



Redwood Coast Transit Authority
c/o TMTP Consulting LLC
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Redwood Coast Transit Authority Protest Procedures
Adopted by Board of Directors of RCTA at their September 16, 2016 Regular Meeting

Protests Prior to Proposal Opening. Protests regarding any aspect of the attached materials and Redwood Coast Transit Authority (RCTA) selection procedures must be submitted in writing (via mail or email only) to the Executive Director, Joseph Rye, 900 Northcrest Drive, #134, Crescent City, CA 95531 - email: tmt consulting@gmail.com, by 5:00pm, PST, _____ (date). The General Manager will respond to these protests by _____ (date) with an addendum to this RFP, by express mail, email and/or website posting. This action completes the pre-opening administrative protest remedy at the RCTA level.

Protests After Proposal Opening/Announcement of Award. Protests regarding RCTA proposed selection of CONTRACTOR after proposal opening and award announcement must be submitted in writing (via mail or email) in writing (via mail or email only) to the Executive Director, Joseph Rye, 900 Northcrest Drive, #134, Crescent City, CA 95531 - email: tmt consulting@gmail.com, by 5:00pm, PST, _____ (date). The Executive Director will respond to these protests by 5:00pm, PST, on _____ (date) by email and/or express mail. This action completes the proposal opening/award announcement administrative protest remedy at the RCTA level.

Under certain limited circumstances, and after the protester has exhausted all administrative protest remedies made available to him at the RCTA level, an interested party may protest to the California Department of Transportation (Caltrans) the award of a contract pursuant to an FTA grant. The deadline for submitting protests to Caltrans prior to proposal opening is 5:00pm, PST, _____ (date). The deadline for submitting protests to Caltrans after opening/announcement of award is 5:00pm, PST, _____ (date).

Caltrans review of any protest will be limited to:

- (1) Violations of Federal law or regulations. Violations of State or local law shall be under the jurisdiction of State or local authorities.
- (2) Violation of RCTA's protest procedures or RCTA failure to review a complaint or protest.

The protest filed with Caltrans shall:

- (1) Include the name and address of the protester.
- (2) Identify RCTA as the party responsible for the RFP process.
- (3) Contain a statement of the grounds for protest and any supporting documentation. (The grounds for protest filed with Caltrans must be fully supported to the extent

feasible. Additional materials in support of an initial protest will only be considered if authorized by the FTA regulations.)

- (4) Include a copy of the protest filed with RCTA, and a copy of RCTA's decision, if any.
- (5) Indicate the ruling or relief desired from Caltrans.

Such protests should be sent to:

California Department of Transportation
Division of Rail & Mass Transportation
PO BOX 942874 – M.S. 39
Sacramento, CA 94274-0001

A copy of such protests should also be sent to the RCTA Executive Director.