



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

REQUEST FOR PROPOSALS No. 26-02

Property Management Services

Key RFP Dates

RFP Issued:	February 12, 2026	
Deadline for Submission of Questions:	February 27, 2026	by 2 p.m. PT
Answers to Written Questions Posted:	March 13, 2026	
Proposals Due:	March 31, 2026	by 2 p.m. PT
Interviews (if required) (Week of):	April 20, 2026	
Contract Recommended for TJPA Approval:	Thursday, June 11, 2026	

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ATTACHMENTS

- Attachment 1: RFP General Conditions
- Attachment 2: Model Professional Services Agreement
- Attachment 3: Fee Proposal Form
- Attachment 4: Federal Transit Administration Requirements and Certifications Required to be Submitted with Proposal
- Fly America Certification
 - New Restrictions on Lobbying Certification
 - 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 Proposal*)
 - Good Faith Efforts Form (*Required to be submitted with Proposal 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 Request for Proposals (RFP) for Property Management Services related to planned right-of-way acquisition for The Portal (also known as the Downtown Rail Extension (DTX)) of the Transbay Program (Program) from firms (Respondents) with qualifications and expertise in to provide full-service property management services for any occupied properties acquired by the TJPA (Property Management Services or Services).

The TJPA plans to enter into up to two (2) contracts for the services described in Section 3, Scope of Services (Services). Based on its evaluation of the proposals received in response to this RFP (Proposals), the TJPA may select one or more Respondents to enter into exclusive negotiations for an agreement substantially similar to Attachment 2, Model Professional Services Agreement (Agreement). The TJPA anticipates that the Agreement will be for a five (5)-year base term with the option, exercisable at the TJPA's sole discretion, to extend the term for three (3) one (1)-year extension periods.

Proposals must be received by the TJPA no later than **2:00 p.m. Pacific Time on Tuesday, March 31, 2026**. Proposals submitted electronically shall be in Adobe PDF (Portable Document Format) and sent via email or file sharing link to RFP@tjpa.org. Respondents who elect to submit a physical copy of their Proposals shall submit one hardcopy and a USB drive containing the Proposal in PDF to the following address:

Transbay Joint Powers Authority
Attn: Procurement – RFP 26-02
425 Mission Street, Suite 250
San Francisco, CA 94105

Proposals 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.

Proposals 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.

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

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

The selection of any Respondent for exclusive negotiations shall not imply the TJPA's acceptance of all terms of Respondent's submittal; terms may be subject to further negotiation. 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 Program is being constructed in two phases. Phase 1, which has been delivered, includes 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.

As described in the TJPA's approved National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) documents for the Transbay Program, which can be found on the TJPA [website](#), the TJPA has identified properties planned for full acquisition for The Portal that may have occupancies and therefore potentially require Property Management Services post-acquisition ("Property List"). The Property List, including the number and types of property interests, is subject to change.

Property List

Address	APN	Building Description	Land Area (in S.F.)	Building Area (in S.F.)
<i>ALREADY ACQUIRED</i>	<i>OF PURCHASES</i>	Currently under possession, with Active Tenant		
580 Howard, Unit 500	3721-106	1 story live/work condominium.	3,500	3,500
<i>INITIAL TRANCHE</i>	<i>OF PURCHASES</i>	<i>POSSIBLE POSSESSION DATES IN 2026</i>		
165-171 2 nd St	3721-025	4 story office over retail/restaurant	3,525	21,370
191 2 nd St	3721-022	4 story office	6,024	28,000
181 2 nd St	3721-023	3 story industrial/lab/office	4,948	19,840
580 Howard	3721-092 to 105	5 stories of live/work condominiums	7,845	24,249
689-699 3rd St	3788-014	Single story + mezzanine retail	6,000	6,252
<i>SECOND TRANCHE</i>	<i>OF PURCHASES</i>	<i>POSSESSION DATES TBD IN FUTURE</i>		
180 Townsend	3788-013	3 story office	10,000	38,777
<i>THIRD TRANCHE</i>	<i>OF PURCHASES</i>	<i>POSSESSION DATES TBD IN FUTURE</i>		
201 2 nd St	3736-097	Surface parking	4,887	N/A
205-215 2 nd St	3736-096	3 story office	4,250	14,362
217 2 nd St	3736-095	4 story office	4,887	27,438
589-591 Howard	3736-098	5 stories of industrial/lab/office	2,550	15,600

The Property Management Services must comply with all federal and state laws, regulations, rules, and policy directives.

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

3 SCOPE OF SERVICES

Following is a list of the types of activities for which the selected Respondent(s) would be expected to provide services and expertise on an as-requested basis:

A. Finance and Document Management Services. Duties will vary depending upon nature of asset (commercial/residential/mixed use) and nature of lease (full service/NNN/Hybrid). Duties may include:

- Process lease renewals, terminations, and/or new leases;
- Calculate operating expense estimates for each tenant;
- Collect monthly operating expense reimbursements;

- Manage accounts receivables;
- Collect rents and security deposits;
- Bill late fees as appropriate;
- Prepare and serve 3-day pay or quit notices, if so directed;
- Log rent checks and other receivables received for financial reporting purposes;
- Gross up of year end operating expenses and billing of triple-net expenses in accordance with tenant's lease;
- Calculate operating escrows to be billed to tenants;
- Maintain evidence of proper selection process of any contractors necessary to perform maintenance or repair services in accordance with TJPA procurement rules;
- Manage any contractor service agreements, enforcing all terms and conditions and ensuring timely payment for services properly rendered.

B. Property Management/Operations Services. Duties will vary depending upon nature of asset (commercial/residential/mixed use) and nature of lease (full service/NNN/Hybrid). Duties may include:

- Oversee onsite engineering and day porter personnel;
- Oversee vendor services and contract administration pertaining to property management, which would include all applicable common areas;
- Collect and monitor proof of insurance for tenants and vendors;
- Field tenant work order calls, dispatch and follow-up as appropriate;
- Log all tenant maintenance requests for future reference;
- Coordinate all scheduled and unscheduled maintenance work;
- Manage communications to TJPA and tenants regarding building issues that might affect occupancy (i.e. window washing, elevator repairs, lobby floor repairs);
- Provide property inspections and tours;
- Manage tenant move ins and move outs;
- Handle tenant relations;
- Coordinate and supervise minor tenant improvement work (i.e. paint, floor coverings);
- Coordinate any required fire life safety exercises and ensure full compliance and proper maintenance of fire life safety devices and systems;
- Coordinate any ADA compliance issues;
- Coordinate any required vertical circulation maintenance, both routine and emergency;
- Prepare monthly narrative report regarding property operations with detailed financial results;
- Identify and address emergency situations immediately upon occurrence and provide follow-up remediation while keeping TJPA staff informed;

- Provide a service request and dispatch system that operates 24 hours per day every day of the year accessible by tenants and TJPA.

4 MINIMUM REQUIRED SKILLS AND EXPERIENCE

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met. Minimum Qualification documentation should be clearly marked as “MQ1”, MQ2”, etc.... to indicate which MQ it supports. Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs referenced in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The TJPA reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

MQ #	Description
MQ # 1	Evidence that Respondent has five (5) years of experience within the last seven years in residential and commercial property management services for similar properties as those in the Property List; such experience must be in the State of California.
MQ #2	Evidence that Respondent has all required licenses and permits to perform Property Management Services in the State of California and the City and County of San Francisco.

Additional Qualifications. The following are additional qualifications that the TJPA will consider in selecting a Respondent to provide the Property Management Services:

- A. Engineering, Custodial and Finance/Accounting resources staffed directly by Respondent’s firm.
- B. Experience managing mixed-use assets in downtown San Francisco.C.
Experience working with a public sector client as tenant or landlord.

5 PROPOSAL REQUIREMENTS

Proposals shall adhere to the format and page limitations described below in Section 5.1.1, 5.1.2, and 5.1.3. Documents required by Sections 5.1.4, 5.2, and 5.3 are not subject to page limitations. Proposals must be submitted electronically in 8½ x 11-inch format; typeface shall be no smaller than 11 point, and margins shall be no less than 1 inch. Elaborate brochures or other presentation materials are not desired and will not be considered in evaluating Proposals.

Proposals shall be organized in the following sequence:

5.1 Written Submittal

5.1.1 Introduction and Executive Summary (1 page limit)

Submit a letter of introduction and an executive summary of the Proposal. The introductory letter must be signed by a person or persons authorized to obligate the firm to honor the commitments set forth in the Proposal and to verify the accuracy of the information included in the Proposal. Submission of the introductory letter will constitute a representation by the firm that it is willing

and able to successfully perform the Services, and that all information contained in the Proposal is true, correct, and not misleading.

5.1.2 Management Approach (3 page limit)

Provide a detailed description of how Respondent would approach the work, analyze, and solve the problems, and assure that its solutions would be effective. Respondent should outline its anticipated approach for each element of work identified in the Services. The approach should be consistent with the objectives and requirements set forth in the RFP and should address how Respondent will provide the Services immediately upon execution of a contract. Respondents' description of their company business plan and management approach should be a narrative. The TJPA expects Respondents to tailor their services to meet the needs of the TJPA. Respondents should carefully examine Sections 3 and 4 of this RFP, and acquaint themselves with the character and extent of the Services prior to developing their response.

The response should include at least the following:

- A. Organizational chart showing Respondent's overall staffing approach for completing the required work.
- B. Description of the proposed staff that would provide the Services. Identify the principal/lead, and other key team members such as associates; describe the role each will play in providing the Services; clearly show the extent and nature of the involvement of the key individuals who would provide the Services.
- C. Declaration of Respondent's ability and willingness to commit and maintain staffing, both number and level, to successfully conclude the engagement being proposed. Identified key individuals may not be substituted with other personnel or reassigned to another project without the TJPA's prior approval.
- D. Description of Respondent's approach to providing the Services. Explain Respondent's understanding of the Transbay Program and the Services. Describe how Respondent would tailor its services to meet the needs of the TJPA. Explain how and to whom tasks will be assigned and how the work and budget will be managed.

5.1.3 Relevant Experience and Past Performance (3 page limit)

Provide a narrative description of Respondent's company history, experience, and qualifications. The narrative should clearly describe how Respondent meets each of the minimum qualifications specified in Section 4.

Submit information listing relevant contracts concerning public infrastructure projects handled within the last five years by the team proposed to be assigned to provide the Services.

The experience and qualifications of the key personnel who directly provide Services will be evaluated. Provide key staff names, titles, business addresses, phone numbers, email addresses, and brief resumes describing the relevant qualifications and work experience. (The length of

resumes must be shortened if necessary, to avoid exceeding the maximum page limit established for this section.)

Include any additional information that demonstrates Respondent's qualifications to perform the Services and successful completion of similar services for other public agencies.

5.1.4 References (No page limit)

Provide references for five (5) recent clients (preferably other public agencies) of Respondent and/or any assigned key individuals; include the client name and addresses, contact persons, telephone numbers, email addresses, and specific projects with dates of engagement.

Respondent must provide current email for all contacts.

5.2 Fee Proposal

Respondents must provide a hybrid fixed fee structure, based on a monthly fixed fee plus percentage of actual rental revenues. The TJPA will select the proposal that represents the best value to the TJPA, balancing qualifications, approach to providing services, and price.

Submit a fee proposal using the Fee Proposal Form (Attachment 3), indicating Respondent's proposed monthly fixed fee plus percentage of actual rental revenues as compensation for the Services. Pass-through expenses anticipated to be charged by Respondent, beyond the retained percentage of actual rental revenues, should be noted in the Fee Proposal Form.

The fee proposal should clearly identify any anticipated out of pocket costs or reimbursable expenses; such costs should be identified in the total proposed budget.

Respondents should identify any assumptions or limiting conditions in the fee proposal and budget.

5.3 Other Required Documents

Respondents shall complete the forms described below and submit them as part of the Proposal:

- 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. Respondent's nondiscrimination program or equal employment opportunity policy statement

6 RESPONDENT EVALUATION PROCESS

The TJPA's selection committee will review and evaluate the Proposals. The selection committee will ensure that the Proposal meets all of the requirements identified in this RFP. The selection committee will score the Proposals in accordance with the criteria and methodology described in this RFP. Up to two (2) Respondents that receive the highest scores in the selection process will be selected to negotiate Agreements with the TJPA; the TJPA Board must approve the Agreement in its sole discretion.

Step One: Written Proposal

Satisfaction of Minimum Requirements

Proposals will be evaluated to ensure that Respondent has demonstrated compliance with each of the requirements described in Section 4, Minimum Required Skills and Experience. Any Proposal that does not meet the minimum requirements will be automatically rejected, and the selection committee will not evaluate the remainder of the Proposal.

Proposal Evaluation and Ranking

Proposals that satisfy the minimum requirements will be scored as follows:

Management and Approach	20 points
Relevant Experience and Past Performance	25 points
References	15 points
Fee Proposal	40 points

The maximum total score possible on the written proposal is 100 points. Respondent Proposals will be ranked according to total score. The selection committee may shortlist those Proposals that meet a minimum score, as determined by the selection committee (Finalist Respondents). Finalist Respondents may be invited to participate in a final selection process. The final selection process may include the submission of additional information and/or participation in an oral interview.

Step Two: Oral Interview

The TJPA may invite the Finalist Respondents to participate in oral interviews at a specified time, date, and location. The TJPA shall impose a time limit for each oral interview. Prior to the oral interviews, the TJPA will send a letter to each invited Respondent outlining the interview format, general rules, and expectations. In particular, the TJPA reserves the right to require key/lead team members to attend, limit participation in the panel interviews to Respondents' key/lead team members as defined in each proposal and prohibit attendance by sub-consultants if proposing on more than one team.

The selection committee may request a presentation by the Respondent on specific topic areas and/or develop interview questions. These presentations and questions will focus on drawing out elements identified in the RFP (e.g., qualifications, work approach, project tasks, team organization, pricing) and may seek clarifications of Proposal components.

All Respondents will be treated equally in the interview process, and the same set of presentation topics and/or interview questions will be provided to each Respondent; TJPA plans to provide more detailed information about the interview at least one week prior to the interview.

Respondents will be scored on their presentation and responses. The selection committee will evaluate each Respondent based solely on the standardized criteria, presentation, and/or responses. Points will be assigned according to the scoring matrix, and no additional subjective adjustments will be made. Maximum Points available: 20 points.

At the conclusion of the oral interviews, the selection committee will combine the scores for the Proposal and oral interview for each Finalist Respondent. The highest-ranking Finalist Respondent will be selected to negotiate an agreement with the TJPA. In the event of a tie, the TJPA may elect, in its absolute and sole discretion, to break the tie by conducting a tiebreaker between the tied Finalist Respondents.

In the event that an agreement cannot be reached with the highest-ranking Finalist Respondent as determined by the TJPA staff in its sole discretion, then negotiations may be entered into with other Finalist Respondents in the order of their ranking. There shall be no binding agreement with any Finalist Respondent unless and until approved by the TJPA Board, at its sole discretion.

7 SUBMITTAL PROCEDURES

Proposal must be received by the TJPA no later than **2:00 p.m. Pacific Time on Tuesday, March 31, 2026**. Proposals submitted electronically shall be in Adobe PDF (Portable Document Format) and sent via email or file sharing link to RFP@tjpa.org. Respondents who elect to submit a physical copy of their Proposal shall submit one hardcopy and a USB drive containing the Proposal in PDF to the following address:

Transbay Joint Powers Authority
425 Mission Street, Suite 250 – RFP 26-02
San Francisco, CA 94105

Proposals 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 RFP is issued and made available to prospective Respondents, there will be no communications concerning this RFP between members of the TJPA Board, TJPA staff, other consultants already engaged by the TJPA or members of the selection committee and prospective Respondents and their employees or agents, except as provided herein. Any

violations of the above restriction will result in the immediate disqualification of the Respondent 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 RFP may be directed in writing to:

Transbay Joint Powers Authority
425 Mission Street Suite 250
San Francisco, CA 94105
Email: RFP@tjpa.org

Proposals delivered by hand must be received at the TJPA's office located in the transit center, which is accessible via the Beale Street elevators between Mission and Howard streets. Please do not leave proposals at the transit center's mail room or loading dock.

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

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

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

8 SCHEDULE AND ADDENDA

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

The TJPA may modify this RFP prior to the date Proposals are due by issuing written addenda. Addenda will be posted on the TJPA's [website](#). For parties who requested a hard copy of the RFP 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 Respondents 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 RFP, are solely responsible for ensuring the receipt of any and all addenda, and should therefore check the website before submitting their Proposals to ensure receipt of all addenda, and to ensure their Proposals respond to any such addenda.

9 STANDARD AGREEMENT PROVISIONS

Following negotiations, the selected Respondent will be expected to enter into a professional services agreement substantially in the form of the Model Professional 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 Respondent's contract offer.

Respondents 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. Contractors 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 Professional Services Agreement if exceptions are not clearly noted within the Respondent's Proposal.

10 AUTHORIZATION OF CONSULTANT'S WORK

Once the Agreement is executed, any resulting work will be assigned to the selected Respondent (Consultant) by the TJPA through NTPs. It is anticipated that the first NTP will be issued in June 2026.

11 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 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 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, 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 Respondents 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 Respondent will be required to complete and submit the TJPA's Bidders/Proposers Information Request Form with its Proposal, regardless of DBE/SBE participation. Upon award of the contract, Respondent 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 RFP and are available on the TJPA [website](#).

Equal Employment Opportunity

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

DBE Participation

The TJPA has a race-neutral DBE Program and there is no DBE goal on this contract; however, Respondents 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, Respondents 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

12 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 Respondent must disclose any campaign contributions of more than \$500 the Respondent or its agents have made to a TJPA Board member or officer within the 12-month period preceding the submission of its Proposal. This requirement applies to the Respondent, as well as to any member firm or individuals on the Respondent's team, subsidiaries, parent companies, other firms associated with the Respondent and agents of the Respondent. If such a contribution has been made, Respondent 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 Proposal is received. Respondents must provide prompt written notice to the Contracting Officer of any qualifying contributions made after the Proposal 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
Mark Tollefson, CA High Speed Rail Authority	LaDonna DiCamillo, Alternate
David Ambuehl, State Dept. of Transportation (Caltrans), <i>Ex-Officio</i>	No Alternate

13 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.