



JOINT REQUEST FOR QUALIFICATIONS

On-Call Administrative and Program Support Services

Supporting regional transportation planning and public transit administration.

Date of Issue	9/17/2026
Proposer Questions Due	10/2/2026
Question Responses Published	10/14/2026
Submission	10/23/2026

Tuolumne County Transportation Council | Tuolumne County Transit Agency

2 S Green St | Sonora, California 95370

tuolumnecountytransportationcouncil.org

Table of Contents

1. Notice and Invitation.....	3
2. Agency Background.....	3
3. Purpose and Contract Structure.....	3
4. Illustrative Scope of Services.....	4
5. Desired Qualifications	6
6. Service Delivery and Availability.....	7
7. Anticipated Procurement Schedule.....	7
8. Statement of Qualifications Requirements	7
9. Evaluation Criteria.....	8
10. Submission Instructions	9
11. Questions, Clarifications, and Addenda	9
12. Selection and Agreement Negotiation	9
13. Fee and Method of Payment.....	9
14. Insurance.....	10
15. Funding and Compliance.....	10
16. Public Records and Confidentiality.....	10
17. Reservations and Conditions.....	10
18. Draft Agreement	10
Addenda Acknowledgment.....	11

1. Notice and Invitation

The Tuolumne County Transportation Council (TCTC) and the Tuolumne County Transit Agency (TCTA), each a California joint powers authority, jointly invite Statements of Qualifications from qualified firms to provide on-call administrative and program support services. The Agencies intend to select one firm for a nonexclusive master agreement serving both TCTC and TCTA.

The selected consultant will supplement existing staff capacity. Services will be assigned through written Task Orders based on workload, available funding, staff needs, and the consultant's relevant expertise. The Agencies anticipate using approximately \$100,000 per year, but this estimate is for planning purposes only and may increase or decrease. No minimum amount of work or compensation is guaranteed.

Important: The scope is illustrative. A listed activity is not a commitment that the activity will be assigned, and the Agencies may assign related administrative work that is consistent with the purpose of this RFQ. Engineering and technical transportation-planning services are expressly excluded.

2. Agency Background

TCTC is the Regional Transportation Planning Agency for Tuolumne County. It is responsible for regional transportation planning, programming, funding administration, intergovernmental coordination, and related state and federal compliance activities. TCTC's Overall Work Program (OWP) identifies the transportation planning activities, products, schedules, responsible parties, and funding sources for each fiscal year.

TCTA is the public transit joint powers authority responsible for Tuolumne County Transit. TCTA oversees transit governance, contracts, financial administration, grants, compliance, service planning, reporting, fleet and capital activities, and public information. TCTC and TCTA are separate legal entities that share staff and administrative resources.

The current staff team consists of an Executive Director, Senior Transportation Analyst, and Senior Fiscal Analyst. The Agencies are seeking flexible professional support to sustain required work, provide coverage during periods of elevated workload or limited staffing, and strengthen staff knowledge and organizational continuity.

3. Purpose and Contract Structure

The Agencies intend to award one firm a nonexclusive joint master agreement for an initial four-year term, with the option to extend the agreement for up to two additional years by written amendment. Assignments may be recurring, project-specific, time-limited, or structured as annual administrative support; however, no work may begin until the Executive Director and consultant have signed a Task Order and the Agencies have issued written authorization to proceed. Each Task Order and invoice must clearly identify the benefiting agency, OWP work element or transit program, funding source, task, personnel, hours, rates, and deliverables, with knowledge transfer, documented procedures, and hands-on staff development incorporated as core expectations.

4. Illustrative Scope of Services

The following task areas describe the types of assistance that may be requested. They are neither guaranteed nor exhaustive. The Agencies will determine the actual mix, sequence, and level of effort through Task Orders.

4.1 Governance, Meetings, and General Administration

- Assist with preparation, quality control, assembly, and distribution of agendas, staff reports, resolutions, minutes, notices, and supporting materials for TCTC and TCTA Boards and advisory committees.
- Maintain meeting calendars, action logs, templates, routing schedules, and records needed to support timely Board and committee business.
- Assist staff with agenda posting and meeting administration consistent with the Brown Act and agency procedures; final legal compliance remains the responsibility of the Agencies.
- Coordinate review and routing of administrative documents among staff, legal counsel, auditors, member agencies, consultants, and other partners.
- Support records management, correspondence, document organization, administrative research, and follow-up on Board or committee direction.

4.2 OWP Planning Administration - Work Element 2

- Support development of the annual Draft and Final OWP, including work elements, schedules, responsible-party assignments, budget summaries, funding-source allocations, exhibits, and responses to Caltrans comments.
- Assist with OWP amendments, budget revisions, supporting documentation, and internal reconciliation of planned work, staff time, consultant costs, and funding availability.
- Prepare or assist with quarterly OWP invoices, progress reports, and year-end packages, including compilation and review of supporting records and coordination with fiscal staff.
- Maintain compliance calendars and status tracking for OWP products, invoices, reporting deadlines, amendments, and Caltrans coordination.
- Assist with legislative, policy, and program monitoring when assigned, including concise summaries of changes affecting transportation planning, programming, funding, or agency administration.

4.3 Transportation Development Act Administration - Work Element 3

- Support the annual Unmet Transit Needs process, including schedules, notices, public-comment records, staff analysis, findings, reports, and resolutions.

- Assist with Local Transportation Fund and State Transit Assistance estimates, claims, allocation resolutions, disbursement instructions, expenditure tracking, and claimant coordination.
- Support administration of the Local Transportation Fund bicycle and pedestrian program, including calls for projects, claims, allocation documents, and balance tracking.
- Coordinate with independent auditors and agency fiscal staff, track audit requirements and corrective actions, and assemble records requested for financial, compliance, or performance audits.
- Assist with Financial Transactions Reports and other required fiscal or compliance submissions; independent audit services are excluded from this procurement.
- Develop and maintain financial status reports and other tools used to track TDA balances, allocations, disbursements, and expenditures.
- Support the Social Services Transportation Advisory Council, including meeting materials, minutes, membership records, and follow-up activities.

4.4 TCTA Administrative and Program Support

- Provide administrative support for TCTA Board and committee business, policies, records, and governance activities.
- Assist with transit budget development and monitoring, TDA claims, grant reimbursement requests, compliance files, fiscal reports, and coordination with external auditors.
- Support procurement and contract administration, including schedules, solicitation documents, addenda, evaluation records, Task Orders, amendments, deliverable tracking, invoice review support, and closeout documentation.
- Assist with administrative oversight of transit contracts and programs, including performance-report compilation, issue tracking, correspondence, and follow-up actions directed by staff.
- Support state and federal transit reporting, grant administration, capital and fleet documentation, asset records, and coordination with Caltrans, funding agencies, contractors, and vendors.
- Assist with public notices, rider communications, stakeholder coordination, and other administrative components of transit initiatives.

4.5 Funding, Programming, and Administrative Project Management

- Advise staff on the administrative requirements, schedules, eligibility considerations, and documentation associated with state, federal, and regional transportation funding programs.
- Assist with project programming and funding actions, including preparation, tracking, and coordination of programming documents, amendments, allocations, obligation-support records, and timely-use-of-funds documentation.
- Provide administrative project management for agency work elements, grants, studies, procurements, and contracts, including schedules, budgets, deliverables, invoices, reporting, meeting coordination, decision logs, and closeout.
- Support nontechnical portions of grant applications and funding requests, including schedules, forms, budget documentation, certifications, partner coordination, and application assembly.
- Coordinate with technical consultants, project sponsors, Caltrans, the California Transportation Commission, the State Controller's Office, federal agencies, and other partners as directed by agency staff.

4.6 Training, Procedures, and Organizational Development

- Provide hands-on coaching and mentoring to existing staff while assignments are completed.

- Develop and maintain practical standard operating procedures, checklists, templates, desk manuals, workflow diagrams, compliance calendars, and reference tools.
- Explain the purpose, legal or funding basis, sequencing, review points, and common risks associated with recurring administrative processes.
- Structure work so knowledge and records remain with the Agencies and staff can assume or back up recurring responsibilities over time.
- Conduct targeted training sessions on transportation funding, programming, project administration, OWP and TDA processes, grants, reporting, or other assigned topics.

4.7 Other Related Administrative Services

The consultant may be asked to perform other administrative, program-support, coordination, research, writing, training, documentation, or project-management services that are reasonably related to the purpose of this RFQ and do not fall within the exclusions below.

4.8 Expressly Excluded Services

Scope boundary: This procurement is intended to avoid overlap with the Agencies' on-call transportation planning and engineering contracts.

- Independent financial, compliance, or performance audits and other attest services.
- Professional engineering, surveying, architecture, landscape architecture, or construction management.
- Traffic engineering, travel-demand modeling, technical traffic analysis, engineering plans, specifications, estimates, or design calculations.
- Preparation of technical transportation studies, environmental documents, engineering feasibility studies, or specialized technical analyses that are assigned through another procurement.
- Construction inspection, materials testing, right-of-way engineering, or other capital-delivery services.
- Authority to make policy decisions, bind either Agency, give legal advice, certify Agency records, or exercise powers reserved to Agency staff or governing boards.

5. Desired Qualifications

Competitive firms will demonstrate a combination of the following:

- Experience providing administrative, fiscal, program-management, or governance support to a California regional transportation planning agency, transit agency, council of governments, local transportation commission, or comparable public agency.
- Working knowledge of California transportation funding and programming, including the OWP process, Regional Planning Assistance, Transportation Development Act, Local Transportation Fund, State Transit Assistance, regional and state transportation improvement programs, and timely-use-of-funds requirements.
- Familiarity with relevant federal and state transit or transportation programs, which may include FTA Sections 5310 and 5311, CMAQ, Surface Transportation Block Grant/RSTP, Carbon Reduction Program, LCTOP, SB 125, and other programs used by rural agencies.
- Experience preparing or supporting public-agency agendas, minutes, resolutions, staff reports, budgets, invoices, progress reports, grants, procurements, contracts, and compliance records.

- Understanding of the Brown Act, California Public Records Act, public-agency ethics and conflict-of-interest requirements, and basic internal-control practices.
- Strong professional writing, quality-control, document-management, scheduling, and project-management skills.
- Ability to explain complex funding and compliance processes in practical terms and to train staff using repeatable tools.
- Capacity to respond to changing priorities and recurring deadlines while coordinating effectively in a primarily remote environment.

6. Service Delivery and Availability

Services may be performed remotely. The Statement of Qualifications must describe the proposed team's ability to attend meetings or perform work in person in Sonora when requested, including any advance notice, travel charges, or other limitations. The Agencies do not require a local office and will evaluate demonstrated responsiveness and availability rather than geographic location.

The selected consultant will designate a primary contract manager and maintain sufficient backup capacity to support continuity. Task Orders may establish assignment-specific response times, meeting requirements, points of contact, or availability expectations.

7. Anticipated Procurement Schedule

The following schedule will be completed before issuance. The Agencies may revise it by addendum.

Milestone	Date and Time
RFQ issued	9/17/2026
Deadline for written questions	10/2/2026
Responses to questions/addenda posted	10/14/2026
Qualifications due	10/23/2026
Interviews, if conducted	10/2/20206
Selection and negotiations completed (tentative)	11/12/2026
Board consideration of agreement (tentative)	12/9/2026
Agreement effective / services begin (tentative)	12/14/2026

8. Statement of Qualifications Requirements

Submit one searchable PDF. The substantive response should not exceed 25 pages, excluding the cover, table of contents, resumes, rate schedule, required forms, and agreement exceptions. Organize the response in the order below.

1. **Cover Letter.** Identify the legal name of the firm, primary contact, office location, and person authorized to negotiate and bind the firm. Confirm the proposal remains valid for at least 120 days.

2. **Firm and Team Qualifications.** Describe the firm's organization and identify the proposed contract manager and key personnel. Include concise resumes and identify any subcontractors.
3. **Relevant Experience.** Provide examples that demonstrate experience with RTPA, transit, OWP, TDA, transportation funding, project programming, grants, public-agency administration, and staff development.
4. **Understanding and Approach.** Explain the firm's understanding of the Agencies' needs, approach to flexible on-call support, quality control, deadline management, records, and coordination with existing staff and consultants.
5. **Training and Knowledge Transfer.** Describe how the firm will build staff capacity and leave practical procedures, templates, and institutional knowledge with the Agencies.
6. **Capacity and Availability.** Describe current workload, anticipated availability, continuity arrangements, ability to respond to variable assignments, and ability to perform in-person work or attend meetings in Sonora.
7. **References.** Provide three references for comparable work, including agency, contact name, title, telephone number, email, services, and dates.
8. **Rate Schedule.** Provide fully burdened hourly rates for all proposed classifications, identify any proposed annual adjustments, and state travel and reimbursable-expense policies. Rates will not be scored.
9. **Conflicts and Disclosures.** Disclose actual or potential conflicts of interest, pending claims or litigation materially related to the proposed services, and any circumstances affecting the firm's ability to perform.
10. **Agreement Review.** Identify all requested substantive exceptions to the draft agreement. Silence will be treated as acceptance of the draft agreement, subject to final negotiations.
11. **Addenda Acknowledgment.** Acknowledge receipt of each addendum issued for this RFQ.

9. Evaluation Criteria

A selection committee appointed by the Executive Director will evaluate responsive Statements of Qualifications. The committee may check references, request clarifications, or invite one or more firms to an interview.

Criterion	Considerations	Points
Relevant agency and subject-matter experience	Demonstrated success with RTPA, transit, OWP, TDA, funding, programming, grants, governance, and comparable public-agency work.	25
Qualifications of contract manager and key personnel	Relevant expertise, judgment, writing ability, project-management capability, and continuity of the proposed team.	25
Understanding and service approach	Clear understanding of the scope boundary, practical work approach, quality control, deadline management, and integration with existing staff.	20
Capacity, responsiveness, and availability	Ability to support variable workloads, meet recurring deadlines, provide backup coverage, and attend in-person meetings when requested.	15
Training and knowledge transfer	Strength of the proposed mentoring, documentation, procedures, templates, and staff-development approach.	10
Quality and completeness of submission	Organization, clarity, responsiveness, and demonstrated attention to detail.	5

Criterion	Considerations	Points
Total		100

Hourly rates and reimbursable-expense policies are required for negotiation and fiscal planning but will not receive evaluation points or be used to rank firms. After ranking, the Agencies will negotiate fair and reasonable rates and agreement terms with the highest-ranked firm.

10. Submission Instructions

Submission deadline	10/23/2026
Submission email or	Acarter@co.tuolumne.ca.us
Procurement contact	Andy Carter – Senior Transportation Analyst - (209) 533-5543
Subject line	TCTC/TCTA Administrative Services RFQ
Maximum file size / link instructions	10mb

The Agencies are not responsible for delivery failures, inaccessible links, corrupted files, or submissions received after the deadline. The proposer is responsible for confirming successful receipt.

11. Questions, Clarifications, and Addenda

All questions must be submitted in writing to the procurement contact by the deadline shown in Section 7. Oral statements are not binding. Answers that materially affect the solicitation will be issued in writing and made available to all prospective proposers through the Agencies' designated posting location. Proposers are responsible for checking for addenda and acknowledging each addendum in their submission.

12. Selection and Agreement Negotiation

The Agencies intend to rank firms based on qualifications and negotiate with the highest-ranked firm. If the Agencies cannot reach agreement on scope, rates, terms, or other material matters, they may end negotiations and begin negotiations with the next-ranked firm. Final award is subject to approval by both governing boards and execution of the professional services agreement.

The selected firm must provide its final rate schedule, insurance evidence, required certifications, and any other documentation requested during negotiations. The Agencies may require verification that rates and costs are fair, reasonable, and allocable to the benefiting program.

13. Fee and Method of Payment

- Compensation will generally be on a time-and-materials basis using negotiated, fully burdened hourly rates.
- Each Task Order will establish a not-to-exceed amount that the consultant may not exceed without a written amendment.
- Invoices may be submitted monthly and must contain sufficient detail to support allocation by agency, work element or program, funding source, task, personnel, hours, rate, expense, and work performed.
- Reimbursable expenses must be expressly permitted by the Task Order, supported by documentation, and billed without markup unless otherwise negotiated in writing.
- No retention will be withheld from approved payments.
- The Agencies will pay approved invoices within 30 days after receipt of a complete and accurate invoice, subject to correction of disputed or unsupported charges.

14. Insurance

The selected consultant will be required to maintain insurance appropriate for administrative and program-support services. The draft agreement generally requires workers' compensation as required by law, \$1 million employer's liability, \$1 million per occurrence/\$2 million aggregate commercial general liability, \$1 million automobile liability when vehicles are used in performing the work, and \$1 million professional liability. Limited cyber/privacy coverage may be required if a Task Order provides access to Agency systems, personally identifiable information, or sensitive financial records. Final requirements are subject to Risk Management and legal review.

15. Funding and Compliance

The Agencies currently anticipate funding services primarily with state and local transportation or transit funds. A Task Order may impose funding-source-specific requirements. Services may not be charged to a federal award unless the Agencies first determine in writing that the procurement, agreement, Task Order, and proposed costs satisfy all applicable federal requirements. The consultant must comply with all requirements incorporated into an authorized Task Order.

16. Public Records and Confidentiality

Statements of Qualifications and related procurement records may be subject to disclosure under the California Public Records Act. A proposer should clearly identify material it believes is legally exempt and state the basis for the claimed exemption. Marking material 'confidential' does not require the Agencies to withhold it. The Agencies will determine disclosure obligations in accordance with applicable law.

17. Reservations and Conditions

- Issuance of this RFQ does not obligate either Agency to award an agreement or Task Order.
- The Agencies may amend, suspend, cancel, or reissue the RFQ; reject any or all submissions; waive immaterial irregularities; request clarifications; verify information; or modify the schedule.
- Each proposer bears all costs of preparing, submitting, interviewing, negotiating, and otherwise participating in this procurement.
- The Agencies may obtain services from other sources and may perform any work with Agency staff.
- The Agencies will not discriminate in the procurement or performance of the agreement on any basis prohibited by law and encourage participation by small, disadvantaged, minority-owned, women-owned, veteran-owned, and other qualified businesses.
- The consultant must disclose conflicts and comply with all applicable public-agency ethics, conflict-of-interest, nondiscrimination, accessibility, funding, records, and employment laws.

18. Draft Agreement

The Draft Joint Agreement for On-Call Administrative and Program Support Services is issued with this RFQ as Attachment A. Proposers should review it carefully and identify requested substantive exceptions in their submission. The agreement remains subject to negotiation, Risk Management review, legal review, and approval by both governing boards.

Addenda Acknowledgment

The proposer acknowledges receipt of the following addenda:

Addendum No.	Date Received	Proposer's Initials

Legal name of proposer: _____

Authorized representative: _____

Signature: _____ Date: _____