



CAPITAL | SOUTHEAST
CONNECTOR JPA
Connecting Communities

REQUEST FOR PROPOSALS

FOR

Segment D2

Preliminary Engineering and

Environmental Documentation Services

March 23, 2015

Version 3

Opening notice cover page
with the Published Date

Capital SouthEast Connector
10640 Mather Boulevard, Suite 120
Mather, Ca 95655
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www.ConnectorJPA.net

SUMMARY

**Submission Deadline
(Date and Time)
Minimum of 14 days from
Published Date
No Late submittal will be
accepted**

Proposal Due Date: [time], [date]

Proposal packages received after the time and date stated above will be returned unopened to the consultant.

Submittals: Six (6) paper copies of the proposal along with either a compact disc or flash drive containing an electronic copy of the proposal in Adobe *.pdf format, the project schedule in Microsoft Project *.mpp format, and the Scope of Work in Microsoft Word *.doc format.

Addressed to: Derek Minnema
Project Manager
Capital SouthEast Connector
10640 Mather Boulevard, Suite 120
Mather, CA 95655

**Advertisement Address
with
Electronic Publishing
details**

Notification List: The full content of the RFP is available through the JPA website (www.connectorjpa.net). If addendums are necessary, they will be posted onto the JPA website as well. Prospective proposers are asked to send an e-mail to Kim Marlan at marlank@saccounty.net by [day], [date] so that the firm can be added to a notification list to directly receive any addendums, changes or responses to written inquires.

Pre-proposal Meeting: A pre-proposal meeting is not scheduled.

Inquiries: Requests for clarification regarding this RFP must be submitted in writing via email to Derek Minnema at MinnemaD@ConnectorJPA.net and received no later than [time], [date]. Written responses to timely inquiries will be posted on the JPA's website on or about [date].

Funding: Funding for this project from the federal Surface Transportation Program (STP) and local funds.

DBE Requirements: The Capital Southeast Connector JPA has established a Disadvantaged Business Enterprise (DBE) goal of **4.95%** for this project. Proposers must engage project participation of certified DBE firms in at least **4.95%** of the overall project fee or demonstrate a Good Faith Effort (GFE) to do so in the event that insufficient DBE participation can be identified. Failure to either meet the DBE commitment goal or to demonstrate a GFE will result in proposals being deemed non-responsive.

DBE Goal

Anticipated Consultant Selection Schedule:

Proposal review and evaluation: [date range]
Oral interviews: [date range]
Selection/Negotiation: [date range]
Contract Award and Notice to Proceed: [approximate date]

**Procurement
Schedule**

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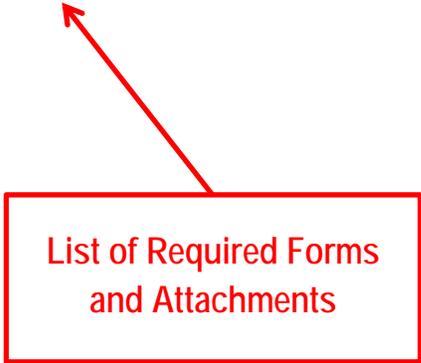
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Project Description

1. INTRODUCTION

Description of the Capital SouthEast Connector

The planned Capital SouthEast Connector (Connector) is a 34-mile limited-access roadway spanning from the Interstate 5 / Hood-Franklin interchange, south of Elk Grove, to U.S. 50 at the new Silva Valley Parkway interchange just east of El Dorado Hills. It will feature four to six traffic lanes, and accommodate bicycle, pedestrian, equestrian, transit, truck and automobile travel.

The Connector study area is generally bounded by I-5 on the west, the Urban Services Boundary and Kammerer Road on the south, Grant Line and White Rock Roads on the east, and U.S. 50 on the north. Within unincorporated Sacramento County, the corridor passes through the Franklin-Laguna, Vineyard, and Cosumnes communities. Within unincorporated El Dorado County, the corridor is located in the El Dorado Hills community.



Figure 1: Connector Vicinity Map

Description and Role of the Joint Powers Authority

The Connector is managed by a Joint Powers Authority (JPA) that includes the cities of Folsom, Elk Grove and Rancho Cordova, and El Dorado and Sacramento counties. The JPA was formed in December, 2006 when the cities and counties formalized their collaboration to proceed with planning, environmental review, engineering design and development of what was initially called the Elk Grove-Rancho Cordova-El Dorado Connector Project. Up to that point, the Sacramento Area Council of Governments (SACOG) had overseen the early planning stages.

The JPA and its governing board of directors have moved ahead with planning, environmental review, engineering design, development, and eventual construction of the Connector. As the project advances, key decisions made by the JPA Board will also be reviewed by each member agency's governing body (i.e., City Council or Board of Supervisors). Each member agency also commits staff to serve on the Connector's Project Development Team (PDT) to help coordinate JPA operations and address technical issues.

Past Work to Date

Since being formed in 2006, the JPA has prepared a Program-level Environmental Impact Report (PEIR) for the Connector Project. The PEIR was certified by the JPA Board, on March 7, 2012, and a project route was selected, consisting primarily of Kammerer, Grant Line, and White Rock Roads. In 2013, the JPA adopted a Plan of Finance and Project Design Guidelines. In 2014, the Connector was adopted into the General Plan of Sacramento County and the Folsom Plan Area Specific Plan. In 2015, the Connector was adopted into the General Plan of the City of Elk Grove. In 2015, the Project Design Guidelines were updated. The JPA is currently working on updates to the Plan of Finance and is working towards General Plan amendments in the City of Rancho Cordova and El Dorado County.

2. PURPOSE OF THE RFP

**Required Services
& Scope of Work**



This Request for Proposals (RFP) has been issued by the JPA to solicit proposals from qualified consultants to provide Preliminary Engineering and Environmental Documentation services for the D2 Segment of the Connector between State Route 16 (Jackson Hwy) and White Rock Road.

The RFP will focus on identifying the consultant(s) or consultant teams who have extensive experience with the environmental clearance and delivery of federally funded transportation infrastructure projects. Consultants submitting proposals must show that they have the depth and variety of technical skills to support the requested services. The submitted material should focus on technical content that demonstrates experience and understanding in civil engineering, transportation engineering, and CEQA/NEPA clearance.

Description of Segment D2

The Segment D2 Connector alignment is located along Grant Line Road, through the City of Rancho Cordova and Sacramento County. It begins at State Route 16 (Jackson Highway) and ends at the White Rock Road/Grant Line Road intersection. It is approximately 7.2 miles long.



Figure 2: Project Location Map

Phase 1 Improvements vs Phase 2 Ultimate Improvements

The Phase 1 Connector is a 4-lane facility with at-grade signalized intersections at State Route 16 (Jackson Hwy), Rancho Cordova Parkway (Planned), Kiefer Boulevard, University Avenue (Planned), Chrysanthy Boulevard (Planned), North Loop Road (Temporary and Planned), Douglas Road, Centennial Drive (Planned), and White Rock Road.

Two intersections exist currently that are planned to be removed: Glory Lane and Raymer Way.

The intent of the JPA is to obtain Preliminary Engineering and Environmental Documentation services for the Phase 1 improvements, recognizing that Phase 1 must not conflict with or preclude any Phase 2 improvements.

The Phase 2 ultimate improvements will construct interchanges at State Route 16 (Jackson Hwy), Kiefer Boulevard, University Avenue, Chrysanthy Boulevard, Douglas Road, Centennial Drive and White Rock Road. The temporary and planned intersection at North Loop Road will be converted to a right-in/right-out intersection and the traffic signal will be removed.

3. REQUESTED SCOPE OF WORK

It is the JPA's intent to perform sufficient preliminary engineering design to clear the Project environmentally through the CEQA and NEPA processes and to identify right of way impacts and accurate project cost estimates as part of this contract.

The JPA or individual jurisdictions may construct the Project. If the JPA undertakes construction, the JPA intends to pursue alternative project delivery methods such as the Design-Build process or the Construction Manager/General Contractor (CM/GC) process.

Listed below are tasks that proposers are expected to incorporate into the proposed scope of services. Each consultant or consultant team should, based on its expertise, develop a comprehensive and detailed scope of services necessary to complete the deliverables listed in this section of the RFP.

The proposer may propose modifications to the individual tasks or the entire scope of services if the proposer can demonstrate innovative, advanced and well thought-out methodologies that the JPA may not have specifically identified in the scope of services. Any proposed modifications shall be identified as optional items and priced out separately in the sealed fee proposal.

Task 1 Project Management

The selected Consultant shall be responsible for project management activities throughout the life of the contract. The scope of comprehensive project management includes, but is not limited to, efficiently managing the project schedule, setting up and facilitating client meetings, interagency meetings, field reviews, other project related meetings (consultant shall prepare meeting agendas, meeting minutes, identify action items and how they are accounted for, and meeting sign in sheets for all meetings), and managing the consultant team involved in the project ("project team"). Managing the project team

includes, but is not limited to, preparing contract paperwork, memos, letters and e-mail, making phone calls and maintaining project files.

On a monthly basis, the Consultant shall provide a brief written summary of work (typically 1 page long) that has been accomplished in the previous month, anticipated work for the next month and key decisions that need to be made to keep the project on schedule. Invoices shall show the original budget, reallocated budget, amount spent to-date, amount spent this period, and percentage spent to-date for each task.

Task 2 Base mapping and Surveying

The Consultant shall be responsible for data collection, mapping and surveying necessary for preliminary engineering design, cost estimates, right-of-way impacts, and the level of environmental clearance. All Surveying and Mapping shall comply with the provisions of the Professional Land Surveyors Act, Sections 8700 to 8805 Business and Professions Code, the provisions of the California Coordinate System, Sections 8801 through 8819 of the Public Resources Code and any other applicable code in the State of California. The scope of comprehensive base mapping and surveying includes, but is not limited to, Control Surveys, Aerial Photogrammetry, Limited Design Level Topographic Surveys, Right-of-Way Retracement, and a Record of Survey.

Task 3 Preliminary Engineering

3.1 Geotechnical Engineering

Consultant shall perform preliminary site investigations to determine the geotechnical issues, assess potential impacts, and provide preliminary design and construction recommendations for the project. The investigations will support the preliminary design and structures advanced planning studies. The information will be documented in Geotechnical reports, including:

- Preliminary Geotechnical Design/Materials Report that addresses cuts, fills, miscellaneous structure and drainage facilities, and pavement structural design. The study should include field investigations and laboratory testing sufficient to develop preliminary recommendations for project grading, culverts and pavement sections.
- Preliminary Structures Geotechnical Report that addresses bridges and other structures associated with the project. The study should include test borings at critical locations sufficient to develop preliminary foundation recommendations for the key structures and provide site seismic criteria consistent with current Caltrans procedures.

3.2 Preliminary Hydrology/Hydraulics/Drainage Report

Consultant shall develop a drainage strategy sufficient for preliminary engineering design, cost estimates, right of way impacts, and the level of environmental clearance. The intent of this task is to summarize the temporary and permanent impacts to drainage courses,

identify the tributary areas, approximate drainage culvert locations, and approximate ditch sizes. This information will also be used to set the proposed right of way, as well as appropriate means of addressing storm water quality, evaluate right of way and/or budget needs to accommodate storm water quality concerns, as well as assessing appropriate mitigations for consideration in the environmental document. Some related elements include but are not limited to: watershed characteristics (topography soil type and vegetation), hydrology (meteorological characteristics, floodplain, groundwater), existing drainage patterns and runoff, proposed drainage patterns and runoff, water quality and scour at the proposed bridge/culvert crossings.

3.3 Traffic Analysis

A thorough traffic analysis of the entire corridor was conducted in the Capital Southeast Connector Program EIR (Program EIR). Data and analysis from the Program EIR's should be used to minimize additional analysis and to ensure consistency with the subsequent Connector segments. The Segment D2 analysis will focus on Interim Year (2025), and 2035 conditions to, among other things, determine complementary lane geometrics, traffic control, access, multi-modal facility configuration, and right-of-way requirements for cohesive interim and ultimate conditions.

The traffic analysis will be used for two purposes. The analysis will be used to support the preparation of the focused environmental analysis for this segment. The analysis will also be used to refine the design of the project for both Phase 1 and the Phase 2 ultimate concepts.

3.4 Preliminary Geometric Approval Drawings

Consultant shall provide preliminary geometric approval drawings (GADs) for review by the JPA, City of Rancho Cordova, and Sacramento County. Appropriate prints of geometric plans shall include layout and control information, design speed, traffic index, profiles, superelevation diagrams, typical sections, truck turn diagrams, cut/fill limits, pavement delineation, major drainage features, limits of structures and retaining walls, access control limits, etc. Include the Class 1 bike path which will be located on the northwest side of the Connector. The Class 1 Path must include connections to the intersections.

These drawings will be used to identify the limits of the project for environmental purposes, utility coordination efforts, cost estimates and right of way limits.

Note: Phase 1 improvements must accommodate future Phase 2 improvements. The layout of future interchanges must be accommodated prior to setting a right of way footprint at these locations. Staging concepts for both Phase 1 and future Phase 2 improvements will need to be understood.

Tasks Descriptions
with Deliverables

- 3.5 Structure Type Selection
Consultant shall prepare a type selection report that will document the structure types and configurations considered, with estimated costs and recommendations for final structure type. Assume minimal aesthetic treatment will be limited to form liners that are readily available and used in other Caltrans interchanges and no custom designs, corbels, railings, or lights will be included. The type selection report shall be prepared following the guidelines established in the Caltrans Memo to Designers.
- 3.6 Preliminary General Cross Sections
Consultant shall develop preliminary general cross sections of the alignment. The cross sections will be used to determine approximate right of way locations, earthwork quantities, retaining wall locations, etc. Cross sections shall be developed at approximately 50 foot intervals.
- 3.7 Estimates
Consultant shall develop preliminary construction cost estimates at key milestones. Estimates should be presented on a Caltrans 6-page estimate format or similar and be based on the level of detail appropriate for planning.
- 3.8 Utility Coordination
Consultant shall lead the utility coordination effort. Tasks include, but are not limited to, organizing a list of utility contacts, creating and mailing Utility “A” Letters on JPA letterhead, mapping existing utilities, identifying potential conflicts, designing preliminary utility layouts and identifying possible easements, and preparing high level estimates of relocation costs for the various utility facilities requiring relocation.
- 3.9 Right of Way Data Sheets
Consultant shall prepare Right of Way Data sheets per the guidelines in the Caltrans Right of Way Manual.
- 3.10 Sustainability Concept Memo
Consultant shall prepare a memorandum that provides an overview, description and recommendation of potential project specific sustainable measures or practices included in the Connector project design guidelines that can be incorporated into Segment D2. The memo shall address how each measure or practice can be applied to the Connector and assesses the potential scoring for Greenroads® certification.
- 3.11 Project Report
Consultant shall prepare a comprehensive “Project Report” that summarizes the work prepared through the Preliminary Engineering/Environmental Documentation phase. The report should be formatted based on the Caltrans Project Development and Procedures Manual.

Task 4 Environmental Document

Consultant shall identify and complete all aspects of environmental review required for the proposed project and describe the scope of work and necessary documents/reports as required under CEQA and NEPA.

Consultant shall complete all required aspects of the CEQA review process for the JPA as the Lead Agency, and all required aspects of the NEPA review process for Caltrans as the Lead Agency. Aspects include the preparation and publication of all required public notices, draft environmental documents, participation in the public review process, preparation and publication of responses to comments, preparation and publication of final documents, and filing of all required notices.

All CEQA work shall conform to CEQA statutes, case law, and the latest version of the State CEQA Guidelines. All NEPA work shall conform to Caltrans Division of Environmental Analysis, Standard Environmental Reference: Environmental Document Annotated Outlines. Environmental documents are not considered complete until a Caltrans District Senior Environmental Planner signed the Categorical Exclusion, a Caltrans Deputy District Director signs the Finding of No Significant Impact, or the Caltrans District Director signs the Record of Decision [see Chapter 6, "*Environmental Procedures*" in the LAPM, and the Standard Environmental Reference.

Consultant's proposal shall specifically list the required CEQA and NEPA notices and filings, and the timelines for publication and filing of same.

Wherever possible, the Consultant should identify environmental constraints and opportunities to minimize costs and time delays.

This proposed segment of the Connector could affect state and federally listed threatened and endangered species as defined under the federal Endangered Species Act (ESA) and potentially eligible cultural resources defined under the California Environmental Quality Act (CEQA) and Section 106 of the National Historic Preservation Act. The proposed project would also involve construction activities in aquatic resources and other waters of the U.S. which is regulated under Section 404 of the Clean Water Act (CWA).

The following studies were previously conducted in the Segment D2 Connector alignment project vicinity and/or relate to potential permits:

- SouthEast Connector Program EIR
- Rancho Cordova General Plan (in progress)
- Sacramento County General Plan
- South Sacramento Habitat Conservation Plan and EIR/EIS (in progress)
- Various landowner development projects within the City of Rancho Cordova

4. SERVICES THAT WILL BE PROVIDED BY THE JPA

The intent for this project is that the Consultant will be responsible for the scope of work outlined in this RFP and will minimize the work required from JPA staff. The JPA will provide the following services and/or information to the Consultant:

1. The JPA will furnish access to existing information, reports, data, and mapping necessary for carrying out the requested services. The JPA's responsibility to provide access to information is limited to data of record in JPA files and in the format as recorded. The Consultant shall check and investigate existing information and conditions and notify the JPA of any deficiencies that are discovered.
2. The JPA has retained an outreach and advocacy consultant who will organize and facilitate public outreach meetings, stakeholder meetings (including the preparation of meeting agendas and minutes) and website updates in consultation with the approved consultant schedule. The Consultant shall provide meeting exhibits and other technical information as needed and attend up to two public outreach meetings.
3. The JPA will provide meeting space for project team meetings as deemed necessary.

5. PROPOSAL FORMAT AND CONTENT REQUIREMENTS

These guidelines were developed to standardize the preparation of proposals by consultants, to help assure consistency in format and content.

General Guidelines

Each page of the proposal must be numbered. Pages must have a minimum of 1" margins. All references to the maximum number of pages are to a single side, not including tabs or section dividers. The minimum font size for the body text shall be 10 point although 11 point is preferred. The use of 11"x17" sheets of paper is acceptable and will only be considered a single page. Divider tabs that follow the order specified below are encouraged.

Transmittal Letter

The Transmittal letter should be on the Consultant's letterhead and addressed to the JPA project manager, as indicated on the Summary page of this RFP. The letter should indicate the consultant's basic understanding of the JPA's needs and the Consultant's understanding of the work required. If an Addendum has been issued by the JPA, the consultant must acknowledge receipt of the Addendum in the Transmittal letter. The letter shall be wet-signed, in blue ink, by an official or representative authorized to negotiate and contractually bind the Consultant firm with the JPA. Please also provide the telephone number, email, and office location of the Consultant's proposed Project Manager.

**Submittal
Format and
Required
Information**

Required Statements

The following information is required as part of the Transmittal Letter (a separate page is acceptable):

Duration: The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

Affirmative Action Plan: The consultant shall attest to the firm's affirmative action plan or other policies aimed at eliminating unlawful discrimination and provide a brief statement about the firm's adoption and compliance with its plan or policy.

Conflict of Interest: The consultant shall disclose to the JPA any interest, direct or indirect, which could conflict in any manner or degree with the performance of services required. A potential conflict of interest may include, but is not limited to, work on the Connector Project and work related to projects in the Connector Project area, contracts with counties, cities, developers, current clients, and other parties who may have a financial interest in the outcome of the Connector. At the JPA's discretion, a potential conflict of interest may be waived or factored into the final award decisions and/or a modified scope of work.

Standard Agreement: The consultant shall indicate his/her/its acceptability of the terms and conditions of the sample consultant agreement included as Attachment 1. Any requested deviations from the standard agreement should be noted with blue, underlined text for additions and red, strike-out text for deletions.

Debarment and Suspension Certification: In accordance with the Code of Federal Regulations, Title 49, Part 29, Debarment and Suspension Certification, the Consultant shall certify that there are currently no suspensions, debarments, voluntary exclusions or ineligibility determinations by any federal agency. A completed Debarment and Suspension Certification, Attachment 3, shall be submitted as part of the proposal.

I Executive Summary

The Executive Summary shall present an understanding of the purpose of the project and the required engineering and environmental services, a summary of the approach, and capabilities of the consultant, subconsultants, and professional personnel.

The Executive Summary section of the proposal shall be a maximum of two pages.

II Qualifications

This section is intended for the Consultant to illustrate to the JPA, the Consultant's or Consultant team's ability to deliver projects of a similar size, technical challenge and similar level of required environmental documentation.

Firm profile: Provide a summary of the Consultant team's overall capabilities, history, recent and related experience, and expertise. Emphasize the experience and abilities relevant to the specific engineering and environmental services described in this RFP. Emphasize the project team's

dynamics such as having a working knowledge of the JPA and the Connector Project, a working knowledge of the local agencies that are members of the JPA, etc.

Identify the locations of the offices where Key Personnel will accomplish the work. If the Consultant's headquarters are not located in Sacramento, provide assurance of how the majority of the work can be conducted in close association with the JPA Staff.

Organizational Chart: Provide an organization chart that shows how the project manager will manage lines of communication between the team, JPA, key stakeholders, etc. Identify the Key Staff that will interact with the JPA. **At a minimum, Key Staff shall include the Project Manager, the Civil Lead and the Environmental Lead.** Provide brief resumes of the Key Staff and an explanation of the function each key person will perform. Key Staff must each have a minimum of 10 years of professional experience. Include the following statement on the organization chart: "*Key Staff will be available for the full duration of the project. Key Staff will not be removed or replaced without the written consent of the JPA.*"

Reference Projects: Provide descriptions of similar projects that the proposed Key Staff have completed. The descriptions of similar projects should include:

- Project description and location;
- Description of services provided;
- Current status (i.e. active, completed, etc);
- Relevant aspects of the project related to this RFP;
- Key personnel involved; and,
- Client name, contact person, and his/her current telephone number and email address

The Qualifications section of the proposal shall be a maximum of ten pages.

III Project Understanding and Approach

Provide a detailed discussion of the project which illustrates the Consultant's understanding of the project requirements, goals, and constraints. Describe an understanding of the process and steps needed to complete the project.

This section should include responses to these questions:

1. What are the three most critical environmental issues associated with the project and what is the proposer's approach for successfully addressing each issue?
2. What are the three most critical engineering design issues associated with the project and what is the proposer's approach for successfully addressing each issue?
3. What opportunities are there (if any) to minimize costs and expedite the schedule for the environmental and preliminary engineering process?

Proposed
Staff and
Qualifications

Proposed
Project
Work Plan

The Understanding and Approach section of the proposal does not have a page limit requirement.

IV Quality Control

Provide a summary of the consultant’s or consultant team’s overall approach to quality control. Describe the methods or practices the team will use to deliver a quality product to the JPA. Specifically, outline the internal protocol for ensuring clear communication between JPA staff, the prime consultant, and all sub-consultants. Also articulate protocols for ensuring the submittals are complete and timely.

The Quality Control section of the proposal shall be a maximum of one page.

V Availability

Provide a description and percentage of the availability for Key Staff identified on the organizational chart. Describe the current projects, duties, and workload. Provide contact information of **at least three** clients of projects that each individual is **currently working on**. If an individual Key Staff is not currently working on three projects, provide as much description and contact information as possible.

Each client reference will be contacted by JPA staff. The JPA will make a good-faith effort to contact the provided references, however, the proposal will not receive the benefit of the reference check if the contact person does not respond to inquiries or if the submitted telephone number is incorrect.

VI Schedule

Consultants shall prepare and submit a comprehensive schedule to reflect the time frames required for completing each task of the Scope of Work. The schedule shall be prepared in Microsoft Project and show: the critical path of the work items, start, finish and predecessors. Tasks or Milestones, which are interdependent, must be identified, along with the completion date of each milestone.

Assume a [date] Notice to Proceed.

The consultant is encouraged to develop additional detail regarding the work schedule, suggest changes within the constraints of the duration and end dates, and suggest changes to expedite delivery of the requested services.

NOTE: The consultant’s schedule should allow for a JPA review period of at least three weeks for each key project deliverable.

Appendix (Supplemental Information)

The Appendix must contain the following information:

- A. Provide a sample Agenda and Meeting Minutes from a meeting led by the proposed Project Manager within the past two years.
- B. Provide resumes of Key Staff only -- Resumes of Key Staff to be assigned to the project should include a brief biography of the individual’s experience, their registration information, their

Proposed Project Schedule

RFP must clearly identify Contract Terms (anticipated duration) and Method of Payment, such as Actual Cost Plus Fixed Fee or Lump Sum. Should note that Specified Rate of Compensation is not an efficient payment method for project specific contract.

education, professional affiliations and information on specific projects the individual has been involved with, clearly showing and highlighting relevant experience. Resumes can be two pages each, maximum.

Cost
Proposal
in
Sealed
Envelope



- C. Provide a detailed Scope of Work -- The Scope of Work will be the basis for the consultant agreement and should contain a detailed outline for the required services. The Scope of Work should include all required tasks, as either proposed or optional services. The Scope of Work should indicate key assumptions made to develop the scope, describe the methodology to be used, specific work to be performed, outcomes and deliverables.

Separate Sealed Cost Proposal

The proposal should not include cost or rate information. A separate, sealed Cost Proposal shall be submitted which details the consultant team's pay rates, overhead rates, fringe benefit rates, fixed fee (profit) and other direct costs. The prime consultant may not apply a mark-up fixed fee (profit) on sub-consultant fees. Neither the prime consultant nor any sub-consultant may apply a mark-up fixed fee (profit) on other direct costs. The fee proposal should break down project costs by phase and task. The fixed fee (profit) is not adjustable during the life of the contract.

Cost proposals should be submitted in the format provided in Attachment 2. The cost proposal must identify the Key Staff identified in the org chart and other classifications that will be billed. New classifications will be required to be approved before they can incur work on the contract.

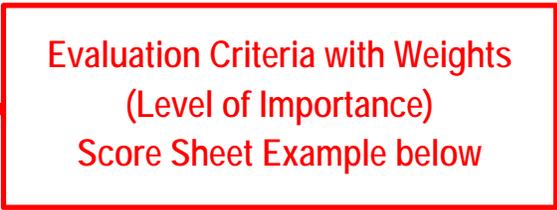
6. EVALUATION

The JPA will review the proposals for completeness, clarity, and content quality. Each proposal will be reviewed to determine if it meets the requirements contained in "PROPOSAL FORMAT AND CONTENT REQUIREMENTS." The JPA may reject any proposal if it is conditional, incomplete or contains irregularities.

The JPA may waive an immaterial deviation in a proposal. A waiver of an immaterial deviation shall not modify the proposal documents, and it shall not exempt the consultant from any terms of an executed consultant services agreement, should one be awarded.

The JPA will assemble a selection committee, comprised of JPA staff members and other qualified individuals, which will evaluate submitted proposals. A short list of consultants for oral interviews will be selected. The evaluation worksheet will be similar to Exhibit 10-B and is shown below.

Evaluation Criteria with Weights
(Level of Importance)
Score Sheet Example below



SAMPLE EVALUATION WORKSHEET		
WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE
Qualifications – Qualifications of the firm, Project Manager, Civil Lead, Environmental Lead and sub-consultants has been demonstrated through similar projects and experience.	20	
Project Understanding and Approach - Consultant has demonstrated a clear and complete understanding of the project requirements, goals, and constraints.	25	
Quality Control - Consultant has established protocol's for ensuring the submittals are complete and timely.	5	
References and Availability - Key personnel are available, committed to the project and have solid professional references.	10	
Schedule - Consultant has prepared a clear and comprehensive schedule that properly reflects the scope and objectives of the project.	10	
SUBTOTAL PROPOSAL	70	
INTERVIEW		
Presentation by Team - Project understanding, critical issues, innovation, and solutions, ability to communicate effectively.	10	
Q&A – Response to panel's questions.	20	
SUBTOTAL INTERVIEW	30	
TOTAL	100	

Written Proposal Evaluation
 &
 Oral Interview Evaluation

Aside from the selection process described herein, Consultants or their representatives are prohibited from attempting to influence this consultant selection by contacting Selection Committee members, elected officials, JPA staff, or other individuals and entities involved in selecting the Consultant or awarding the consultant agreement. Any such attempt to influence selection outside of the proscribed process will be grounds for disqualification.

7. SELECTION PROCEDURE

The JPA will select the Consultant based on the following procedure:

1. After the period has closed for receipt of proposals, each proposal will be examined to determine compliance with the format requirements specified in the RFP. Any proposal that does not meet the format requirements may be rejected. The JPA may reject any proposal if it is conditional or incomplete.
2. Evaluate the proposals. Evaluations will be based on qualifications and the quality of the proposal (see Evaluation above).
3. Develop a ranking of consultants. Develop a short list of qualified firms that will be asked to participate in oral interviews.
4. Conduct oral interviews.
5. Evaluate oral interviews and develop final ranking of consultants.
6. Notify Consultants of the results.
7. Open the cost-proposal from the top ranked consultant and conduct project-scoping meeting with top ranked Consultant.
8. Seek JPA Board approval to negotiate and execute contract based on a Not-To-Exceed contract amount.
9. If an agreement on the scope of services and compensation cannot be reached, negotiations with the top ranked consultant will be closed, and negotiations with the next-highest ranked consultant will be opened. The process is repeated until a contract is successfully negotiated.

Schedule

- Pre-proposal meeting [date]
- Proposal Due Date: [time], [date]
- Proposal review and evaluation: [date range]
- Oral interviews: [date or dates]
- Selection/Negotiation: [approximate date]
- Contract Award and Notice to Proceed: [approximate date]

Procurement Schedule repeated here. Ensure Consistency with Summary Page

Oral Interview Process and Notification

Oral Interviews

The selection process will include oral interviews of the top ranked consultants or consultant teams. The consultants will be notified in advance of the time and place of the oral interview. Consultants will also be notified of additional information, if any, to be submitted at the oral interview.

Award

Award of the selected consultant's contract will be subject to JPA Board of Directors approval. Aside from announcing the top ranked proposals, the scored evaluations will be kept confidential.

8. GENERAL CONDITIONS

Limitations

This RFP does not commit the JPA to award a contract or to procure or contract for services or supplies. The JPA is not responsible for any costs incurred in the preparation of proposals in response to this request, as further explained below. The JPA expressly reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. The JPA reserves the right to withdraw this RFP at any time without prior notice. Furthermore, the JPA reserves the right to modify the RFP schedule described above.

Until award of a contract, the proposals shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for the opening thereof. All proposals shall become the property of the JPA.

Award

The JPA will ask proposers to participate in oral interviews, including briefings of their qualifications. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. However, each initial proposal should be submitted on the most favorable terms from a technical viewpoint.

RFP Addendum

Any changes to the RFP requirements will be made by written addenda issued by the JPA and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

Precontractual Expenses

Precontractual expenses include any expenses incurred by proposers and selected contractor in:

1. Preparing proposals in response to this RFP.
2. Submitting proposals to the JPA.
3. Negotiations with the JPA on any matter related to proposals.
4. Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, the JPA shall not be liable for any precontractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. The JPA shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

Signature

The proposal shall also provide the following information: name, title, address, email address, and telephone number of individual with authority to bind the consultant or consultant team and also who

may be contacted during the period of proposal evaluation. The proposal shall be wet-signed by an official authorized to bind the consultant or consulting team and shall contain a statement to the effect that the proposal is a firm offer and remains in effect for at least a ninety (90) day period.

Contract Arrangements

The successful consultant is expected to execute a contract similar to the JPA's Consultant Agreement. A copy of the JPA's Consultant Agreement is attached as Attachment 1.

1. Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the JPA, the California Department of Transportation ("Caltrans"), and the U.S. Department of Transportation that Disadvantaged Business Enterprises ("DBE's") shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. DBE's are for-profit small business concerns as defined in Title 49, Part 26.5, Code of Federal Regulations ("CFR").
2. DBE Obligation: The consultant and its subcontractor(s) must agree to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds. In this regard, the consultant and its subcontractor(s) shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. The consultant and its subcontractor(s) shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of the contract. Certified DBEs can be found on the Caltrans Website (<http://www.dot.ca.gov/hq/bep>) or from the Department of Transportation, Materiel Operations Branch, Publication Distribution Unit, 1900 Royal Oaks Drive, Sacramento, California, 95815, (916) 445-3520.

DBE Goal Requirement. Ensure Consistency with Summary Page

The JPA has determined that DBEs could reasonably be expected to compete for subcontracting opportunities on this project, and their likely availability for work on this project is 4.95%.

Proposers must either (1) engage project participation of DBEs in the specified percentage above or (2) demonstrate a Good Faith Effort (GFE) to do so. Failure to comply with or the other of these requirements will result in the prime consultant's proposal being deemed non-responsive.

3. Title VI of the Civil Rights Act of 1964: The consultant must agree to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
4. Equal Employment Opportunity: In connection with the performance of the contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national original. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or

recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Each proposal, to be considered responsive, must include the following:

**Consultant
DBE Goal
Commitment
Forms**



- (1) Consultant's affirmative action program, if required pursuant to the equal employment opportunity requirements of the U.S. Department of Labor Regulations (41 CFR Part 60, *et seq.*). These regulations require certain contractors to develop and maintain affirmative action programs, including service contractors (non-construction) with 50 or more employees and a federally assisted contract of \$50,000 or more.
- (2) Caltrans Local Assistance Procedures Manual (LAPM) Exhibits 10-O1 and 10-O2 must be submitted with the proposal. If insufficient DBE participation can be identified, Exhibit 15-H must be submitted to document the GFE.

Conflict Of Interest

Consultants and consultant firms submitting proposals in response to this RFP must disclose to the JPA any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFP.

If the consultant has no conflict of interest, a statement to that effect shall be included in the transmittal letter.

Insurance Requirements

The successful consultant shall provide a summary of the firm's insurance coverage for Comprehensive General Liability, Automotive Liability, Professional Liability, and Worker's Compensation. The limits of insurance coverage shall be as specified in the JPA's Consultant Agreement in Attachment 1.

Missing from the RFP:

- Financial Management System Requirements and Certifications
- Caltrans Audit and Investigation Consultant Contract Audit and Review Process Requirements (Risk-based audit and review; LAPM Exhibit 10-K and Exhibit 10-A)
- Missing State Prevailing Wage, Prohibition against Rebates, Kickbacks and Lobbying, Contingent Fees, Collusion, Debarment and Suspension certification notifications.
- RFP does not specify a Method of Payment; Cost Plus Fixed Fee or Lump Sum (Should note that Specific Rate of Compensation is not the most efficient payment method for a project specific contract)

9. ATTACHMENTS

Attachment 1 – Sample Consultant Agreement

Attachment 2 – Sample Exhibit 10-H: Cost Proposal

Attachment 3 – Exhibit B: Debarment Certification Form

Attachment 4 – Exhibit C: Levine Act Disclosure Statement

Attachment 5 – Exhibit 10-I: Notice to Proposers DBE Information

Attachment 6 – Exhibit 10-O1: Consultant Proposal DBE Commitment

Attachment 7 – Exhibit 10-O2: Contract DBE Information

Attachment 8 – Exhibit 10-Q: Disclosure of Lobbying Activities



Ensure List of Attachments is consistent with Table of Contents



Attach Standard (Sample) Agreement with boilerplate language/provisions.

Ensure all Mandatory Federal and Fiscal provisions are included (See LAPM Exhibit 10-R)