list for direct costs. Costs must be shown in a matrix format, by task, and show hours and base labor rates per staff member. Also, estimate offeror printing and other production costs for technical memoranda, drafts, and final reports. The proposal should contain a statement that all work will be performed at a not-to-exceed price.

Scoring Method: 0-100 Points
Weight (Points): 25 (*25% of Total*)

7. SBCAG Protest Procedures

7.1. Purpose and Applicability

The procedures described in this section have been established to ensure uniform, timely, and equitable consideration of all complaints received by SBCAG concerning its procurement activities.

The following protest procedures shall be employed for procurements conducted by SBCAG. Such protests shall be applicable only to procurements wherein SBCAG requests bids, proposals or offers for goods or services financed in whole or in part by public funds.

7.2. Definitions

The following definitions apply to terms used in this section:

- **Days**: Unless otherwise specified, refers to SBCAG working days.
- **File or Submit**: Refers to the date of receipt by SBCAG.
- **Interest Party**: All offerors or offerors involved in an SBCAG procurement. This may also include a subcontractor or supplier who shows substantial economic interest in a provision of the RFP, or in the interpretation of such provision.
- **Bid**: Refers to and includes: i) the terms “offer” and “proposal” as employed in this document; ii) sealed bids; iii) competitive negotiation, and; iv) non-competitive negotiation.

7.3. Basis for Protest

If in the course of a procurement action an interested party has reason to believe that:

1. free and open competition does not exist, or;
2. SBCAG solicitation documents contain restrictive specifications, such party may file a protest in accordance with the procedures described herein.

In addition to the above, protests may be filed based upon the following factual or alleged circumstances:

1. Violation of federal, state or local law or regulation;

2. Sole source procurements;
3. Failure to adhere to evaluation criteria set forth in solicitation documents, or use of additional criteria not so published;
4. Changes to evaluation criteria made during the evaluation process;
5. Local or DBE preferences;
6. Solicitation advertising violating applicable laws or regulations;
7. Provision of inadequate time to prepare a proposal.

Protests of SBCAG procurements filed by interested parties shall be considered in two general categories:

1. those filed prior to contract award, and;
2. protests occurring after contract award has been made.

7.4. Pre-Award Protests

The following procedures shall be followed for all protests filed prior to award of contract:

1. Protests must be filed no later than five (5) days prior to the date established in the solicitation for receipt of bids or proposals. Protest information requests and follow-up arguments that are submitted after the protest submission deadline, will not be considered to be part of the protest by SBCAG.
2. Protests must be submitted in writing to the attention of the SBCAG Designated Representative. The written protests shall include:
    1. The name, address, and telephone number of the protestor;
    2. The SBCAG solicitation number and project description;
    3. A statement of the grounds for the protest, accompanied by all supporting documentation. All grounds must be fully supported with documentation;
    4. The resolution sought from SBCAG by the protestor.
3. The SBCAG Designated Representative shall receive the protest and issue written notification to the protestor within (5) five days that the matter is undergoing review. Notice of the protest shall be given in writing to all known recipients of solicitation documents.
4. Procurement activity shall be suspended pending resolution of a protest unless one or more of the following conditions exists:
    1. The goods or services being procured are urgently required;
    2. Delivery or performance will be unduly delayed by failure to make an award promptly;
    3. Failure to make prompt award will result in termination of a critical SBCAG function or activity or otherwise cause undue harm to SBCAG, or;
    4. The Executive Director prepares a written finding that such protest is clearly frivolous in nature, and therefore does not warrant a disruption of the procurement process.
5. The Executive Director shall be responsible for making a written determination that circumstances require SBCAG to proceed with procurement during a pending protest. Unless such determination is made, the procurement shall be suspended pending resolution of the protest. All parties known to have received

solicitation documents shall be notified in writing of such suspension by the SBCAG Designated Representative.

6. All protests received within the specified period shall be examined by the Financial and Procurement Coordinator, who shall evaluate the matter and, within seven (7) calendar days, forward a recommendation concerning its disposition to the Executive Director.
7. No additional material shall be accepted for consideration during the protest review unless specifically requested in writing by SBCAG.
8. The Executive Director may attempt to resolve the protest with the affected party. If after receipt of the recommendation, the Executive Director elects not to attempt such resolution, or if resolution is attempted but not achieved, the protesting parties may appeal to the SBCAG Board of Directors (hereinafter “Board”) after thirty (30) calendar days and within thirty-five (35) calendar days after receipt of the protest submittal. Failure to appeal to the Board shall be a waiver of any other rights under the SBCAG Protest Procedures.
9. For these purposes, “resolution” shall mean the written withdrawal of a protest by the originating party.
10. The Board shall formally consider the protests at a public meeting within forty-five (45) calendar days after the date on which the matter was appealed to the Board, or at the next regularly scheduled Board meeting if exceeding the 45-day period. The Board may elect to appoint a sub-committee to review the protest and make a recommendation to the Board at the public meeting. Protesting parties shall be notified in writing of the date on which their matters shall be considered by the Board. Such parties shall be afforded an opportunity to present their case at the Board meeting.
11. The Board shall then make a formal decision on such protests at a public meeting. The decision of the Board, along with a formal record of the protest, shall become a matter of public record, and shall be considered final. The SBCAG Designated Representative shall notify protesting parties in writing of any protest decision made by the Board.
12. Except under conditions described in item 4 above, such decision by the Board shall be made prior to award of any contract related to the subject procurement.
13. Should the Board deny the protest, SBCAG may proceed with the procurement process. In the case of FTA-funded procurements, no contract shall be awarded within five (5) days following the Board’s decision unless such award is necessary due to circumstances described in item 4 above. If the decision of the Board is to uphold the protest, then SBCAG shall proceed pursuant to Board direction.
14. No court shall maintain subject matter jurisdiction prior to completion of the administrative process described herein.

7.5. Post-Award Protests

Protests received after award of contract shall be considered only if received within five (5) days following the date on which the Executive Director’s award recommendation is made. Post-award protests received after that time shall not be considered. Protest information requests and follow-up arguments that are submitted after the protest submission deadline, will not be considered to be part of the protest by SBCAG.

Post-award protests shall be processed in the same fashion as that employed for pre-award protests. However, the award shall remain valid and procurement activities shall continue unless the Executive Director determines in writing that suspension of such award is necessary pending protest resolution. In that event the awardee shall be so notified in writing, and the SBCAG Board may effect an agreement with the Contractor for suspension of activity.