

## APPENDIX C

### GENERAL INFORMATION

#### 1. Proposal for Professional Services (PPS) Submittal

Six (6) copies of the Proposal for Professional Services (PPS) shall be submitted in response to this Request for Proposal (RFP).

#### 2. Late Submittal

A PPS is late if received at any time after the required submittal date and time. PPSs received after the specified time will not be considered and will be returned to the proposing firm.

#### 3. Modification or Withdrawal of Submittal

Any PPS may be withdrawn or modified by written request of the proposing firm prior to the date and time specified above for receipt of PPSs. To be considered, however, the modified PPS must be received by the time and date specified above.

#### 4. Written Questions

Written questions should include the individual's name, the name and address of the firm, and must reference this RFP. Questions should be mailed to the following address:

County of Sacramento  
Municipal Services Agency  
Department of Transportation  
4100 Traffic Way  
Sacramento, CA 95827

Attention: Mike Meschi

Telephone No. (916) 875-5239

Cell Phone No. (916) 826-6437

FAX No. (916) 875-5363

#### 5. Signature

The PPS shall be transmitted with the introductory letter that must be signed by an official authorized to bind the prospective consultant contractually and contain a statement that the PPS is a firm offer for a 90-day period.

The signed introductory letter constitutes certification by the prospective consultant, under penalty of perjury, of the debarment and suspension certificate required under Part 29, Title 49, Code of Federal Regulations (CFR) and also constitutes certification under penalty of perjury, that the prospective consultant complies with nondiscrimination requirements of the State, the Federal Government as specified in Section III.A.8. above and provisions of the Regulations of the United States Department of Commerce (Part 8, Subtitle 15, CFR) issued pursuant to the Civil Rights Act of 1964.

An unsigned PPS, or one signed by an individual not authorized to bind the prospective consultant, will be rejected.

## **6. Insurance**

The Consultant shall note any exceptions to the insurance limits required in the sample agreement included with this RFP (See Exhibit B of Appendix F – Page 2 of 5).

## **7. Property Rights**

A PPS received within the prescribed deadline will become the property of the County and all rights to the contents therein become those of the County.

## **8. Confidentiality**

Prior to award of the contract, a PPS will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract, or if not awarded, after rejection of a PPS, all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the PPS confidential will be regarded as noneffective and will be disregarded.

## **9. Amendments to Request for Proposal**

The County reserves the right to amend the RFP by addendum prior to the final PPS submittal date.

## **10. Non-Commitment of County**

This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a PPS for this request, or to procure or contract for services. The County reserves the right to accept or reject any or all PPSs received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the County to do so.

## **11. Work Accomplished by County Staff**

The County at its own discretion may at any time determine that some portion of the agreed upon scope of services will be accomplished by County staff.

## **12. Execution of Contract**

The prospective consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Consultant and the County.

## **13. Public Domain**

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.