



TRANSBAY JOINT POWERS AUTHORITY

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT
CALIFORNIA DEPARTMENT OF TRANSPORTATION
CALIFORNIA HIGH-SPEED RAIL AUTHORITY
CITY AND COUNTY OF SAN FRANCISCO, BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO, MAYOR'S OFFICE
PENINSULA CORRIDOR JOINT POWERS BOARD
SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

Executive Director: Adam Van de Water

INVITATION FOR BIDS No. 25-06

Landscape Maintenance Services

Key IFB Dates

Invitation for Bids Issued:	October 28, 2025	
Deadline for Submission of Questions:	November 12, 2025	by 2 p.m. PT
Answers to Written Questions Posted:	November 19, 2025	
Bid Due Date:	December 12, 2025	by 2 p.m. PT
Bid Opening	Friday, December 12, 2025	3:00 p.m. PT
	425 Mission Street, Suite 250 San Francisco, CA 94105	
Contract Recommended for TJPA Approval:	January 8, 2026	

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ATTACHMENTS

Attachment 1: IFB/RFP General Conditions

Attachment 2: Model General Services Agreement

Attachment 3: Bid Sheet Form

Attachment 4: Federal Transit Administration Requirements and Certifications Required to be
Submitted with Bid

- a. Fly America Certification
- b. New Restrictions on Lobbying Certification
- c. Certification Regarding Debarment, Suspension, and Other Responsibility
Matters

Attachment 5: Disadvantaged & Small Business Enterprise (DBE/SBE) Program Information
and Forms:

- Bidders/Proposers Information Request Form (*Required to be submitted
with Bid*)
- Good Faith Efforts Form (*Required to be submitted with Bid if the SBE
utilization goal is not being met*)
- Progress Payment Report
- Subcontractor Payment Declaration
- Final Expenditure Report

1 INTRODUCTION

The Transbay Joint Powers Authority (TJPA) issues this Invitation for Bids (IFB) for on-going Landscape Maintenance Services for the Salesforce Transit Center (Property) from qualified firms (Bidders) to provide offers (Bids) in commercial landscape maintenance services for the Salesforce Transit Center (rooftop park and ground level Natoma Street planters).

The TJPA plans to enter into a contract with the Bidder for the services described in Section 3, Scope of Services (Services), that meets the Minimum Qualifications of this Solicitation whose Bid is the Lowest Responsive and Responsible Bid, for an agreement substantially similar to Attachment 2, Model General Services Agreement (Agreement). The TJPA anticipates that the Agreement will be for a five (5)-year base term.

Bids must be received by the TJPA no later than **2:00 p.m. Pacific Time on Friday, December 12, 2025**. Bids submitted electronically shall be in Adobe PDF (Portable Document Format) and sent via email or file sharing link to RFP@tjpa.org. Bidders who elect to submit a physical copy of their Bids shall submit one hardcopy and a USB drive containing the Bid in PDF to the following address:

Transbay Joint Powers Authority
Attn: Procurement – IFB 25-06
425 Mission Street, Suite 250
San Francisco, CA 94105

Bids delivered by hand must be received at the TJPA's main office located in the transit center, which is accessible via the Beale Street elevators between Mission and Howard streets.

Bids that are not received by the time and date specified, do not contain all the required information and completed forms, or do not meet all minimum qualifications, shall be deemed non-responsive and rejected without consideration.

Bidders may obtain copies of this IFB, including the forms to be submitted in the bid package, by downloading the document from the TJPA [website](https://www.tjpa.org) or by contacting the TJPA at (415) 597-4620 or by email: RFP@tjpa.org.

The IFB/RFP General Conditions (Attachment 1) supplement the provisions of this IFB.

The successful Bidder will be required to enter into the contract attached hereto as Attachment 2, Model General Services Agreement. **TJPA's Contract Terms are not subject to negotiation.** However, Bidders may identify those contract terms to which they object as part of the questions they submit by the Questions Due Date. TJPA shall evaluate all objections and determine what, if any changes, will be incorporated into TJPA's Contract Terms prior to the Bid Due Date. Any such changes will be made known to all Bidders through an Addendum to this Solicitation. Failure to timely execute TJPA's Contract Terms, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required by TJPA's Contract Terms,

shall be deemed an abandonment of the Bid and the TJPA, in its sole discretion, may select another Bidder and proceed against the original selectee for damages

The TJPA shall have no obligation unless and until a final agreement is entered into by the parties following approval by the TJPA's Board of Directors (TJPA Board). There is no guarantee that the TJPA will issue any Notices to Proceed (NTPs), and the TJPA may terminate the agreement at any time.

2 BACKGROUND

2.1 Transbay Joint Powers Authority

In April 2001, the City and County of San Francisco (City), the Alameda-Contra Costa Transit District (AC Transit), and the Peninsula Corridor Joint Powers Board (PCJPB) executed a Joint Exercise of Powers Agreement under California law creating the TJPA. The Joint Exercise of Powers Agreement was amended in November 2017 to include the California High-Speed Rail Authority (CHSRA). The purpose of the TJPA is to design, build, develop, operate, and maintain a new transportation terminal and associated facilities in San Francisco, known as the Transbay Program.

The TJPA has been granted primary jurisdiction with respect to all matters pertaining to the financing, design, development, construction, and operation of the Transbay Program. The member agencies of the TJPA have granted to the TJPA most of their jointly held powers, including the authority to buy and sell property, enter into contracts, and accept and spend grants of cash and property. The TJPA's management functions include contract oversight, policy direction, financing, and investment supervision.

The TJPA coordinates and collaborates with, among others, the following governmental entities: U.S. Department of Transportation and its operating administrations—Federal Railroad Administration, Federal Transit Administration, and Federal Highway Administration; the California Department of Transportation (Caltrans); the California High-Speed Rail Authority; the City; AC Transit; Peninsula Corridor Joint Powers Board (PCJPB/Caltrain); the Metropolitan Transportation Commission; and the San Mateo County Transit District.

The TJPA Board of Directors is composed of directors appointed by each of the following agencies:

- Alameda-Contra Costa Transit District
- City and County of San Francisco, Board of Supervisors (2)
- City and County of San Francisco, Mayor's Office
- Peninsula Corridor Joint Powers Board/Caltrain
- San Francisco Municipal Transportation Agency
- California High-Speed Rail Authority
- California Department of Transportation, Ex-Officio (non-voting)

Subject to such supervisory powers as may be given by the Board to the Chair of the Board, and except as otherwise provided in the Bylaws, the TJPA Executive Director generally supervises, directs, and controls the business and the employees of the TJPA.

2.2 Transbay Program

The Transbay Program is a major infrastructure investment that replaced the former Transbay Terminal at First and Mission streets in San Francisco with a modern regional transit station that connects the Bay Area and ultimately the State of California through eleven transit systems: AC Transit, BART (Bay Area Rapid Transit), Caltrain, Golden Gate Transit, Greyhound, Muni (San Francisco municipal bus lines), SamTrans (San Mateo County Transit), WestCAT (Western Contra Costa Transit) Lynx, Amtrak, Paratransit, and high-speed rail from San Francisco to Southern California.

The Transbay Program is being constructed in two phases. Phase 1, which has been delivered, included design and construction of the above-grade portion of the Transit Center, including a 5.4-acre rooftop park, retail areas, and a public art program; the core and shell of the two below-grade levels of the train station; a bus ramp; a bus storage facility; and a temporary bus terminal. The Transit Center is now open to the public, and bus services have commenced operations.

The TJPA directly programs, leases, and manages the Transit Center's commercial space, oversees a maintenance program for all spaces associated with the Transit Center, and operates a high-impact digital signage program. The TJPA entered into an agreement with salesforce.com, providing salesforce.com, the right to name the Transit Center, the rooftop park, and the amphitheater; these facilities are called the "Salesforce Transit Center," "Salesforce Park," and "Salesforce Amphitheater," respectively.

Phase 2 of the Transbay Program is a 1.3-mile tunnel (over 2 miles in project length) extension of the existing 77-mile Caltrain Peninsula Corridor rail alignment to include the design and construction of the Downtown Rail Extension (DTX), also known as "The Portal," which includes construction of a new underground station at Fourth and Townsend streets and fit-out of the already built below-ground mezzanine and platform levels of the Transit Center to accommodate commuter rail and future high speed rail service. Phase 2 is currently in the engineering and preconstruction phase.

2.3 Salesforce Park

Salesforce Park is a verdant green space in the center of the bustling Transbay District in downtown San Francisco. The 5.4-acre park includes thirteen gardens representing botanical variety from around the world. The plantings include approximately 600 trees, and approximately 16,000 plants, creating a landscape where visitors are immersed in a natural setting. The park receives hundreds of visitors daily. Refer to figure 1.

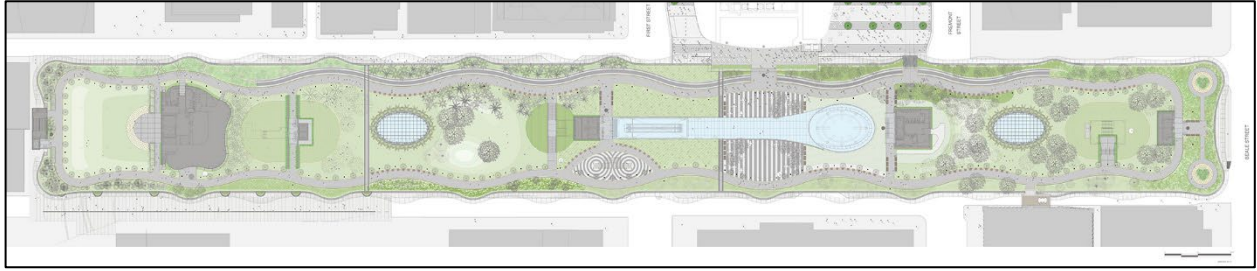


Figure 1. Plan view of Salesforce Park. Plan view of Salesforce Park

The TJPA's [website](#) contains further information about the Transbay Program.

2.4 Indefinite Quantity, As-Needed Contract

A contract awarded pursuant to this Solicitation will result in a term, indefinite quantities, as-needed contract. There is no guarantee of a minimum amount of goods or services for any of the Bidders selected for contract negotiations or for the awarded Bidder(s). Unless otherwise specified herein, deliveries and services will be required in quantities and at times as ordered during the period of the contract. Estimated quantities, if any, stated in this Solicitation are approximations only. The TJPA in its sole discretion, may purchase any greater or lesser quantity. The TJPA may also make purchases of items awarded pursuant to this Solicitation from other suppliers when the TJPA determines, in its sole discretion, that it is in the best interest of the TJPA to do so. The TJPA anticipates an estimated minimum of 3,000 hours of service per year.

3 SCOPE OF SERVICES

Horticultural variety is one of the park's main attractions. The selected Bidder (Contractor) shall be experienced in maintaining a variety of plant types and species according to their differing horticultural requirements, following industry best practices and the standards set out in this IFB, including the standards established in the Transbay Roof Park Maintenance Manual (Maintenance Manual) and the relevant highlighted sections of the contract specification for landscape maintenance. Refer to the Reference Documents. Bidder agrees to provide the following services:

The Bidder shall have a maintenance crew on site a minimum of twice a week to perform the landscape maintenance work needed. Maintenance work will vary by plant needs and seasons, and crews may need to be on site for additional days per week when seasonal needs require. The Bidder will furnish all labor, materials, tools, supplies, and equipment needed to complete the scope of work.

3.1 Regular Landscape Maintenance Tasks

Lawns

- Weekly mowing and edging, with frequency adjusted seasonally
- Clippings to be removed off-site

- Overseeding
- Fertilization
- Aeration

Fescue Meadow Grass

- Mowing at a frequency to maintain a clipped height that allows people to walk and sit on the fescue areas, as described in the Maintenance Manual
- Clippings to be removed off-site
- Overseeding
- Fertilization
- Dethatching
- Pest and weed control

Groundcovers/shrubs

- Pruning as specified in the Maintenance Manual
- Pruning as needed for safety, including maintaining ADA accessibility and sight lines for security cameras
- Edging
- Seasonal deadheading and dethatching
- Fertilization when necessary
- Pest and weed control
- Removal and replacement, if groundcovers or shrubs are not thriving, as specified in the Maintenance Manual

Bidder shall provide the TJPA with an itemized cost of plant material needing replacement for review, approval, execution and reimbursement.

Vines

- Pruning as needed to keep vines clear of doorways, mechanical shafts, and operational signs and equipment

Trees

- Pruning as specified in the Maintenance Manual
- Pruning as needed for structural stability and safety, including maintaining ADA accessibility and sight lines for security cameras
- All structural pruning of trees shall be performed with a full time Arborist on-site.

- Removal and replacement, if a tree is not thriving, as specified in the Maintenance Manual (see Section 3.3)

Bidder shall provide the TJPA with an itemized cost of plant material needing replacement for review, approval, execution and reimbursement.

- Soil moisture level monitoring around the rootball
- Tree canopy monitoring for plant health

Soil Testing

- Soil testing for moisture content and plant nutrient availability for plants that are not performing well
- Soil testing to determine the need for fertilizer or increased or decreased irrigation
Testing shall occur prior to the application of fertilizer.
- Soil fertility monitoring

Irrigation

- Regular checking/cleaning of irrigation system
- Regular adjustment of irrigation controllers for efficiency and for plant/tree health
- Hand-watering of plants and trees when needed with new plantings or for optimal plant growth

Fertilization

- Seasonal fertilization as needed for optimal plant health
Plants should grow well with little fertilization, and fertilization should only be used to ensure health and moderate growth.
Lawns will require more frequent fertilization for optimal health and growth as described in the Maintenance Manual.

Pest Control

- Monitoring for Garden pests, that feed on leaves, roots, and flowers.
- Application of pest control when needed (see Section 3.6)

Debris Removal

- Debris from lawn, shrub, and tree clippings and seasonal leaf debris on pathways and lawns shall be bagged, removed, and disposed of off-site. (See Section 3.5)

Staking & Root Ball Anchors

- Newly planted replacement trees may require additional support.

- Staking must be done with caution and with an understanding of the depth of soil at each planting location to avoid damaging the foam or the bottom of the planting basin.

Mulching

- Mulch in exposed soil areas, both in the planting beds and in the gravel under the tree grates in the plaza, shall be replaced annually, if needed.

Bidder shall provide the TJPA with an itemized cost of plant material needing replacement for review, approval, execution and reimbursement.

Vandalism or damage

- Report any indication of vandalism or damage immediately to the TJPA representative.

Drainage structures

- Check/clean clean-outs, area drains, etc., regularly.

Monthly Meeting and Report

Bidder's Project Manager and Landscape Maintenance Foreman shall attend a monthly in-person, onsite meeting and walk-through with the TJPA representative. The purpose of the monthly meeting will be to talk through major landscape maintenance milestones, track the health of the plants and trees, and talk about planned maintenance activity for the coming month, including any pesticides or fertilizers that are to be used. Bidder shall document the monthly meeting in a report; the report will include pictures that show plant progress, pest and maintenance issues, any pesticides and fertilizers to be used, and general maintenance performance.

Bidder shall submit the report to the TJPA representative within five business days of the monthly meeting.

Changes in Plant and Tree Species

If a plant or tree is failing, Bidder shall replace it in kind per the Maintenance Manual. If plants of a specific species continue to fail after replacement, or Bidder determines that the plants are failing because of a design issue (i.e., the plant species is not doing well because of environment or location), Bidder shall request permission to substitute an alternate species. Bidder will make a recommendation, potentially with the assistance of a certified Arborist.

Bidder shall provide the TJPA with an itemized cost of plant material needing replacement for review, approval, execution and reimbursement.

Arborist Services

Bidder shall bring in a certified Arborist twice a year at a minimum to assess and track tree health. Bidder will use the same Arborist for the biannual visits to ensure continuity. All structural pruning of trees shall be performed with a full-time Arborist on-site.

Site Access, Storage, and Security

Bidder's crews will be issued security badges and will use a designated service elevator located in the western area of the park to bring up necessary equipment and to remove green waste. A shared secured storage space measuring approximately 40 feet x 7 feet will be available in the lower level of the transit center (B1 level). The space includes one 110V duplex outlet. A small fire cabinet will be provided for fuel storage. Bidder shall furnish the TJPA with a list of equipment that will be typically stored on site. Bidder shall furnish the TJPA with a list of equipment that will be typically stored on site.

Pest Management

Bidder is to use integrated pest management (IPM). IPM is an approach to pest control that requires regular monitoring to determine when treatments are needed and employs physical, mechanical, cultural, biological, and educational tactics to keep pest numbers low enough to prevent intolerable damage or annoyance. The least-toxic chemical controls are used as a last resort. Fertilizers and pesticides shall be applied during off-hours (generally between 9 p.m. and 5 a.m.) to minimize the public's exposure. Bidder shall notify the TJPA representative in advance of all required chemical applications.

Regulatory Requirements

Bidder must meet the requirements of applicable laws, codes, and regulations required by authorities having jurisdiction over the work. Bidder must obtain the necessary permits and inspections required by federal, state, or local authorities in furnishing, transporting, and applying chemicals. Bidder must submit a record of herbicides, insecticides, and disease control chemicals used to the San Francisco County Agricultural Commissioner's Office, as required by law.

Emergencies

Bidder shall respond during off hours to onsite landscape equipment or facility emergencies, such as downed trees or irrigation malfunctions. A crew shall be dispatched to attend to the issue as soon as possible and within no more than 12 hours.

Bidder shall have a designated Project Manager, Landscape Maintenance Foreman, and Landscape Maintenance Crew. The personnel shall remain consistent, and the TJPA representative shall be made aware if there are significant changes to the designated personnel.

4 MINIMUM REQUIRED SKILLS AND EXPERIENCE

Bidders must meet each Minimum Qualification (MQ) listed below. As outlined in the table below, certain documents must be provided with your Bid, while others are due if Bidder is deemed the Apparent Lowest Bidder by the TJPA. Such documentation should be clearly marked as "MQ1", MQ2", etc.... to indicate which MQ it supports. A bid that fails to provide the following documentation at the time requested, will not be eligible for further consideration.

This screening is a pass or fail determination and a Bid that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process. The

**TRANSBAY JOINT POWERS AUTHORITY
INVITATION FOR BIDS**

LANDSCAPE MAINTENANCE SERVICES

TJPA reserves the right to request clarifications from Bidders prior to rejecting a Bid for failure to meet the Minimum Qualifications.

4.1 MINIMUM QUALIFICATIONS FOR ALL BIDDERS:

MQ #	Description
MQ #1	Submit evidence that Bidder has five (5) years of experience within the last ten (10) years in the maintenance of commercial landscape projects of similar size and scope requested by this Solicitation.
MQ #2	Submit evidence of the following “Required Certifications”, as well as other Professional Certifications, Licenses, and Documented Training which shows that Bidder is familiar with and trained to competently and efficiently execute the type of work described in Section 3.0, Scope of Work. Required Certifications: 1) Landscaping Contractor License, 2) Green Roof Professional, 3) Certified Landscape Professional (CLP), 4) Qualified Water Efficient Landscaper (QWEF), 5) Certified Professional Horticulturist, and 6) Pesticide Applicator License,
MQ #3	Submit evidence that Bidder has five (5) years of experience within the last ten (10) years in maintaining landscape projects in Northern California.
MQ #4	Confirm Operational Readiness and Staffing Capacity by demonstrating access to appropriate equipment, staff, and adequate administrative support for a commercial landscape project(s) of similar size and scope.

4.2 MINIMUM QUALIFICATIONS FOR ARBORISTS:

MQ #	Description
MQ #1	Submit evidence that Arborist is ISA-certified: Have one or more of the following three qualifications: (i) ISA-Certified Arborist, (ii) ASCA Registered Consulting Arborist, and/or (iii) ISA Board-Certified Master Arborist
MQ #2	Five (5) years of experience within the last ten (10) years in maintaining landscape projects in Northern California.
MQ #3	Experience working with trees planted on a structure.
MQ #4	Familiarity with Salesforce Transit Center’s plant and tree species list.
MQ #5	Provide proof of experience in structural pruning as referenced in: Best Management Practices — <u>Tree Pruning Companion publication to the ANSI A300 Part 1: Tree, Shrub, and Other Woody Plant Maintenance - Standard Practices</u> , Pruning published by the International Society of Arboriculture
MQ #6	Five or more projects in the Bay Area demonstrating experience in structural pruning.

5 BID PRICE

5.1 Bid Format

The Bid Sheet associated with this Solicitation is attached hereto as Attachment 3. Include a completed Bid Sheet with your Bid, following all instructions set forth therein.

5.2 Bid Evaluation Period

The TJPA will attempt to evaluate Bids within one-hundred eighty (180) days after receipt of Bids. If the TJPA requires additional evaluation time, all Bidders will be notified in writing of the new expected award date.

5.3 Price Discrepancies

In the event of a discrepancy between the unit price and the extended price, the unit price will prevail.

6 OTHER REQUIRED DOCUMENTS

Bidders shall complete the forms described below and submit them as part of the Bid:

- A. Fly America Certification, New Restrictions on Lobbying Certification, Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Attachment 4)
- B. Disadvantaged/Small Business Enterprise Program Requirements – Bidders/Proposers Information Request Form (Attachment 5)
- C. Good Faith Efforts Form (if the SBE utilization goal is not being met) (refer to Attachment 5)
- D. Bidder's nondiscrimination program or equal employment opportunity policy statement

7 SUPPORTING DOCUMENTATION REQUIRED 30 DAYS AFTER ISSUANCE OF THE NOTICE OF INTENT TO AWARD

Bidders must provide each Required Supporting Documentation ("RSD") identified below no later than 30 calendar days after issuance of the Notice of Intent to Award. Failure to do so may result in the Bid being deemed Non-Responsive.

RSD #	Description
RSD #1	Evidence that Bidder is compliant TJPA vendor or likely to become compliant within 30 calendar days of the Bid Due Date.
RSD #2	Insurance in accordance with Section 18 of Attachment 2, TJPA's Contract Terms.

8 BID EVALUATION CRITERIA

Evaluation Phase	Evaluation Criteria
Minimum Qualifications Documentation	Pass/Fail
Other Required Documents	Pass/Fail
Bid Sheet	Lowest Price

9 SUBMITTAL PROCEDURES

Bid must be received by the TJPA no later than **2:00 p.m. Pacific Time on Friday, December 12, 2025**. Bids must be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g.-Times New Roman). The document must have page margins of at least .5" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Bids. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions (if any), may negatively impact the evaluation of your Bid.

Bids submitted electronically shall be sent via email or file sharing link to RFP@tjpa.org. Bidders who elect to submit a physical copy of their Bid shall submit one hardcopy and a USB drive containing the Bid in PDF to the following address:

Transbay Joint Powers Authority
Attn: Procurement – IFB 25-06
425 Mission Street, Suite 250
San Francisco, CA 94105

Bids that are not received by the time and date specified herein, do not contain all the required information and completed forms, or do not meet the minimum qualifications may be deemed non-responsive and rejected.

Beginning on the date this IFB is issued and made available to prospective Bidders, there will be no communications concerning this IFB between members of the TJPA Board, TJPA staff, other consultants already engaged by the TJPA or members of the selection committee and prospective Bidders and their employees or agents, except as provided herein. Any violations of the above restriction will result in the immediate disqualification of the Bidder making said contact from further participation in the Transbay Program. This restriction will end when TJPA issues a notice of intent to award/notice of proposed award of a contract (or cancels the procurement).

Questions about the IFB may be directed in writing to:

Transbay Joint Powers Authority
425 Mission Street Suite 250
San Francisco, CA 94105

Email: RFP@tjpa.org

Bids delivered by hand must be received at the TJPA's main office located in the transit center, which is accessible via the Beale Street elevators between Mission and Howard streets.

All questions received by the time and date noted in the IFB schedule as the deadline for submission of questions will be responded to in writing.

Bidders are to promptly notify RFP@tjpa.org if Bidder discovers any ambiguity, discrepancy, omission, or other error in this IFB (see Attachment 1, IFB/RFP General Conditions, Item C.)

As set forth in Attachment 1, Item D, Bidders may telephone the TJPA at (415) 597-4620 before submitting a Bid to determine if the Bidder has received all addenda.

10 SCHEDULE AND ADDENDA

See the key IFB dates listed on the title sheet of this IFB.

The TJPA may modify this IFB prior to the date Bids are due by issuing written addenda. Addenda will be posted on the TJPA's [website](#). For parties who requested a hard copy of the IFB by regular mail, addenda may be sent to them via regular, first class U.S. mail. For firms registered on the TJPA's website to receive notice of addenda, the TJPA will make reasonable efforts to notify potential Bidders via email in a timely manner of the posting of addenda on the website. In either case, the last known address of each firm listed with the TJPA will be used. All parties, regardless of how they obtained the IFB, are solely responsible for ensuring the receipt of any and all addenda, and should therefore check the website before submitting their Bids to ensure receipt of all addenda, and to ensure their Bids respond to any such addenda.

11 STANDARD AGREEMENT PROVISIONS

The selected Bidder will be expected to enter into a general services agreement substantially in the form of the Model General Services Agreement (Attachment 2). Failure to timely execute the Agreement, or to furnish any and all insurance certificates and other materials required in the Agreement, will be deemed an abandonment of Bidder's contract offer.

Bidders are urged to pay special attention to the requirements of the Minimum Compensation Ordinance and the Health Care Accountability Ordinance. The Minimum Ordinance (MCO), as set forth in S.F. Labor and Employment Code Article 111, requires contractors to provide employees covered by the Ordinance who do work funded under the Contract with hourly gross compensation and paid and unpaid time-off that meet certain minimum requirements. The Health Care Accountability Ordinance (HCAO), as set forth in S.F. Labor and Employment Code Article 121, requires contractors to provide health care coverage to certain employees or pay amounts in lieu thereof. Bidders should consult the San Francisco Labor and Employment Code

to determine their compliance obligations under this chapter. Additional information regarding the MCO and HCAO is available at <https://sfgov.org/olse>.

TJPA will not negotiate different terms in the Model General Services Agreement if exceptions are not clearly noted within the Bidder's submission of their bid.

12 AUTHORIZATION OF CONSULTANT'S WORK

Once the Agreement is executed, any resulting work will be assigned to the selected Bidder (Contractor) by the TJPA through NTPs. It is anticipated the NTP will be issued in January 2026.

13 DISADVANTAGED BUSINESS ENTERPRISE (DBE) / SMALL BUSINESS ENTERPRISE (SBE)

It is the policy of the TJPA to ensure nondiscrimination on the basis of race, color, sex or national origin in the award and administration of Department of Transportation (DOT)-assisted contracts. It is the intention of the TJPA to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the TJPA's construction, procurement and professional/general services activities.

Pursuant to 49 CFR Section 26.13, the TJPA is required to make the following assurance in every DOT-assisted contract and subcontract:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the TJPA deems appropriate, which may include, but is not limited to:

1. Withholding monthly progress payments;
2. Assessing sanctions;
3. Liquidated damages; and/or
4. Disqualifying the contractor from future bidding as non-responsible.

The TJPA recommends that Bidders review the TJPA's DBE Program and SBE Programs, available on the TJPA [website](#).

Pursuant to the monitoring requirements outlined in both the DBE Program and the SBE Program, each Bidder will be required to complete and submit the TJPA's Bidders/ Proposers Information Request Form with its Bid, regardless of DBE/SBE participation. Upon award of the contract, Bidder will be required to submit the TJPA's Progress Payment Report with every invoice request, the Subcontractor Payment Declaration as proof of payment to any

subcontractors, and the Final Expenditure Report with the completion of the contract. These forms are attached to this IFB and are available on the TJPA [website](#).

Equal Employment Opportunity

The TJPA encourages Bidders to actively recruit minorities and women for their respective workforces. The TJPA requests copies of any nondiscrimination or equal opportunity plans that the Bidders have in place.

DBE Participation

The TJPA has a race-neutral DBE Program and there is no DBE goal on this contract; however, Bidders are encouraged to obtain DBE participation and should refer to the section below for information about any mandatory SBE utilization goal.

SBE Utilization Goal

The TJPA has not established an SBE utilization goal for this contract. However, Bidders are encouraged to obtain SBE participation for this contract. TJPA accepts certifications from the following as SBEs: any state's Unified Certification Program, California Department of General Services, and the San Francisco Contract Monitoring Division.

Questions Regarding DBE/SBE

Written questions concerning DBE/SBE/nondiscrimination requirements should be addressed to:

DBE/SBE Liaison Officer
Transbay Joint Powers Authority
425 Mission Street, Suite 250
San Francisco, CA 94105
(415) 597-4615 fax
Email: RFP@tjpa.org

14 LEVINE ACT

The Levine Act (Government Code § 84308) is part of the Fair Political Practices Act that applies to elected or appointed officers of an agency, and their alternates.

The Levine Act generally provides that while a proceeding involving a contract is pending, and for 12 months following the date a final decision is rendered in the proceeding, Board members (including Board member alternates) and officers may not accept, solicit, or direct a campaign contribution of more than \$500 from an applicant for the contract or their agents, if the Board member or officer knows or has reason to know that the applicant has a financial interest.

The Levine Act also generally requires Board members and officers who have received from an applicant for a contract or their agents a campaign contribution of more than \$500 in the preceding 12 months to disclose the contribution on the record of the proceeding in which a contract is being considered before the decision on the contract is rendered, and to refrain from making, participate in making, or in any way attempt to use their official position to influence the

decision on the contract if the officer has willfully or knowingly received the contribution. The Levine Act provides certain opportunities to cure.

Each Bidder must disclose any campaign contributions of more than \$500 the Bidder or its agents have made to a TJPA Board member or officer within the 12-month period preceding the submission of its Bid. This requirement applies to the Bidder, as well as to any member firm or individuals on the Bidder's team, subsidiaries, parent companies, other firms associated with the Bidder and agents of the Bidder. If such a contribution has been made, Bidder must provide to the TJPA's Contracting Officer a written statement setting forth the date and amount of said campaign contribution(s). The Contracting Officer must receive this information at the same time the Bid is received. Bidders must provide prompt written notice to the Contracting Officer of any qualifying contributions made after the Bid is submitted but before the date of the proceeding in which the contract is being considered.

Members of the [TJPA Board of Directors](#) are:

Jeff Gee, Peninsula Corridor Joint Powers Board/Caltrain - Chair	No Alternate
Rafael Mandelman, SF Board of Supervisors -Vice Chair	Tilly Chang, Alternate
Chris Andrichak, AC Transit	Jean Walsh, Alternate
Julie Kirschbaum, SF Municipal Transportation Agency	Judson True, Alternate
Charley Lavery, SF Board of Supervisors	Tilly Chang, Alternate
Eileen Mariano, Office of the SF Mayor	No Alternate
Vacant, CA High Speed Rail Authority	Vacant, Alternate
David Ambuehl, State Dept. of Transportation (Caltrans), <i>Ex Officio</i>	Vacant, Alternate

15 PROTEST PROCEDURES

The full Protest Policy is available on the TJPA website at <https://www.tjpa.org/about-tjpa/board-directors> > Board Policy No. 002 Protest.