



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. 26-03

Fire Life Safety Services

Key RFP Dates

RFP Issued:	February 23, 2026	
Pre-Proposal Walk-Through (Optional)	Wednesday, March 4, 2026 (10 am – 12 pm)	
Deadline for Submission of Questions:	March 12, 2026	by 2 p.m. PT
Answers to Written Questions Posted:	March 19, 2026	
Proposals Due:	April 24, 2026	by 2 p.m. PT
Contract Recommended for TJPA Approval:	Thursday, June 11, 2026	

CONTENTS

1 INTRODUCTION1

2 BACKGROUND2

3 SCOPE OF SERVICES4

4 MINIMUM REQUIRED SKILLS AND EXPERIENCE9

5 PROPOSAL REQUIREMENTS9

6 RESPONDENT EVALUATION PROCESS12

7 SUBMITTAL PROCEDURES13

8 SCHEDULE AND ADDENDA14

9 STANDARD AGREEMENT PROVISIONS15

10 AUTHORIZATION OF CONSULTANT’S WORK15

11 DISADVANTAGED BUSINESS ENTERPRISE (DBE) / SMALL BUSINESS
ENTERPRISE (SBE).....15

12 LEVINE ACT17

13 PROTEST PROCEDURES18

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 Fire Life Safety Services for the Salesforce Transit Center (Property) from firms (Respondents) with qualifications and expertise specializing in the testing, maintenance, service, and improvements of combination fire alarm and public address systems, fire protection (sprinkler system) and associated fire life safety systems and equipment.

The TJPA plans to enter into a contract 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 a Respondent 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.

An optional pre-proposal walk-through will be held on Wednesday, March 4th, 2026, at 10:00 a.m. to 12:00 p.m. Pacific Time starting in the Grand Hall of the Salesforce Transit Center located at 425 Mission Street, San Francisco, California 94105 (between First Street and Fremont Street). The TJPA requests Respondents provide contact information (name, firm, email, LBE/SBE/DBE status, Discipline/Service), to the TJPA via email: RFP@tjpa.org.

Questions about the RFP may be directed in writing before the deadline as specified in Section 8 below. Any change or addition to the requirements contained in this RFP as a result of the Pre-Proposal walk-through, questions from respondents, or otherwise will be executed by a written Addendum. It is the responsibility of the Respondent to check for any Addendum to this RFP or other published pertinent information.

Proposals must be received by the TJPA no later than **2:00 p.m. Pacific Time on April 24, 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 Office – RFP 26-03
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](#) 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 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.

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

2.3 Not-To-Exceed Quantity, General Services Contract

A contract awarded pursuant to this Solicitation will result in a term, not-to-exceed quantities, general services contract. There is no guarantee of a minimum amount of goods or services for any of the Respondents selected for contract negotiations or for the awarded Respondent(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 lesser quantities. 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 approximate not-to-exceed amount of 900 hours of service per year (excluding capital improvement requests).

3 SCOPE OF SERVICES

The selected Respondent (Service Provider) shall report to the TJPA Chief Engineer or designee to provide the Services. The scope of this RFP includes Inspections, Testing, Maintenance, Repair, and Improvement services for the Fire Life Safety and Sprinkler (FLSS) systems in accordance with the San Francisco Fire Code requirements and the National Fire Protection Association (NFPA) 72 and 25 standards. The intent of this RFP is to ensure the FLSS systems are operating correctly as designed and all codes, guidelines, etc. are followed.

Service Provider shall provide inspection and testing of the FLSS systems. A report on the testing results must be provided to the TJPA Chief Engineer or designee in electronic format (pdf). In addition to inspections and testing, the Service Provider shall provide maintenance and repair services for the FLSS systems to include, but are limited to fire alarm panels, sprinkler systems, fire pumps, fire suppression, announcers, smoke detectors, duct smoke detectors, heat detectors, replace batteries, flow switches, tamper switches and low-pressure alarms, valves, switches and public address system. The Service Provider shall also be responsible for initiating any repair or maintenance efforts required to bring deficient components or systems into compliance.

A. Inspection and Testing (Transit Center)

- Fire Alarm System Testing & Inspection (approximately 360 Hours - Annual / 120 Hours -Semi-annual)
- FM 200- Special Hazard Suppression System (Annual and Semi-annual)
- Detection/Pre-Action (Annual Testing, Maintenance and Repair)
- Elevator Recall Testing (Annual)
- Sprinkler System Testing & Inspection (approximately 24 Hours - Three Quarterly / 160 Hours - One Annual)
- 5-Year Sprinkler System Testing & Inspection – October (year 4)
- Fire Pump Performance Testing (Annual and 5-Year)
- 5-Year Fire Tank Inspections – July (year 4)

- Bus Circulation Fan Testing (As Requested)
- Emergency Communication System/Mass Notification (ECS/MNS) System Service and Testing, Public Address System
- Inspection and Testing Reports (approximately 16 Hours Annually inclusive of fire alarm technician and sprinkler technician service durations - provide electronic copies in Adobe pdf format or Microsoft Word format)
- Inspection Labels and Tags (Quarterly, Semi-annual, Annual, and 5-Year)
- Tenant Improvements (approximately 80 Hours Annually - System Modifications, Programming, and Expansion)

B. Remedy of System Deficiencies

The Service Provider shall initiate repairs or maintenance efforts to eliminate deficiencies by communicating the following in writing to the TJPA Chief Engineer or designee within 48 hours of the completion of testing of the deficient system:

- i. The nature of the deficiency in detail.
- ii. The Service Provider's judgment as to whether further investigation or troubleshooting efforts are required before a clear determination of the extent of the deficiency can be made.
- iii. If further investigation is not required, a work order proposal listing labor hours, parts & material costs, and estimated calendar days required to accomplish the repairs or maintenance. Repair work orders must be submitted and approved by the TJPA Chief Engineer or designee prior to performing the work.

**C. Standard Repairs, Services, Parts, Labor, and Fire Alarm Panel Underwriters
Laboratories (UL) Certificate**

Standard repairs to the systems and/or equipment will not be covered by the Inspection and Testing annual fee stipulated in the Agreement so long as the Service Provider demonstrates that the necessity of the repairs was not caused by negligence on the part of the Service Provider. Any standard repairs must include a detailed report that includes, at a minimum, the reason for the equipment failure, and description of the repairs needed, and an estimate of the cost of repair. This report must be submitted and approved by TJPA Chief Engineer or designee prior to performing the work. The TJPA shall limit requests for standard repairs and services for approximately 20 hours annually.

All repairs shall include a 1-year parts and labor warranty from the date of the repair.

Transit Center Standard Parts On-Site

Annual - Service Provider shall deliver the following new parts on-site to the Fire Command Center (FCC) at the beginning of each contract year (Starting July):

1. 10 smoke detectors
2. 10 heat detectors
3. 10 duct smoke detectors (Edwards SuperDuct)
4. 10 strobes (wall mounted alert)
5. 5 strobes (ceiling mounted alert)
6. 5 modules (Three SIGA-CT1 and Two SIGA-CR)
7. 30 panel batteries (SLA - FAS1075)
8. 5 wet gauges
9. 5 sprinkler heads

Biennial - Service Provider shall deliver the following new parts on-site to the FCC at the beginning of every other contract year (Starting July):

1. 7 Vesda filters (VSP-005)

Provide current UL certificate for fire alarm system in electronic format (Adobe pdf). A printed hard copy of the fire alarm panel UL certificate will be posted near the fire alarm panel located in the FCC.

D. Emergency Repairs and Services

Service Provider shall be available to perform emergency repairs 24-hours-a-day, 365-days-a-year. Emergency repairs to the equipment will not be covered by the Inspection and Testing annual fee stipulated in the contract so long as the Service Provider demonstrates that the necessity of the repairs was not caused by negligence on the part of the contractor. Service Provider must follow up on any emergency repairs with a detailed report that includes, at a minimum, the reason the equipment failed, and description of the repairs performed. The report must be submitted to the TJPA Chief Engineer or designee no later than the following business day. The TJPA shall limit requests for emergency repairs and services to approximately 20 hours annually.

All repairs shall include a 1-year parts and labor warranty from the date of the repair. Emergency repairs and services must be submitted and approved by the TJPA Chief Engineer or designee prior to performing the work.

E. Necessary Tools and Equipment

Service Provider must provide all tools and equipment necessary to perform all Services required in this scope of services. Service Provider personnel must arrive on-site with proper equipment to perform diagnostics.

F. Service Personnel Check-in/Check-out

Service Provider technicians performing any Services under the Contract resulting from this RFP must check-in and check-out with the Security Operations Center. Repeated failure to fulfill this requirement may result in termination of the Contract.

G. Service Response Time

For Emergency Maintenance or Repair, the Service Provider agrees to have a technician onsite within 2 hours after notification that service is required.

For Standard Maintenance or Repair, the Service Provider agrees to have a technician onsite within 4 hours after notification that service is required.

Tardiness in response time that is due to circumstances outside the Service Provider's control may be considered for waiver of penalty by the TJPA on a case-by-case basis and must be approved by the TJPA Chief Engineer or designee.

H. Schedule of Quarterly, Semi-Annual and Annual Inspections

Within 30 days of the contract award, the Service Provider shall submit for the TJPA review and approval a proposed schedule of inspections & testing.

TJPA Chief Engineer or designee shall mandate the following Testing and Inspection Schedule Timeframes:

- Quarterly (Wet Sprinkler and Pre-Action) – February, May, and August
- Semi-Annual (Detection/Pre-Action) – May
- Annual (Detection/Pre-Action, Wet Sprinkler/Pre-Action, and Public Address System) – October

I. As-Requested FLSS Troubleshooting Repairs and Training

The TJPA may request and approve parts, labor, and training associated with unanticipated services, testing, maintenance, or repairs for FLSS. The TJPA shall limit requests for as-requested FLSS troubleshooting repairs to approximately 20 hours annually.

Upon request and approval by the TJPA, the Service Provider shall provide up to 80 hours of Edwards fire alarm system training to TJPA designated operating, building, and stationary engineers approximately every two years (year 1 and year 3).

J. Improvements

FLSS Upgrades (year 4 – Capital Improvement)

The TJPA may request upgrades to the fire alarm system panels. Such upgrades will be funding dependent and may include: (1) upgrade and migration from Edwards EST 3 Platform to EST 4 Platform, fire alarm panel system – two panels connecting eight nodes; (2) update and refresh of Fire Works software and hardware; and (3) update/refresh of Class A and Class B network infrastructure. TJPA anticipates developing a schedule of values for these upgrades based on proposed fees. Service Provider shall assume that migration takes place during year 4 over the course of two weekends (10 PM Friday night to 6 AM Sunday morning – 32 hours per weekend) in which transit center building schedules a 5-year power shut down.

Sprinkler System and FM 200 Gauge Replacement (year 5, October – Capital Improvement)

- a. Per NFPA 25, replace and install gauges for the transit center building sprinkler system. Provide and install 150 new calibrated wet gauges.
- b. Per NFPA 25, replace and install gauges for the transit center building Pre-Action systems. Provide and install 10 new calibrated wet and 10 new calibrated dry gauges.
- c. Basis: Smith-Cooper International 11-553-10 Air-Water Gauge, 0-300 psi, Steel Case

FLSS Expansion for Retail Tenant Improvements (Annually)

On an annual fiscal year basis beginning July 1st and ending June 30th the TJPA may request further expansion of the transit center building combination fire alarm and mass notification system for retail tenant improvement spaces. Such FLSS expansion associated with retail tenant improvements may include: (1) design and permit drawings; (2) procurement of devices (Edwards compatible devices, modules, relays, strobes, accessories, and panels); (3) programming; (4) testing; and (5) as-built permit drawings. TJPA may set an annual allowance for this item.

K. Locations

TJPA shall require Services for the following facilities:

- (1) Salesforce Transit Center Building, 425 Mission Street, San Francisco, CA 94105
 - a. Items A – J
- (2) Bus Storage Facility – 452 Second Street, San Francisco, CA 94107
 - a. Items B – I (Annual Inspection, Annual Testing, and As-Requested Repairs)

L. Reference Documents

TJPA provides the following record documents via box.com file sharing link (<https://transbaycenter.box.com/s/6gdqfdjp4nh48dkezgbqj7xuydkfvef1>):

- BSF – As Built
- Devices Table
- Fire Alarm – As Built
- Fire Protection – As Built
- Fire Protection O&Ms

- FM-200 Drawings
- FM-200 Product Data
- Paging – As Built
- Paging O&Ms

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 Proposer has five (5) years of experience within the last ten (10) years in providing services requested by this Solicitation
MQ #2	Evidence that Proposer has provided similar services requested by this Solicitation to at least three (3) large buildings with at least 250,000 square feet each.
MQ #3	Provide copy of current San Francisco Business Tax Registration Certificate.
MQ #4	Provide copy of current C 10 license issued by the .State of California Department of Consumer Affairs, Contractors State License Board (CSLP)
MQ #5	Provide copy of current C 16 license issued by the State of California Department of Consumer Affairs, Contractors State License Board (CSLP).
MQ #6	Provide evidence of holding a current listing by Underwriters Laboratories (UL) as a fire alarm service company (UUJS) or as a fire alarm central station (UUFX).
MQ #7	Lead fire alarm technician – provide copy of Edwards EST3 training certification (course completion).
MQ #8	Lead fire sprinkler technician – provide copy of current Sprinkler Fitter’s Certification Card

5 PROPOSAL REQUIREMENTS

Proposals shall adhere to the format and page limitations described below in Section 5.1.1, 5.1.2, 5.1.3, and 5.1.5. Documents required by Sections 5.1.4, 5.2, and 5.3 are not subject to page limitations. Proposals shall 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 (2 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 (or firms if a joint venture) 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 or joint venture 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 (15 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, visit the Salesforce Transit Center site, fully inform themselves as to all conditions and limitations, 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 key personnel, specialists, contractors, 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.

Scoring shall be based upon completeness and relevance to site specific approaches.

5.1.3 Relevant Experience and Past Performance (5 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. Scoring shall be based upon completeness and relevance to minimum qualifications similar and relevant to work requested for the transit center.

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.

Scoring shall be based upon the verified number of references and completed responses to TJPA inquiries for reference verifications.

5.1.5 Innovation/Enhancement (1 page limit)

The Respondent may describe additional qualifications, certifications, unique trade practices, firm resources, or proprietary knowledge that may supplement, increase efficiency, add value, reduce costs, or substantially improve the reliability, consistency, and performance of the proposed fire-life safety system service, maintenance, testing, and inspection service. Such items may include but not be limited to the following: fire alarm service technician(s) possession of Edwards EST4 training certification(s); firm listing as Edwards Strategic Partner; extension of manufacturer's warranties for new and existing fire-life-safety equipment and systems; availability and depth of training and knowledge base offered for transit center building engineers; and, dedicated/assigned service technicians for annual, semi-annual, and quarterly inspections and testing.

Scoring shall be determined based upon practicality of items offered and applicability of enhancement or innovations for the transit center.

5.2 Fee Proposal

Respondents must complete the Fee Proposal Form (see Attachment 3). The TJPA will select the proposal that represents the best value to the TJPA, balancing qualifications, approach to providing services, and price.

The fee proposal should clearly identify any anticipated out-of-pocket costs or reimbursable expenses; such costs should be identified. Scoring basis shall be determined on completeness, consistency of rates, closest adherence to TJPA approximated quantities, and best value. Refer to Attachment 3 and complete sheets “Proposer Info and Instructions”, “Rates Bid Sheet”, “Year 1 Fees Bid Sheet”, and “Parts Bid Sheet”.

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) (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. The Respondent that receives the highest score in the selection process will be selected to negotiate an Agreement with the TJPA; the TJPA Board must approve the Agreement in its sole discretion.

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:

Qualifications and Experience	15 points
Approach to Providing the Services	15 points
References	5 points
Innovation/Enhancement	10 points
Fee Proposal	55 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.

7 SUBMITTAL PROCEDURES

Proposal must be received by the TJPA no later than **2:00 p.m. Pacific Time on April 24, 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
Attn: Procurement Office – RFP 26-03
425 Mission Street, Suite 250
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 without consideration.

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 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 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 scheduled Pre-Proposal Walk-Through will begin at the time specified on the title sheet of this RFP. Respondents' representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. **Failure to attend the Pre-Proposal Walk-Through shall not excuse the awarded Respondent from any obligations of a contract awarded pursuant to this solicitation.**

Respondents shall address any questions regarding this RFP by sending an email to: RFP@tjpa.org. Respondents who fail to submit questions concerning this RFP and its requirements will waive all further rights to protest based on the specifications and conditions herein. **Questions must be submitted by email no later than 2:00 pm, March 12, 2026.**

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 July 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 DBE-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.