



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. 23-05

Media Player Replacement Equipment and Installation Services

Key RFP Dates

| | | |
|---|--------------------------|---------------|
| RFP Issued: | January 23, 2024 | |
| Site Visit (Non-Mandatory): | February 2, 2024 | at 10 a.m. PT |
| Deadline for Submission of Questions: | February 9, 2024 | by 2 p.m. PT |
| Answers to Written Questions Posted: | February 16, 2024 | |
| Proposals Due: | February 23, 2024 | by 2 p.m. PT |
| Contract Recommended for TJPA Approval: | Thursday, March 14, 2024 | |
| Expected Services Completion Date: | June 30, 2024 | |

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ATTACHMENTS

Attachment 1: RFP General Conditions

Attachment 2: Model Professional Services Agreement

Attachment 3: Fee Proposal Form

Attachment 4: 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

Attachment 5: Reference Documents

1 INTRODUCTION

The Transbay Joint Powers Authority (TJPA) issues this Request for Proposals (RFP) for Media Player Replacement Equipment and Installation Services for the Transbay Program (Program) from firms (Respondents) with qualifications and expertise in purchase, configuration, replacement, installation, warranty and general services associated with replacement of one hundred (100) Intel-based media players preloaded with Microsoft Windows 11 IoT Enterprise Operating System, for use in TJPA's interactive/signage kiosks located at the Salesforce Transit Center.

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 one (1)-year base term, with the expectation that all media players are installed by June 30, 2024.

The TJPA will be hosting a site visit (non-mandatory) at the Salesforce Transit Center Grand Hall Light Column/Elevator Lobby, 425 Mission Street between First Street and Fremont Street, at 10:00 a.m. Pacific Time (PT) on February 2, 2024. At the site visit, the TJPA will provide a general overview of the Services, including information about the existing media players to be replaced.

Proposals must be received by the TJPA no later than **2:00 p.m. Pacific Time on February 23, 2024**. 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
425 Mission Street, Suite 250
San Francisco, CA 94105

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.

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 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 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; PCJPB (Caltrain); San Mateo County Transit District; and the Golden Gate Bridge, Highway and Transportation 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
- San Francisco's 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 (now closed). The Transit Center is now open to the public, and bus services have commenced operations.

The TJPA retained an Asset Manager to program, lease, and manage the Transit Center's commercial space, oversee a maintenance program for all spaces associated with the Transit Center, and operate a high-impact digital signage program. The TJPA entered into an agreement with salesforce.com, providing salesforce.com, among other benefits, 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 planned to include the design and construction of the Downtown Rail Extension (DTX) tunnel, the build-out of the below-grade train station at the Transit Center, an underground station, a pedestrian tunnel connecting the Transit Center with the Embarcadero BART/Muni Metro station, and an intercity bus facility. Phase 2 is currently in the planning and preliminary engineering phases.

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

3 SCOPE OF SERVICES

The scope of the Media Player Replacement Equipment and Installation Services includes the following:

- A. Procure one hundred (100) new Intel-based media players and mounting bracket hardware meeting or exceeding the following specifications with enough time to setup and install by June 30, 2024.

**TRANSBAY JOINT POWERS AUTHORITY
REQUEST FOR PROPOSALS**

**Media Player Replacement Equipment and
Installation Services**

| | |
|------------------------------|---|
| Operating System (Preloaded) | Microsoft Windows 11 IoT Enterprise High-End |
| Architecture | 64 bit |
| Windows Installation Type | Client |
| Manufacturer | Intel® Client Systems |
| Mother Board | Intel Corporation NUC11TNBi7 |
| Processor | 11 th Gen Intel® Core™ i7-1165G7@2.80GHz |
| Total Physical Cores | 4 |
| Memory (Installed) | 16 GB DDR4 |
| Hard Drive | 512GB PCIe Gen 4 2280 M.2 SSD |
| Warranty | 5 year extended (on equipment) |

Acceptable Products:

1. Arena Canyon (NUC13ANHi7) – Basis of Specification,
 2. Chapel Rock (LLN12CRv7),
 3. Topaz 3 (NUC13TZi7), or
 4. Equivalent which meets or exceeds above specifications
- B. Remove and decommission existing ninety-five (95) media players from PD1/PD2/KC1/KP3/KM1 type kiosks:
1. Refer to Attachment 5 for existing media play cut sheet information and general dimensions
 2. Refer to Attachment 5 for kiosk locations and shop drawing information
 3. Salvage existing media players and provide to TJPA
- C. Install one hundred (100) new media players at the following locations:
1. Refer to Attachment 5 for kiosk locations and shop drawing details:
 - i. Forty-five (45) KC1 (Informational Kiosks)
 - ii. Twenty-four (24) PD1 (Bus Deck “Bay” Pylons)
 - iii. Two (2) KP3 (Bus Deck Double Sided Informational Kiosk)
 - iv. Ten (10) PD2 (Muni Plaza Pylons)
 - v. Fourteen (14) KM1 (GH Informational Kiosks)
 - vi. Five (5) spares (in building storage location by TJPA)
- D. Install, configure, and test software required for operation of new media players:
1. Si9n (advertising content management system)
 - i. One hundred (100) media players
 2. 22 Miles (wayfinding application)
 - i. Thirty-eight (38) media players
- E. Phasing of Services. The TJPA expects the Services to be provided in the following phases based on the TJPA’s prioritization for the work:
1. Phase 1
 - i. Prioritize Scope of Services Items A – D for interactive wayfinding signage at KC1/KP3/KM1 type Kiosks.
 2. Phase 2

- i. Complete balance of Scope of Services Items A – D for remaining media players.
3. Both phases are expected to be complete by June 30, 2024

4 MINIMUM REQUIRED SKILLS AND EXPERIENCE

The following are the minimum necessary qualifications for Respondents to provide the Media Player Replacement Equipment and Installation Services:

- A. Respondent firms must have been operating for at least three (3) years.
- B. Respondent firms must possess one or more of the following certifications:
 - CompTIA A+
 - Microsoft Certified: Windows 10 or higher
 - Microsoft Certified: Azure Administrator Associate

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 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 (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 (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 (3-page limit)

Provide a description of how Respondent would approach the work and assure that its solutions would be effective and timely. Respondent should outline its anticipated approach for each element of work identified in the Services.

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.
- C. Declaration of Respondent's ability and willingness to commit and maintain staffing to successfully conclude the engagement being proposed.
- D. Description of Respondent's approach to providing the Services, including project schedule. Explain Respondent's understanding of the Services requested and Respondent's ability to deliver on time (by June 30, 2024). Describe how Respondent would tailor its services to meet the needs of the TJPA.

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

Respondent's may propose (a) a time and materials fee structure or (b) a fixed fee structure. 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 including a total proposed budget (or not to exceed amount) for performing the Services. If submitting a time and materials fee structure, the fee proposal shall include a cost and rate breakdown on the Fee Proposal Form (see Attachment 3), including the names, titles, estimated number of hours, and hourly rates of the individuals that would be assigned to provide the Services. If submitting a fixed fee structure, the fee proposal shall provide a fee per task to the extent the Services can be segregated into discrete tasks.

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 2 – Appendix D)
- B. Disadvantaged/Small Business Enterprise Program Requirements – Bidders/Proposers Information Request Form (Attachment 4)
- C. Good Faith Efforts Form (if the SBE utilization goal is not being met) (refer to Section 11.3)
- 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.

6.1 Step One: Written Proposal

6.1.1 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.

6.1.2 Proposal Evaluation and Ranking

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

| | |
|------------------------------------|-----------|
| Qualifications and Experience | 10 points |
| Approach to Providing the Services | 20 points |
| References | 10 points |
| Fee Proposal | 60 points |

The maximum total score possible on the written proposal is 100 points. Respondent Proposals will be ranked according to total score.

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 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 February 23, 2024**. 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
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 request 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 mailing 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 TJPA [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. Administrative Code Chapter 12P, 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. Administrative Code Chapter 12Q, requires contractors to provide health care coverage to certain employees or pay amounts in lieu thereof. Contractors should consult the San Francisco

Administrative 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 by March 21, 2024.

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.

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](#).

11.1 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.

11.2 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.

11.3 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.

11.4 Questions Regarding DBE/SBE

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

Contracts
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 officials and their alternates who serve on appointed boards, such as the TJPA Board.

The Levine Act prohibits any TJPA Board member (including a Board member's alternate) or officer who has received \$250 or more in campaign contributions from an applicant for a contract with the TJPA within the previous twelve months from participating in or influencing the decision on awarding that contract. The Levine Act also requires a Board member or officer of the TJPA who has received such a campaign contribution to disclose the contribution on the record of the proceeding in which a contract is being considered. In addition, TJPA Board members and officers are prohibited from soliciting or accepting a campaign contribution from a party applying for a contract while the matter of awarding the contract is pending before the TJPA and for twelve months following the date a final decision concerning the contract has been made.

Each Respondent must disclose any campaign contributions of \$250 or more that it has made to a TJPA Board member or officer within the twelve-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 Executive Director a written statement setting forth the date and amount of said contribution(s). The Executive Director must receive this information at the same time the Proposal is received.

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

| | |
|------------------------------------|----------------------------|
| Jeff Gee, Chair | No Alternate |
| Rafael Mandelman, Vice Chair | Tilly Chang, Alternate |
| Elaine Forbes | No Alternate |
| Alicia John-Baptiste | Tilly Chang, Alternate |
| Boris Lipkin | Morgan Galli, Alternate |
| Sarah Syed | Murphy McCalley, Alternate |
| Jeffrey Tumlin | Jonathan Rewers, Alternate |
| Dina El-Tawansy, <i>Ex Officio</i> | David Ambuehl, Alternate |

13 PROTEST PROCEDURES

13.1 Protest Submittal

A protest describing the nature of the disagreement must be submitted in writing to the TJPA no later than five (5) days following notification of proposed award. The letter of protest shall contain a description of the protest and shall be signed and dated. Protests shall be addressed to:

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

13.2 Executive Director’s Decision Final

The Executive Director shall inform the protester in writing of the decision, stating the reasons for the decision, and responding at least generally to each material issue raised in the protest. The Executive Director’s letter to the protester shall state that the protester may contact the Executive Director to discuss the response, and the protester has the right to address the TJPA Board on the date when the contract is calendared to be awarded if the Executive Director denies the protest. The decision of the Executive Director is final. Subject to the provisions of Section 13.3, the protester may seek a remedy in state or federal court, as appropriate, from the final action of the TJPA.

13.3 Protest to FTA

FTA may only entertain a protest that alleges that the TJPA (1) failed to have written protest procedures; (2) failed to follow its written protest procedures; or (3) failed to review a complaint or protest. A protest to FTA must be received by the cognizant FTA regional office or headquarters within five (5) working days of the date the protester knew or should have known of the violation. A protester must exhaust all administrative remedies with the TJPA before pursuing a protest with FTA.