

REQUEST FOR PROPOSALS



MICROTRANSIT OPERATIONS

Responses Due: November 21, 2024

City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

Phone: (209) 941-7220
Fax: (209) 941-7229

Issue Date: October 31, 2024

I. GENERAL INFORMATION

The City of Lathrop is soliciting proposals from qualified firms or individuals ("Proposer") to provide a turnkey microtransit service. The microtransit vehicles will run a fixed route in the morning and afternoon then run as an on-demand service during non-fixed route periods. The Proposer will play a key role in optimizing the best use to meet the demands of the ridership. The boundaries for the service will be defined as the city limits of the City of Lathrop. More details on the City's needs for this work are provided in the Scope of Work.

Each qualified Proposer is to submit a proposal in conformity with the terms of this Request for Proposal ("RFP") by the deadline below ("Proposal"). The Proposer selected by the City pursuant to the terms of this RFP and the City's contracting procedures, if any is selected, is referred to herein as "Contractor."

SYNONYMOUS TERMS

Unless the use indicates otherwise, as used throughout this bid and its attachments, the following terms are synonymous:

- a) Firm, Consultant, Supplier, Vendor, Contractor, Successful Bidder, Offeror
- b) Purchase Order, Contract, Agreement
- c) Services, Work, Scope, and Project
- d) Pricing proposal/sheet, Cost proposal/sheet, Rate table/sheet

II. SCOPE OF WORK

The City of Lathrop (City) is soliciting proposals from qualified mobility service and technology providers to assist with the development and implementation of the City's Microtransit Program. The goals for the Microtransit Program are as follows:

- Provide safe, reliable, and accessible on-demand transportation service
- Connect areas poorly serviced by transit to key destinations/amenities
- Increase awareness of and provide convenient connections to multi-modal and active transportation options
- Close first- and last- mile gaps at and around key transit hubs to support regional trips
- Maintain a productive, cost-effective, and sustainable microtransit service
- Gather data to complement, support, and advance existing and future transit options

Firms are invited to propose an innovative and flexible transportation model aimed at encouraging ridership within the city limits of the City of Lathrop. The City is interested in an easily scalable service model that integrates real-time, dynamic operations technology and the "right-sizing" of vehicles based on demand with the technology enabling a fully automated scheduling, dispatching, and reservation system for a demand responsive transportation service. A turnkey solution is desired, and proposals should include provisions for necessary dispatch software application/platform, vehicles, drivers, customer service and other elements as necessary.

Base Revenue Service for City of Lathrop (Proposed/ Proposer may Modify)

- Hours per Day: 10
- Days per Year: 250 (Monday-Friday excludes Holidays)
- Total Annual Hours: 2,500

III. ANTICIPATED SCOPE OF SERVICES

The following is a list of tasks that are intended to be the responsibility of the Contractor pursuant to this Request for Proposals ("Scope of Work "). Submittals are encouraged (but not required) to propose a comprehensive service approach, describing a specific operational model, technology platform, service territory, vehicle acquisition scheme, and marketing and performance monitoring plan.

Task 1: Project Management

All communications between the City and the Contractor shall be coordinated through their respective Project Managers. In the area of Project Management, the Contractor shall:

- Schedule and facilitate Project Development Team (PDT) meetings, including a kick-off meeting and meetings at key milestones interagency meetings, field reviews, advisory and/or stakeholder group meetings, and other project related meetings.
- Contractor shall prepare agendas, minutes, and sign in sheets for all meetings.
- The City Project Manager must be kept abreast of all coordination with outside agencies, prior to any meeting with an outside agency or organization.
- The Contractor will prepare and maintain a detailed work plan in accordance with any major milestones and deadlines to launch, expand, and/or make changes to the service. The Contractor will maintain and update the work plan as approved by the City Project Manager.
- Coordinate project resources and work so that milestones are met in an efficient manner. Tasks will be laid out so as to minimize implementation time and cost while taking into consideration resource and time constraints such as City staff availability.
- Oversee Subcontractors (if any) activity. The Contractor's Project Manager will ensure that individuals performing tasks have appropriate skill levels and credentials.
- Coordinate all required deliverables including: service launch, operations, vehicle acquisition, installation and configuration of software and hardware, documentation and training, branding and marketing, and/or performance monitoring and reporting, per the final contract agreement.
- Contractor shall submit to the City Project Manager invoices monthly to include expenses for the preceding month. Invoices shall include documentation for all services rendered during the period of the invoice. Contractor shall provide additional documentation upon request by the City to further substantiate expenses submitted for reimbursement, as feasible.

Task 2: Service Planning & Parameters

The Contractor shall coordinate with the City of Lathrop Project Manager and staff to develop, approve, and/or refine the service model, including specific stops, routes, schedules, service coverage areas, and cost structure, as it applies. The Contractor may need to be available for field visits to assess safety, ADA access, pedestrian amenities, and other considerations when

developing the service model. The Contractor will perform all planning and work necessary to launch and continue operations on agreed-upon service plan for the Microtransit Program and to implement any future Council-approved expansions of hours of operation and fleet supply. The Contractor will coordinate with the City on updates related to the dispatch platform and related rider and driver communication, and the coordination of the delivery and integration of additional vehicles to be operated on the platform in Lathrop. This may include coordination on additional product features, as made available by the Contractor.

Task 3: Deployment Plan and Operations

The Contractor shall coordinate, manage, and control all necessary program activities which shall include operating the services, dispatch, vehicle maintenance and management personnel; providing driver and other personnel training; preparing administrative procedures, performance statistics, and financial records; and developing methods to maximize service efficiency.

The Contractor shall submit a draft plan for City Project Manager approval detailing all tasks necessary to deploy the project showing the relationship across all components. Include timelines and indicate responsible parties. The Contractor shall work closely with City to incorporate stakeholder and community feedback into the service model, as appropriate. The final service plan shall be approved by the City. Should changes be proposed to the service, an updated deployment plan for the change must be shared with and approved by the City.

Task 4: Data Collection, Visualization, and Ownership

The Contractor should be able to provide program operational records and additional statistical information as requested in order to assist the City in complying with other funding and/or legislative requirements. The City will use the information requested in this section to monitor and evaluate the productivity of the service. Information should be accessible to the City through a backend dashboard or information must be regularly submitted to the City according to the reporting schedule to be established by the City.

The Contractor should be able to provide reporting that is consistent/compliant with funding requirements such that the City can continue to utilize Transportation Development Act funds or seek other grant funding opportunities. For example, the City must be able to access the following data if using Transportation Development Act funds to support the Microtransit Program:

- Vehicle revenue hours - The hours that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue hours include: layover/recovery time. Vehicle revenue hours exclude: deadhead, operator training, vehicle maintenance testing; and other non-revenue uses of vehicles.
- Vehicle revenue miles - The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include: layover/recovery time. Vehicle revenue hours exclude: deadhead, operator training, vehicle maintenance testing; and other non-revenue uses of vehicles.
- Passengers per Revenue Hour
- Passengers per Revenue Mile
- Accidents/ Vehicle road calls/breakdowns
- On-time performance
- Passenger complaints and compliments

IV. Technical Specifications

The Contractor shall furnish all tools, materials, supplies, and equipment to perform the tasks outlined in the Scope of Work.

This may require a technology platform that can achieve the following functions:

- In real time, aggregate riders traveling from multiple origins to multiple destinations in an exceptionally efficient way that optimizes the balance between maximizing vehicle utilization across the fleet and maintaining excellent quality of customer experience.
- Support fully automated scheduling, dispatch, and reservations, allowing passengers to book trips in real-time via phone, mobile application, and/or web browser. If pre-scheduled bookings are recommended as part of the transit model, indicate how is demand managed with pre-scheduled rides.
- Flexible in developing pricing models to meet the City's various service goals and objectives such as pricing by distance, day/time of ride, location, or additional passenger pricing. The platform should also have the ability to apply different rate structures to passengers (i.e. senior, disabled, student, etc.). Please indicate what pricing models can be developed. Please indicate whether City staff may have the ability to apply discounted rate structures to passengers who meet eligibility requirements.

V. Equipment and Supplies

The Contractor shall furnish all tools, materials, supplies, and equipment to perform the tasks outlined in the Scope of Work. This may require providing vehicles, vehicle maintenance, mobile data terminals, tablet computer, or other equipment. The Contractor shall work closely with the City to develop a vehicle plan that clearly outlines the fleet size, fixed and variables costs, operations and maintenance needs. The City is looking for a demand responsive service, so vehicle supply throughout the service period may be different through the day or day of week (i.e. peak commute hours may have more vehicles available to manage demand or holidays may have less vehicles due to lower anticipated ridership) adjust based on historic or anticipated ridership trends. The City desires vehicles that accommodate mobility limited users and bicycle storage, as feasible.

All vehicles and vehicle equipment required by this RFP shall be maintained in good repair and in a condition satisfactory to the City. All vehicles, including wheelchair accessible vehicles, must meet all safety and mechanical standards established by Federal, State, County, and local law, rules, or regulations. Contractor shall assume all responsibility for the proper maintenance of the vehicles. It shall be the expressed responsibility of the Contractor to assume all coordination with the original manufacturer of the vehicles if necessary to keep the vehicles in safe and good operating condition. This shall include negotiating and processing all vehicle warranty claims through the manufacturer's own warranty department, and is responsible for collection of any monies, extended warranties, or credits as a result, for the length of time the warranty is in effect. The extent of the proposed preventive maintenance program shall be an important consideration in the selection of the Contractor.

The Contractor shall develop a brand and logo suitable for multilingual users and campaigns that builds upon, and integrates with, the City's existing brand. Vehicles should have decals or be wrapped with an agreed-upon design that indicates the vehicles are for the City of Lathrop's Microtransit Program.

Each vehicle must receive a daily pre-trip inspection by the operator prior to being placed in service. Daily pre-trip inspections must be supplemented by regular time and mileage maintenance inspections to ensure safe and proper operating condition of vehicles. Inspection of each vehicle shall be completed after its daily service to ensure all lights are functioning, all seating is secure and that all tires, wheels, lugs, air brake systems (if applicable), wheelchair lifts (if applicable) and exit doors are in proper operating condition.

Proposals will be evaluated on the ability of the Contractor's fleet to service the general populations, as well as elderly and limited mobility clients. Proposers shall describe the proposed fleet in detail, showing how the fleet meets ADA requirements and the service needs of the City. The driver/operator user interface should be safe and easy to use, and include audible and clear messaging indicating passenger updates and stop changes. Driving instructions should be available in list, map, and turn-by-turn voice instructions to ensure safe operation.

The City currently has a site to store vehicles within the City, however please indicate if the Contractor has their own storage site.

VI. Staffing and Support Services

The Contractor shall provide staffing and support services necessary to perform the tasks outlined in the Scope of Work. The Contractor will provide all driver personnel, as well as be responsible for providing driver and other personnel training. The City does not require the Contractor to have a specified number of affiliated drivers, so long as the Contractor can ensure that it will provide a sufficient number of drivers to provide its proposed level of service at any given time during service hours, including periods of peak demand. Vehicle operators must have all appropriate California Driver's Licenses and Certificates as well as any other licenses, certificates or training required by applicable Federal, State, and local regulations. Contractor shall indicate their hiring standards in their proposal including their background check policies and procedures. All drivers shall be employees of Contractor and Contractor shall be solely responsible for payment of all employees' wages and benefits.

Vehicle operators must be trained in all operational procedures relating to the system. Training must include customer service techniques for interacting with the public in a helpful and courteous manner, basic information about the route and the City of Lathrop, and sensitivity and empathy training directed towards the needs of students, elderly and passengers with limited mobility, in compliance with the Americans with Disabilities Act. Contractor shall describe how it will maintain an ongoing employee safety and training program. Contractor shall provide City with incident reports and notify the City if any incident may affect the available fleet.

Although the City expects that the majority of users will utilize a mobile app or web browser to book their trips and seek customer service assistance, an option for users without a smart phone or internet access is necessary to create an equitable program. The Contractor shall have capable and courteous personnel who are responsible for taking requests, accurately record appointments; properly manage complaints and customer service requests and responding to telephone inquiries regarding transportation services. Customer service support should also be available by email. Bilingual (Spanish) dispatchers are highly desirable.

VII. RFP PROPOSAL FORMAT & CONTENT

Proposer must include each of the following sections to be included with the Proposer RFP submittal.

- A. Proposal Transmittal Letter
- B. Proposer's Mandatory Qualifications and Experience
- C. Technical Project Approach
- D. Cost Proposal

Specific content and format requirements for each section are detailed below.

Proposal Transmittal Letter

A Proposer is required to provide a written transmittal letter and offer in the form of a standard business letter ("Proposal Transmittal Letter" or "Letter"). The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and have attached to it corresponding documentation, as required. A Proposal Transmittal Letter is mandatory and failure to provide the required information may result in the proposal being considered nonresponsive and rejected.

- A. Proposer's Name and Contact. The Letter shall state the complete name, or business name, of the Proposer making the Proposal. The Letter shall state the name, title, mailing address, email address, and telephone number of the person the City should contact regarding the Proposal.
- B. Statement of Offer. The Letter shall state that the Proposal is an offer to complete the Scope of Work and the offer, including the Cost Proposal rates and budget, remains valid for at least ninety (90) business days after the Proposal due date.
- C. Conflict of Interest. The Letter shall state whether the Proposer, or any individual who shall perform work under the Contract, has a possible conflict of interest and, if so, the nature of that conflict. The City reserves the right to terminate the Contract if its execution would or could create, or give the appearance of creating, a conflict of interest. The City, at its sole discretion, shall make all determinations on the existence or appearance of a conflict of interest.
- D. City Contract Terms. The Letter shall include a statement of acknowledgement that the City's standard contract and insurance have been reviewed and accepted by the Proposer with or without qualification.
 - a. If the Proposer has qualifications, the Proposer shall download a copy of the standard contract and re-upload a version of the document in the Proposer Questionnaire under Standard City Contract Qualifications identifying the contract language at issue and Proposer's suggested adjustment or modification.
 - b. If no qualifications are identified, Proposer is presumed to have accepted the City's standard contract and be capable of completing the Scope of Work, as well as all reasonably associated managerial tasks, without reservation or qualification.
- E. Subcontractors. The Letter shall state whether the Proposer intends to use subcontractors, subconsultants, or other contracting parties to complete the Scope of Work (collectively, "Subcontractors"). If so, the Letter shall clearly identify the name of each proposed Subcontractor, their mailing address, email address, and telephone number as well as the service related to the Scope of Work that the Subcontractor is anticipated to perform.
NOTE: The Contractor must obtain written approval from the City prior to the use of any Subcontractor, even after a Contract is executed.

- F. Signature and Authority. The Letter shall be signed by a person empowered to bind the Proposer to the provisions of the RFP, and any contract awarded pursuant to it. Evidence demonstrating authority to bind the Proposer shall be included or attached to the Letter, such as a statement describing the signatory's role with or relationship to the Proposer.

Proposer's Mandatory Qualifications and Experience

A Proposal shall demonstrate that the Proposer holds the qualifications and experience required to complete the Scope of Work by referencing and responding to the following subsections in sequence and attaching corresponding documentation, as required ("Mandatory Qualifications and Experience"). The qualifications and experience listed below are mandatory and failure to provide the required information may result in the proposal being considered nonresponsive and rejected.

- A. Organization. A brief description of Proposer's background, years in business, organizational history, and client base. Briefly state Proposer's total number of employees and list all relevant licenses, specialties, and trainings held by Proposer and/or employees. List office location(s) and identify the office(s) from which services will be performed.
- B. Experience. A brief statement of how long Proposer has been performing the services required to complete the Scope of Work.
- C. Personnel. A narrative description, resume, and organizational structure chart of personnel to be assigned to complete tasks within the Scope of Work, clearly indicating where Subcontractors will be used, if applicable. The narrative description or resume shall list, at least, each individual's title, education, relevant experience and duration, professional licenses, and demonstrated accomplishments. Identify the individual who will lead the day-to-day work effort and serve as the primary contact to the City.
- D. Local Benefit. A statement describing any and all local benefit the Proposer would bring to the Contract. For example, local benefit may include but is not limited to local vendors, suppliers, labor or subcontractors used in support of the project as well as fees or taxes paid to the City. To the extent practical, the local benefit described with the Proposal should be measurable. At the end of the Contract, the Contractor shall be required to provide a report detailing the measures taken to enhance the local benefit and whether or not stated goals were met. For purposes of this section, a local vendor or service provider is one located within the City limits and in possession of a West Sacramento business license. If the solicitation has Federal funds, there will be no Local Benefit considered.

Technical Project Approach

A document detailing the operational and/or organizational approach the Proposer will take to timely fulfill the Scope of Work shall be submitted with the Proposal ("Technical Project Approach"). The Technical Project Approach shall be a comprehensive narrative describing how the Proposer will complete the Scope of Work, communicate with the City throughout the work, advance the project goal/objectives, and provide continuity on work efforts. In the interest of innovation, the Contractor is encouraged to make recommendations to the Scope of Work or include additional tasks that it feels should be included to improve the Microtransit Service, accompanied by an explanation for the modification or addition.

If the Technical Project Approach deviates from the Scope of Work (i.e. the Proposer is recommending a difference service model/plan than the current Microtransit Program), please note and explain why these changes are recommended. Please note any elements of the Scope of Work that cannot be fulfilled. Elaborate on any other features, innovations, and opportunities the Proposer can provide that is not covered in the sections or in the Scope of Work.

Cost Proposal

A document detailing all costs associated to complete the Scope of Work shall be submitted with the Proposal ("Cost Proposal"). For sealed bids, the Cost Proposal shall be opened after and separately from the rest of the Proposal. Cost Proposal shall include all applicable federal, state, and local taxes and must be all-inclusive of project expenses, as no additional charges shall be allowed, except for additional services as requested by the City, if any. Please indicate any capital infrastructure necessary for the proposed Technical Project Approach such as storage facilities or electric vehicle charging infrastructure and if the City will need to assist in acquiring this infrastructure. There shall be no additional reimbursement for travel time or expenses, telephone costs, copying costs, etc.

If the Proposer is recommending a Technical Project Approach that deviates from the Scope of Work (such as recommended changes to the hours of operation, fare structure, or coverage area, or if there are elements the Proposer cannot provide), please indicate the changes or modifications as optional elements or tasks on the Cost Proposal.

Please indicate on the Cost Proposal how much fare revenue or other revenue (such as ad revenue) is anticipated to be collected, and estimate revenues to be reinvested into the program. If the fare structure deviates from the Scope of Work (such as recommending a distanced based fare structure, increased fares, reduced fares to other populations, or providing additional fare options), please estimate the revenues from the recommended fare structure in the optional Cost Proposal.

Please indicate the costs by Fiscal Year if costs are anticipated to change during the initial term of the Contract. If applicable, the Proposer shall separately delineate costs for optional term extensions (3 additional 1-year terms) and/or optional services. Proposer agrees to maintain pricing pursuant to the agreed-upon Cost Proposal for the duration of the Contract, and any optional extensions.

The City discourages lengthy and costly proposals. A Proposal should be prepared simply and economically and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on conformity to the City's instructions, requirements of this RFP, and completeness and clarity of content.

VIII. EVALUATION CRITERIA/ SELECTION PROCESS

The City reserves the right to investigate sources of information included, but not limited to those provided by the firm, and to consider all information in the evaluation of the firm's proposal.

The City may, in its discretion, select a short list of top ranked respondents to interview for this Project, interview all respondents or directly negotiate with the preferred respondent. If selected

as one of the finalists in the selection process, the City reserves the right to request financial information from the firm. Any financial information requested will be held in confidence and used only in evaluating the financial strength of the firm and ability to perform all services requested. Representative from the awarding agency may be involved in the selection process.

City staff will meet with the firm recommended by an initial selection committee and negotiate the final form of the contract. If good faith negotiations with the selected firm are unsuccessful, the City will terminate such negotiations, and undertake new negotiations with another finalist, or finalists. The City reserves the right to reject any or all proposal at its sole discretion.

IX. REVISION TO THE RFP

The City reserves the right to revise the RFP prior to the date that responses are due. The City reserves the right to extend the date by which the responses are due. Revisions and extensions to the RFP shall be e-mailed to all potential servicing providers known to the City.

The City also reserves the right to reject any or all the responses, and to re-initiate or abandon the RFP process.

The City reserves the right to amend, cancel, or reissue this RFP at any time and at its sole discretion. Any amendment shall be in writing and posted to the City's Procurement portal. A potential Proposer is solely responsible for following the RFP page to receive notifications and shall be solely responsible for complying with such notifications.

X. GENERAL INFORMATION

1. City's Reservation of Rights: The City may evaluate the proposals based on the anticipated completion of all or any portion of the Project. The City reserves the right to divide the Project into multiple parts, to reject any and all proposals and re-solicit for new proposals, waive irregularities or minor errors in a proposal, or reject any and all proposals and temporarily or permanently abandon the Project. The City further reserves the right to negotiate different prices, rates, and terms than those offered by any respondent. City makes no representations, written or oral; that it will enter into any form of agreement with any respondent to the RFP for any project and no such representations is intended or should be constructed by the issuance of this RFP.
2. Acceptance of Evaluation Methodology: By submitting its proposal in response to this RFP, respondent accepts the City's quality-based criteria and evaluation process and acknowledges and accepts that determination will require subjective judgments by the City.
3. No Reimbursement for Costs: Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFP process shall be at the sole risk and responsibility of the respondent.
4. Waiver of Claims: Each respondent, in submitting a proposal, is deemed to have waived any claims for damages by reason of the selection of another proposal and/or the rejection of its proposal.
5. Exceptions to RFP: Respondents are required to clearly delineate in their proposal any exceptions to the requirements in this RFP.
6. Conflicts of Interest/Gifts: Respondents shall disclose any financial, business, or other relationship with the City or any member of the City staff and shall list all current clients

that may have a financial interest in the outcome of the project. Additionally, by submitting a proposal, Respondent warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the Respondent, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract. For breach or violation of this warranty, the City shall have the right to terminate the contract, wither in whole or in part. The rights and remedies of the City provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

7. The Respondent further certifies that no relationship exists between itself and the City or another person or organization that interferes with fair completion or constitutes a conflict of interest with respect to a contract with the City. Prior to the award of any contract, the potential Consultant may be required to certify in writing to the City that no relationship exists between the Respondent and any City employee, officer, official or agent that interferes with fair competition or is a conflict of interest with respect to a contract with the City.
8. Ethics in Public Contracting: Each Respondent, by submitting a proposal, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act by submitting a proposal, the Respondent certifies that its proposal was made without fraud; that it has not offered or received any kickbacks or inducements from any other Respondents in connection with the request for proposal; and that it has not conferred on any public employee, public member or public official having responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money services, or anything of more than nominal value.
9. No More than One Proposal: More than one proposal from an individual, firm, partnerships, corporation, or association under the same or different names may be rejected. Reasonable grounds for believing that a Respondent has interest in more than one proposal for the work solicited may result in rejection of all proposals in which the Respondent is believed to have interest.
10. Legal Responsibilities: All proposals must be submitted, filed, made, and executed in accordance with State of California and Federal laws relating to proposals for contracts of this nature whether the same or expressly referred to herein or not. By submitting the proposal, the Respondent certifies that it will comply with all Federal laws and requirements, including but not limited to Equal Employment Opportunity, Disadvantaged Business Enterprise, Labor Protection another laws and regulations applicable to contracts utilizing Federal funds.
11. Business and Professional Licenses and Permits: Possession of a City Business License is not required to submit a proposal in response this RFP. However, the successful Respondent shall be required to possess, at his/her expense, a valid and current City Business License prior to commencing work. Information can be found at Business License | City of Lathrop CA.
12. Professional License: The successful Respondent is to be licensed in accordance with the California Business and Professions Code and is to possess current professional registration and be licensed to perform work in the State of California. The Respondent shall further be required to obtain and maintain as his/her own expense, any and all permits, licenses and certifications, used by any federal, state or local governmental agency, pertaining to, and necessary for providing the services required in this RFP.
13. No Assignment: No assignment by the successful Respondent of the contract or any part hereof, or of funds to be received there under, will be binding upon the City unless such

assignment had prior written approval and consent of the City. In the event the City gives such consent, the terms and conditions of the agreement shall apply to and bind the party or parties to whom such work is assigned, sublet or transferred.

XI. QUESTIONS REGARDING THIS RFP:

Questions regarding this RFP should be directed by email to Thomas Hedegard, Deputy City Manager no later than Thursday, November 14, 2024:

Mr. Thomas Hedegard, Deputy City Manager
City of Lathrop, City Manager's Office
390 Towne Center Drive, Lathrop, CA 95330
E-Mail: thedegard@ci.lathrop.ca.us

The RFP and any follow-up addenda are available on the City's website, any addenda shall be issued prior to 5:00pm on November 14, 2024

Delivery of RFP Proposals via Electronic Delivery:
Email to thedegard@ci.lathrop.ca.us