



REQUEST FOR PROPOSAL

Professional Engineering Services

WATT AVENUE AT
US HIGHWAY 50 INTERCHANGE

JUNE 2009

COUNTY OF SACRAMENTO
MUNICIPAL SERVICES AGENCY
DEPARTMENT OF TRANSPORTATION
906 G STREET, SUITE 510
SACRAMENTO, CA 95814
(916) 874-6291

REQUEST FOR PROPOSAL

SUMMARY SHEET

1. PROJECT

This project proposes to provide multi-modal improvements along one of the region's most critical transportation corridors, Watt Avenue. The segment of Watt Avenue between Kiefer Boulevard and Fair Oaks Boulevard includes a key link to the U.S. Highway 50 corridor and is adjacent to one of the few available crossings of the American River.

The project proposes to modify the existing full "cloverleaf" interchange on US Highway 50 (US-50) at Watt Avenue in order to reduce congestion, increase safety, and accommodate alternate modes of travel. Modifications will include:

- removing two loop ramps to eliminate the short weaving sections in both the outer lanes of north bound and south bound Watt Avenue and in the ramp transitions along east bound and west bound US50;
- installing two signalized intersections to allow left and right turns from US 50 onto Watt Avenue;
- constructing a new center bridge structure connecting the existing north bound and south bound overpasses;
- installing a dedicated Bus Rapid Transit (BRT) facility; and
- constructing two separated bicycle and pedestrian pathways along Watt Avenue through the interchange with undercrossings at each of the on and off ramps.

2. LOCATION:

US Highway 50 @ Watt Avenue interchange; On US Highway 50 from PM R5.00 to R5.65 and on Watt Avenue from La Riviera Drive to Kiefer Boulevard.

3. REQUESTED SERVICES:

Consultant services to prepare construction plans, specifications and estimates including roadway design, drainage design, bridge design; coordination with utilities; obtain permits and approval, including approvals and agreements with Caltrans, satisfy Caltrans and Federal requirements; provide bidding assistance; construction assistance; and additional services as may be required.

4. SOURCES OF FUNDING:

Project funding proposed from State Transportation Improvement Program (STIP), Regional Surface Transportation Program (RSTP), Traffic Congestion Relief Program (TCRP), Federal Demonstration Funds, and Sacramento County Measure A sales tax and local matching funds.

5. PROJECT MANAGEMENT:

John Jaeger, P.E., Senior Civil Engineer
County of Sacramento, Municipal Services Agency, Department of Transportation,
906 G Street, Suite 510, Sacramento, CA 95814
Telephone: (916) 874-7507, E-mail: jaegerj@saccounty.net

6. PROJECT ENGINEER:

Anthony Voo, P.E., Associate Civil Engineer
County of Sacramento, Municipal Services Agency, Department of Transportation,
906 G Street, Suite 510, Sacramento, CA 95814
Telephone: (916) 874-7871, E-mail: vooa@saccounty.net

7. PROPOSAL DUE DATE:

Friday, July 10, 2009 at 4:00 p.m.

8. TYPE OF PROPOSAL REQUIRED:

In accordance with County of Sacramento guidelines as detailed in this Request for Proposal.

9. REMARKS:

For assistance with proposal preparation, please contact John Jaeger, at (916) 874-7507 or Cell phone at (916) 531-0262.

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I. INTRODUCTION

This Request for Proposal (RFP) solicits Proposals for Professional Services (Proposal) from qualified firms to provide roadway and structural plans, specifications and estimates for the design of modifications to the Watt Avenue at US Highway 50 Interchange in order to improve traffic safety, reduce congestion and provide for alternate modes of travel.

The Proposal submitted in response to this RFP will be used as a basis for selecting the engineering consultant for this project. The consultant's proposal will be evaluated and ranked according to criteria provided in Appendix D, "Consultant Evaluation Criteria" of this RFP.

The selected consultant will be requested to submit a fee proposal to be used with the Proposal as a basis for negotiation of an Agreement. If negotiations are unsuccessful due to unresolved issues, negotiations with the firm will be formally terminated. Negotiations will then commence with the second ranking firm.

This RFP does not commit the County to enter into an Agreement, to pay any costs incurred in the preparation of a Proposal in response to this request, or to procure or contract for services. The County reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety this RFP if it is in the best interests of the County to do so.

The Proposal from the Consultant should contain information identified in Appendix B, "Guidelines for Preparing Proposals for Professional Services" and is subject to the standards stated in Appendix C, "General Information" of this RFP. Six (6) copies of the Proposal shall be delivered to the office identified below no later than **4:00 p.m. on Friday, July 10, 2009.**

County of Sacramento
Municipal Services Agency
Department of Transportation
906 G Street, Suite 510
Sacramento, CA 95814

Attention: John Jaeger
(916) 874-7507
(916) 531-0262 - Cell phone

II. DESCRIPTION OF PROJECT

PROJECT DESCRIPTION

The Sacramento County Municipal Services Agency, Department of Transportation, requests Proposals from prospective consulting firms for the design of modifications to the Watt Avenue at US Highway 50 Interchange. The work shall include preparation of plans, specifications, and estimates (PS&E) in accordance with Caltrans standards and Sacramento County design and construction details.

The Watt Avenue at US Highway 50 Interchange:

The project is expected to result in improved safety for all modes of transportation, and provide improved overall traffic flow on both Watt Avenue and on US 50. Significant safety improvements will come from the removal of the highly congested weaving sections on both Watt Avenue and on US 50. The improved capacity of the interchange will greatly reduce the likelihood of traffic backing up the highway off-ramps and blocking the flow of traffic on US 50, a situation that is currently experienced during peak traffic periods.

The installation of a center traffic lane on Watt Avenue dedicated only to bus use will be a great improvement for transit users. With the dedicated Bus Rapid Transit (BRT) lane, bus passengers will gain a time advantage over commuters who choose to use their own vehicles on the roadway.

The construction of separated pathways for both pedestrians and bicycles on both sides of Watt Avenue through the interchange will greatly improve safety for these modes of travel. The pathways will be separated from freeway ramp traffic, with the vehicles on the ramps located on bridges over the pedestrian / bicycle paths. This will eliminate conflicts at these crossings making the use of bicycles or choosing to walk a much more attractive option. Since the facility is located close to a popular light rail station, encouraging modes of travel along the Watt Avenue corridor other than use of individual cars is particularly appropriate in this setting.

The construction of sound walls will minimize noise impacts on neighboring properties. The project also includes landscaping throughout the area to beautify the neighborhood and provide a pleasant area for all users, but may best be experienced by those choosing the separated bicycle and pedestrian pathways.

Construction of the project will result in a roadway corridor that has nearly unprecedented emphasis on transit, bicycle and pedestrian modes of travel. The project will greatly improve safety while decreasing congestion and delay in this critical transportation facility.

Additional project background and history can be found in the attached Draft Project Report approved by Caltrans in January 2009. The Project Approval and Environmental Documentation (PA&ED) phase of the project is expected to be completed by October 2009.

A location map is attached in Appendix "A" of this RFP.

III. CONSULTANT QUALIFICATIONS

The prime consultant firm and sub-consultants must have the following minimum experience:

1. The project engineer shall be a Registered Civil Engineer in the State of California and have recent, demonstrated experience in design of similar projects.
2. The prime consultant must be familiar with and provide electronic copies of all plans in MicroStation (current CalTrans requirement), PDF format, and reproducible copies. (Both full size and half size plans will be required with each submittal)
3. The prime consultant must be familiar with and provide electronic copies of the specifications in Microsoft Word, copies of the estimates in Microsoft Excel and copies of the project schedule in Microsoft Project.

IV. SCOPE OF SERVICES

The Consultant shall perform professional and technical engineering services for the design of the proposed project and provide for construction assistance as required. The Consultant shall prepare reports, plans, specifications, and estimates (PS&E) to the State Standards and in accordance with the Local Programs Manual, Project Development Procedures Manual (PDPM), Plans Preparation Manual and other appropriate documents.

The Watt Avenue at US Highway 50 Interchange Project has progressed as far as a signed Draft Project Report (PR) and Draft Environmental Impact Report (EIR). The County expects the Consultant to review the completed project documents to date and determine the scope appropriate to complete the project. Support for completing the Draft PR and EIR is not included with this RFP.

A generalized scope of services is listed below. The Consultant shall identify any reduced tasks or further tasks that will be required to complete the project through PS&E and Construction.

1.0 PROJECT MANAGEMENT/ COORDINATION

Consultant shall perform project management and administration tasks required to provide supervision of the work and coordination with the County. Project Management shall apply to all phases of work and shall continue to completion of the project design. Tasks will include the following:

- Attend a project kick-off meeting with the County to review the scope of work, the initial tasks to be performed, the project schedule, the critical task items, areas of concern, and participate in a general exchange of views and ideas regarding the execution of the project.
- The Consultant shall prepare, update, and submit a project schedule to the County on a monthly basis. The schedule shall show each work activity, when that activity will begin, how long it will continue, and identify the critical tasks. The schedule shall clearly differentiate between those functions carried out by the Consultant, the County, and other involved parties.
- The Consultant should anticipate attending three or more informal Coordination/Status Meetings to review the project status and budget, to obtain required County input, make decisions, and discuss issues that have the potential of affecting the project budget or schedule. These meetings will be scheduled as necessary and at appropriate times during the development of the project. The meetings will be held at the County office located at 906 G Street, Suite 510, Sacramento, Ca. The Consultant shall be responsible for preparing agendas for each of the meetings, consulting the County for potential agenda items, distributing the agenda prior to the meetings, and distributing meeting minutes to the participants within five days after the meeting.
- The Consultant shall prepare and submit requests for changes in scope, release of contingency, or for amendments to contracts when appropriate.

- The Consultant shall prepare and submit monthly progress reports to the County. The monthly progress reports will include progress of work; the status of utility coordination and relocation work; an updated project schedule; information/decisions required to maintain the project schedule and timely deliverables; problems encountered that may affect schedule, budget, or work products, and anticipated work for the following month.
- Establish a quality control plan and perform internal quality control reviews at critical stages of the project.
- The Consultant shall administer and supervise the work of all sub-consultants contracted for the project work.

1.1 PDT Coordination/Meetings

Monthly coordination meetings will be included with this task. Meetings will include a project kick-off meeting, with representation from the project team, County staff, and Caltrans. The project Critical Path Method (CPM) schedule will be updated monthly, and reviewed as part of the meeting.

1.2 Consultant Team Management/Coordination

This task will include ongoing general project management, including obtaining the Caltrans encroachment permit for field investigations, preparation of progress reports, and CPM scheduling and updates.

Task 1 Deliverables

- Monthly Progress Reports
- Meeting Agenda Packets
- CPM Schedule Updates

2.0 PRELIMINARY ENGINEERING

2.1 Base Mapping

New base mapping will be prepared for the project area. Mapping will be prepared in English units and to current County and Caltrans standards.

2.1.1 Photogrammetric Topography

Aerial mapping of the project site has been completed. Mapping will be provided to the consultant at a scale of 1"=50' with one foot contour intervals.

2.1.2 Supplemental Topography

The Consultant will perform field topography to supplement the photogrammetric mapping.

2.1.3 Utility Mapping

The Consultant will contact all of the utility providers in the area to request updated information of their facilities. The Consultant will prepare letters on County letterhead and exhibits showing the project area and request confirmation of utility facilities (“A” letters). The Consultant will perform potholing as required to determine exact depth and location of utilities in the vicinity of the proposed facilities.

2.2 Geometric Review & Refinement

2.2.1 Interchange/Roadway Geometrics

The Consultant shall update the interchange and local roadway geometrics from the Draft PR to coordinate them with the updated project base mapping and English units. Revised Geometric Approval Drawings will be submitted to the County and Caltrans for approval. This task assumes that County and Caltrans approval of the revised GADs will be necessary prior to continuing into 65% design.

2.2.2 Structures Type Selection

The Consultant will develop separate Type Selection Reports for the Watt Avenue overcrossing structure and the six (6) single span bridge structures associated with the proposed separated bicycle and pedestrian pathways. Strategies and costs for the potential seismic retrofit of the Watt Avenue overcrossing shall be developed.

2.3 Value Analysis (VA) Support

Based on guidance in Chapter 19 of the PDPM, and detailed in the Caltrans VA Team Guide and Report Guide, a VA Study will likely be required for this project. The Consultant shall provide a facilitator and the appropriate level of project team support to produce a Caltrans/FHWA approved VA Study.

2.4 Permitting

The Consultant shall identify all agencies with permitting authority over any aspects of the project and shall maintain communication and coordination efforts with such agencies throughout all phases of the work. The incorporation of all permitting requirements in preliminary engineering, value engineering, and each design submittal shall be accomplished during the appropriate phases of the work.

2.5 Drainage Report

The Consultant will evaluate and collect relevant local drainage and hydrologic information to assess drainage design requirements within the vicinity of the proposed improvements. The Consultant will perform hydraulic design calculations and prepare a project Drainage Report to meet current Caltrans requirements.

2.6 Storm Water Data Report

The Consultant will assess needs for storm water treatment, identify potential sites and applicable BMP measures, and update the existing PA/ED Phase Storm Water Data Report to comply with current Caltrans requirements.

2.7 Traffic Management Plan

The Consultant will evaluate and update the existing PA/ED Phase Traffic Management Plan Data Sheet as necessary to comply with current Caltrans requirements.

2.8 Geotechnical Design & Materials Report

The Consultant will prepare a Geotechnical Design & Materials Report to include recommendations for roadway widening, pavement resurfacing and other interchange improvements (e.g., embankments, soundwalls, retaining walls, etc.) in the vicinity of the proposed facilities.

2.9 Structures Foundation Report

The Consultant will prepare a Foundation Report to include recommendations for design of the overcrossing structure and the six (6) bicycle/pedestrian bridge structures. A Foundation Boring Plan shall be developed with the preliminary submittal.

Task 2 Deliverables

- Updated Base Mapping (English units 1" = 50')
- Utility "A" Letter on County letterhead
- Draft & Final GAD Submittal
- (2) Draft & Final Type Selection Reports
- (7) Bridge General Plans & Estimates
- Draft & Final SWDR
- Draft & Final TMP
- Draft & Final Drainage Report
- Draft & Final Geotechnical Design & Materials Report
- Draft & Final Structures Foundation Report & Boring Plan

3.0 RIGHT OF WAY CERTIFICATION ACTIVITIES

3.1 Retracement Surveys

The Consultant survey staff will incorporate available Caltrans, County and County record mapping to generate existing Right of Way limits. Preliminary Reports, vesting documents, and supporting documents will be acquired.

3.2 Appraisal Mapping

The Consultant will prepare appraisal mapping for the required acquisitions. Mapping will be prepared to Caltrans Standards.

3.3 Final Utility Coordination

The Consultant will work with the County and Caltrans to finalize all utility agreements and certifications.

3.4 Record of Survey

The Consultant will prepare a Record of Survey for all acquisitions.

3.5 Right of Way Record Mapping

The Consultant will prepare Record mapping for all acquisition parcels. This will take place after acquisition is complete and will document the acquisition. Maps will be processed through Caltrans for review and acceptance.

Task 3 Deliverables

- Draft & Final Appraisal Maps
- Utility Coordination
- Utility Verification

4.0 DETAILED PROJECT DESIGN

The Consultant will complete the design tasks for final plans, specifications, and estimates for the interchange, structure design, local roadway connections, traffic signals, bus rapid transit (BRT) facility signal system, signing and striping, street lighting and bikeway designs. Aesthetic enhancements shall be developed for the Watt Avenue overcrossing, the bicycle/pedestrian unders crossings and other wall facades. Plans shall be prepared to Caltrans and County format and shall be submitted at the 65%, 95%, 100% and final stages of design. **Design will be based upon the “Alternative B” interchange improvements as identified in the approved Draft Project Report.**

The Consultant is expected to prepare base sheets and coordinate with County Landscape Design staff as necessary to complete the interchange landscaping plans. Landscape design is not included in this scope of services.

Roadway profiles for Watt Avenue will be submitted on separate plan / profile sheets at a scale of 1”=40’ for design review purposes. The design of the Watt Avenue at US Highway 50 Interchange will conform to the County’s Improvement Standards and applicable Caltrans Standards.

All structural elements of the project shall have an independent review of the plans, specifications and quantities. The review shall be by a consultant engineering firm, experienced in the design of such facilities in California. The reviewing firm shall be independent from the firm contracted to design this project and shall have no other participation in the design process for the project. The work plan shall be scheduled such that there is sufficient time and resources allowed for appropriate alterations and/or corrections from information gained through the independent check.

Task 4 Deliverables

- Electronic and full size Mylar version of the project plans
- Electronic (Word) and paper versions of project specifications
- Electronic (Excel) and paper versions of project estimate and bid proposal

5.0 BIDDING & CONSTRUCTION ASSISTANCE

The Consultant shall complete bidding and construction support for the County.

The County will be responsible for contract administration; however, the Consultant shall provide technical assistance as listed below:

- a. Provide information and assistance to the Department of Transportation in answering questions from bidders as required.
- b. Provide assistance with necessary plan changes to issue as addendums during the bidding period as required.
- c. Attend contract pre-construction meeting.
- d. Coordinate review and approval of shop drawings and falsework design.
- e. Provide ongoing consultation and interpretation of construction documents, as requested.
- f. Review and comment on contract change orders, as requested.
- g. Prepare plan revisions as necessary for contract change orders.
- h. Provide construction engineering assistance as requested.
- i. Provide a resident engineer file.

COUNTY FURNISHED INFORMATION AND SERVICES

These items are included with this Request for Proposal

- Electronic Files for the Watt Avenue at US Highway 50 Interchange Project (<http://www.sacdot.com/watt50/>)
 - Draft Project Report (January 2009)
 - Draft Environmental Impact Report (March 2009)
 - Final Storm Water Data Report (December 2006)

The County will do the following items of work:

- Provide “A”, “B”, and “C” plan letterhead to utilities. Facility drawings and plans will be coordinated by Consultant
- Provide an appropriate environmental document with administrative addendums, as necessary
- Obtain all required environmental permits based on the environmental document

V. REQUIRED SERVICES CRITERIA

Coordination of Consultant and County activities will be accomplished through a Consultant Project Manager and a County Project Engineer. The Consultant Project Manager shall not be removed from the project during the course of work without satisfactory justification to the County.

The Consultant shall carry out instructions as received from the County Project Engineer and shall cooperate with the County and any other consultants working on the project.

It is not the intent of the foregoing paragraph to relieve the Consultant of his professional responsibility during the performance of this contract. In those instances where the Consultant believes a better design or solution to the problem is possible, he shall promptly notify the County Project Engineer of these concerns, together with technical justification therefor.

A. ACCURACY AND COMPLETENESS

The consultant has total responsibility for the accuracy and completeness of the plans and related designs, specifications, and estimates prepared for this project and shall check all such material accordingly. Reviews by the county do not include detailed review or checking of the design of major components and related details or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of the consultant.

The estimates, calculations, reports, and other documents furnished under this scope of services shall be of a quality acceptable to the county project manager/engineer. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked and having the design engineer and checker identified. The applicable plan sheets and the title sheets for the specifications, design reports, and estimates shall bear the professional seal, certificate number, registration classification, expiration date of the certificate, and the signature of the professional engineer responsible for their preparation. The Consultant shall maintain a set of indexed project files.

B. QUALITY CONTROL

The Consultant shall have a quality control plan in effect during the entire time that work is being performed under the contract. The plan shall establish a process whereby calculations and plans are independently checked, corrected and back-checked. All job related correspondence and memoranda that is routed and received by affected persons shall be placed in appropriate indexed job files. The County Project Engineer may request evidence that the quality control plan is functioning. Where several drawings show different work in the same area, means shall be provided to assure that conflicts and misalignment in both new and existing improvements do not exist.

Each submittal of reports calculations, documents and other items submitted to the County for review shall be marked clearly as being fully checked and that the preparation of the material followed the quality control plan established for the work. This may be accomplished with a stamp and authorized signature or initials on each submittal and shall be indicated on the transmittal memo accompanying each submittal.

C. VALUE ENGINEERING

All elements of the project will be considered for Value Engineering Studies. To this end, the Consultant shall examine the various elements of this design segment and submit an informal written statement or memorandum addressing those elements where it appears significant savings or other advantages can be realized. The statement shall be sufficiently informative to enable the County Project Manger/Engineer to determine whether to undertake a detailed Value Engineering Study or possibly initiate immediate design changes where the value of the change is apparent without the need of detailed study and analysis.

D. MATERIALS

The Consultant and its sub-consultants shall not incorporate in the design any materials or equipment of single or sole source without the written approval of the County. A brand name may be used for material and/or equipment as long as an "or equal" clause is included in the specifications.

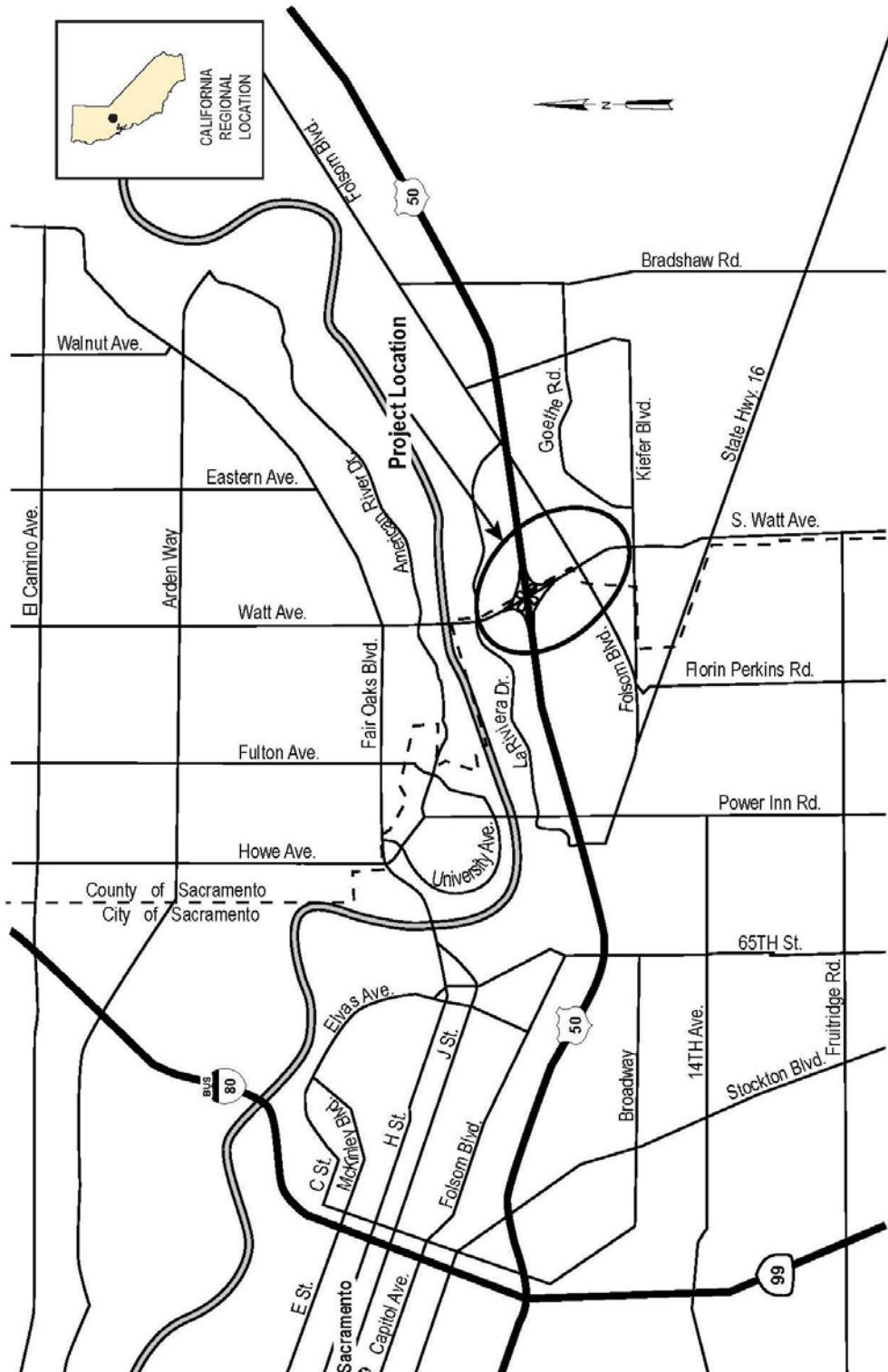
E. AWARD OF CONTRACT

It is anticipated that compensation under any contract resulting from this Request for Proposal (RFP) will be on a time and expense basis at the rates stated in the fee proposal with a total Not-to-Exceed amount. For more information regarding compensation and payment, see Section III, "COMPENSATION" and Section IV, "INVOICING, PAYMENT & NOTICES", in the sample agreement.

Any contract awarded as a result of this RFP will be awarded without discrimination based on race, color, religion, age, sex, or national origin.

The prospective consultant will be required to adhere to the provisions of a fully executed agreement. Provisions of the agreement shall be based on a standard agreement approved by County Counsel. A sample of this standard agreement is in Appendix F of this RFP.

APPENDIX A – LOCATION MAP



APPENDIX B

GUIDELINES FOR PREPARING A PROPOSAL FOR PROFESSIONAL SERVICES

B1. INTRODUCTION

These guidelines were developed to standardize the preparation of proposals by Consultants for engineering services on a project. The purpose of these guidelines is to help assure consistency in format and content of proposals that are prepared by Consultants and submitted to the County. This process will reduce the time required for the Consultant to prepare a proposal and will simplify the review process by County personnel.

The proposal should contain the following information in the order listed:

1. Introductory Letter
2. Work Plan
3. Schedule of Work
4. Location of the Work
5. Conflict of Interest Statement
6. Insurance Coverage
7. Qualifications and Capability
8. Employment Practices
9. Minority and Women-Owned Business Participation Goals
10. Supportive Information

Items 2 and 7 listed above shall consist of not more than a total of 25 pages. For this purpose each side of a page of paper is considered one page.

B2. RECOMMENDED DETAIL

1. Introductory Letter

The introductory letter should be addressed to:

Michael J. Penrose, Director
Department of Transportation
Municipal Services Agency
County of Sacramento
906 G Street, Suite 510
Sacramento, CA 95814

The firm submitting the proposal shall give its name, mailing address, telephone number, FAX number and the name of an individual to contact if further information is desired. This letter

should contain a statement of the Consultant's basic understanding of the project. This should be based on existing information available in the Request for Proposal, from a site visit, and from applicable regulations or requirements. This letter should also contain an expression of the Consultant's interest in the work, a statement regarding the qualifications of the Consultant to do the work, and any summary information on the project team or the Consultant that may be useful or informative to the County.

2. Work Plan

The work plan will ultimately become part of the contract by reference to the proposal. It should describe in a specific and straightforward manner the proposed approach to achieving the objectives and accomplishing the tasks described in this Request for Proposal. It should be concise, yet include sufficient detail to completely describe the planned approach. Description of how the objectives will be achieved shall be presented through a logical, innovative and rational plan. At a minimum, the work plan shall divide the work into phases matching the description of work in Section IV of this RFP. The work may be further broken down into additional phases as deemed appropriate by the consultant. **THE PLAN SHOULD DESCRIBE EACH PHASE OR TASK OF THE WORK TO BE UNDERTAKEN INCLUDING THE MAN-HOUR LEVEL OF EFFORT FOR EACH CLASS OF PERSONNEL AND FOR EACH SUB-CONSULTANT.** A significant amount of base work has been completed for this project. It is expected that the Consultant review the base work and determine the level of effort required to complete the project through plan approval and construction. The work plan should provide information as to the approximate percent complete of the base work and a clear description of the tasks needed to bring the base work through to completion, in accordance with County and Caltrans standards and to achieve approval of the work by the County and Caltrans. The plan should detail the prosecution of the work including the submission of plans, documents, reports, etc. The results are expected to be presented in terms of the language and working tools of the practicing engineer or administrator so as to be immediately useful.

3. Schedule of Work

The prospective consultant shall prepare a comprehensive schedule to reflect the time, in terms of working days required to complete each of the activities listed in the Scope of Services. A schedule should be included showing each activity when that activity will begin and how long it will continue. Give the completion date of each activity and identify activities that are interdependent. The schedule shall clearly differentiate between those functions carried out by the Consultant, the County, Caltrans, and other interested parties.

In addition to the working day scheduled described above, the consultant shall provide a milestone schedule with estimated and anticipated calendar dates for the major project activities.

4. Location of the Work

Identify the location(s) of the offices where the Consultant and any sub-consultants will accomplish the work. If the Consultant's headquarters is not in Sacramento, provide evidence of the length of time the firm has maintained an office in the Sacramento area.

5. Conflict of Interest

The prospective consultant shall disclose any actual, apparent or potential conflicts of interest that may result from any financial, business or other relationship with the County or property owners that may have an impact upon the outcome of this contract or the County construction project. The prospective consultant shall also list current clients who may have a financial interest in the outcome of this contract or the County construction project that will follow. In particular, the prospective consultant shall disclose any financial interest or relationship with any property owners or any construction companies that might submit a bid on the County construction project.

6. Insurance Coverage

The prospective consultant shall provide a summary of the firm's present and proposed insurance coverage for Comprehensive General Liability Insurance, Professional Errors and Omissions Insurance, Automobile Liability Insurance, and Worker's Compensation Insurance.

For additional information regarding insurance requirements, see Appendix C, "General Information".

7. Qualifications and Capability

Identify the key individuals, including sub-consultants who are proposed to be part of the team along with their qualifications and experience as related to the project. Experience on similar or related projects should be included. Specifically include work related to Caltrans District 3 and project references that can be contacted. The information should include the expected amount of involvement and time commitment for each of these individuals. The Proposal should contain a listing of current work commitments to other projects or activities in sufficient detail to indicate that the organization and all of the individuals assigned to the proposed project will be able to meet the schedule outlined in the Proposal. The Consultant shall clearly identify the project team to the extent that individual staff members are clearly defined at each stage of the design.

Experience has shown that having key individuals stay with design projects throughout the design period can be beneficial in keeping projects on schedule and under budget. For each key individual identified to work on the project, information shall be provided as to the length of time that individual has worked for the consultant firm. If the time worked for the firm is less than four years, additional information about the length of time the individual has worked for previous firms shall be provided.

Any change in key personnel after the award of a project must be approved by the Chief of the Design Section of the County's Department of Transportation before the change is made.

Describe the Consultant's capability for actually undertaking and performing the work. Types and locations of similar work performed in the last three years that best characterizes the quality and cost control of the Consultant should be included. Names and phone numbers of individuals that can provide information related to work quality and cost control should be provided. Other resources, including management and organization capabilities, should be addressed.

8. Employment Practices

The prospective consultant shall provide a brief summary/outline of the composition of the firm's workforce. The summary should identify both professional and support staff and indicate gender and race. The prospective consultant shall provide a summary of the firm's employment and promotion policies and procedures, including any equal employment opportunity and affirmative action policies.

9. Solicitation of sub-consultants, subcontractors, other service providers and suppliers

If the prospective consultant intends to solicit sub-professionals and/or quotes for certain tasks on this project from qualified sub-consultants, subcontractors, other service providers and suppliers, the County expects the consultant to solicit qualified firms in the local business community for such services and supplies. The solicitation conducted should be as broad as possible to reasonably provide opportunities for and encourage relationship building with qualified minority and women-owned firms, and small and local businesses in the Sacramento community. The consultant shall not illegally discriminate the solicitation process.

Substitution of any sub-consultants, subcontractors, other service providers and suppliers identified in the proposal upon which the agreement is based shall not be made without the written consent of the County.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

- A. Disadvantaged Business Enterprises, as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 apply to this Agreement.
- B. CONSULTANT agrees to ensure that DBE's, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard, CONSULTANT and/or its sub-consultants shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBE's have the maximum opportunity to compete for and perform contracts. CONSULTANT and its sub-consultants shall not discriminate on the basis of race, color, national origin, age or sex in the award and performance of Federally assisted contracts.

10. Supportive Information

Supportive information may include graphs, charts, photographs, resumes, references, etc. and is to the Consultants complete discretion.

B3. FEE PROPOSAL FORMAT

After selection of the consultant, a separate detailed fee proposal shall be prepared for each of the activities listed in the Scope of Services along with a summary of all costs. The fee proposal shall follow the criteria and format outlined in the "Sample Fee Proposal". If sub-consultants are to be used, the selected consultant must indicate the cost of the applicable subcontract including any markup that the prospective consultant plans to take on sub-consultants. The breakdown of subcontract costs shall follow the same format provided in the "Sample Fee Proposal".

SAMPLE FEE PROPOSAL

Note: A detailed fee proposal shall be prepared for each of the activities listed in the Scope of Services for this project. The Consultant shall list all job classifications pertinent to the project activities - those listed below are only a sample. The job classifications used shall match those used when submitting billings during the course of the design process.

PHASE #2 - LAYOUT PLANS

DIRECT LABOR	HOURS	RATE	EXTENSION
Project Manager	_____ @	_____	_____
Staff Assistant	_____ @	_____	_____
Technician	_____ @	_____	_____
Clerical	_____ @	_____	_____
Subtotal			\$_____
OVERHEAD AND FRINGE BENEFITS		RATE	EXTENSION
Overhead Rate		_____	_____
Fringe Benefits		_____	_____
Subtotal			\$_____
OTHER COSTS			
Travel Costs (Mileage only)			_____
Equipment and Supplies (Itemized)			_____
Other Direct Costs (Itemized)			_____
Subtotal			\$_____
FEE (Profit)			\$_____
TOTAL FEE - Phase #2 - Layout Plans			\$_____

Indicate percentage used and basis - e.g. 9% of labor & overhead & fringe benefits

APPENDIX C

GENERAL INFORMATION

1. Proposal for Professional Services (PPS) Submittal

Six (6) copies of the Proposal for Professional Services (PPS) shall be submitted in response to this Request for Proposal (RFP).

2. Late Submittal

A PPS is late if received at any time after the required submittal date and time. PPSs received after the specified time will not be considered and will be returned to the proposing firm.

3. Modification or Withdrawal of Submittal

Any PPS may be withdrawn or modified by written request of the proposing firm prior to the date and time specified above for receipt of PPSs. To be considered, however, the modified PPS must be received by the time and date specified above.

4. Written Questions

Written questions should include the individual's name, the name and address of the firm, and must reference this RFP. Questions should be mailed to the following address:

County of Sacramento
Municipal Services Agency
Department of Transportation
906 G Street, Suite 510
Sacramento, CA 95814
Attention: John Jaeger

Telephone No. (916) 874-7507
Cell Phone No. (916) 531-0262
FAX No. (916) 874-7831

5. Signature

The PPS shall be transmitted with the introductory letter that must be signed by an official authorized to bind the prospective consultant contractually and contain a statement that the PPS is a firm offer for a 90-day period.

The signed introductory letter constitutes certification by the prospective consultant, under penalty of perjury, of the debarment and suspension certificate required under Part 29, Title 49, Code of Federal Regulations (CFR) and also constitutes certification under penalty of perjury, that the prospective consultant complies with nondiscrimination requirements of the State, the Federal Government as specified in Section III.A.8. above and provisions of the

Regulations of the United States Department of Commerce (Part 8, Subtitle 15, CFR) issued pursuant to the Civil Rights Act of 1964.

An unsigned PPS, or one signed by an individual not authorized to bind the prospective consultant, will be rejected.

6. Insurance

The Consultant shall provide a summary of the firm's present and proposed insurance coverage [comprehensive general liability, professional liability (errors & omissions), automotive, and workers' compensation] for this project. Minimum limits of coverage are as follows:

Professional Errors and Omissions	\$1,000,000
Comprehensive General Liability	\$1,000,000 combined single limit
Automobile Liability	\$1,000,000 combined single limit
Worker's Compensation	(in accordance with State laws)

Prior to commencement of the work described in Scope of Services, a certificate of insurance shall be furnished stating the following:

That the insurer will not cancel the insured's coverage without 30 days prior written notice to the County.

That the County will not be responsible for any premiums or assessments on the policy.

The Consultant agrees that the bodily injury liability insurance herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, the Consultant agrees to provide, at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to approval by the County. In the event the Consultant fails to keep in effect at all times insurance coverage as herein provided, the County may in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

7. Property Rights

A PPS received within the prescribed deadline will become the property of the County and all rights to the contents therein become those of the County.

8. Confidentiality

Prior to award of the contract, a PPS will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract, or if not awarded, after rejection of a PPS, all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the PPS confidential will be regarded as noneffective and will be disregarded.

9. Amendments to Request for Proposal

The County reserves the right to amend the RFP by addendum prior to the final PPS submittal date.

10. Non-Commitment of County

This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a PPS for this request, or to procure or contract for services. The County reserves the right to accept or reject any or all PPSs received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the County to do so.

11. Work Accomplished by County Staff

The County at its own discretion may at any time determine that some portion of the agreed upon scope of services will be accomplished by County staff.

12. Execution of Contract

The prospective consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Consultant and the County.

13. Public Domain

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

APPENDIX D - CONSULTANT SELECTION PROCEDURE AND EVALUATION CRITERIA

Use of a pre-qualified list of consultants has not been used for selection of firms invited to propose for this projects. Instead, any qualified consultant engineering firm is welcome to submit a proposal on this project.

1. Proposal Review

Each Proposal will be reviewed and evaluated by an evaluation panel composed of the County's Project Manager, Project Engineer, and a representative from the County's Construction Management and Inspection Division to determine if it meets the proposal requirements contained in Guidelines for Preparing a Proposal for Professional Services and the Required Services Criteria. Failure to meet the requirements of the Request for Proposal (RFP) will be cause for rejection of the Proposal.

The County may reject any proposal if it is conditional, incomplete, or contains irregularities. The County may allow a minor deviation from the requirements of this RFP. Allowance of a minor deviation shall not modify the RFP documents or excuse the proposing firm from full compliance with the contract requirements if the proposing firm is recommended for award of the contract.

2. Oral Interview

At the discretion of the County's Project Manager, the selection process may include an oral interview with prospective firms. If it is determined that oral interviews are necessary, the firms will be notified in advance of the time and place of the oral interview. Firms will also be notified of additional information, if any, to be submitted at the oral interview. Firms, which fail to appear at the interview, will be considered non-responsive, and the firm will be eliminated from any further consideration.

3. Selection and Negotiations

The proposal and oral interview will be evaluated by the evaluation panel using the "Consultant Evaluation Criteria" provided in this Appendix. Upon selection of the most qualified firm, a detailed cost proposal will be requested from the selected firm. A separate detailed cost proposal shall be prepared for each of the activities listed in the Scope of Services section of this RFP and a summary cost proposal of all costs. Refer to Appendix B for cost proposal format. The proposed contract will then be negotiated between the County and the most qualified firm. If agreement is reached, the firm will be recommended for award, subject to approval by the County Board of Supervisors. If there are unresolved issues and negotiations are unsuccessful, negotiations with the first ranked firm will be formally terminated. A cost proposal will be requested from, and negotiations will be entered into with the next most qualified firm.

THE PROSPECTIVE CONSULTANT IS ADVISED THAT SHOULD THIS RFP RESULT IN RECOMMENDATION FOR AWARD OF A CONTRACT, THE CONTRACT WILL NOT BE IN FORCE UNTIL IT IS APPROVED AND FULLY EXECUTED BY THE COUNTY.

CONSULTANT EVALUATION CRITERIA

CRITERIA

1. Consulting firm and all sub-consultant's capabilities and specializations
2. Qualifications and experience of project managers and key staff including recent experience on similar projects within Sacramento County or for Caltrans
3. Project understanding including status of current plans and documents and what is needed for successful completion of PS&E and associated documentation.
4. Project creativity, uniqueness, and innovation potentially improving project design, decreasing costs or other concepts that would result in earlier completion of project PS&E.
5. Location of office(s) and staff where work is to be performed.
6. Project schedule accuracy and timeliness.
7. Estimate of work effort accuracy and efficiency.

APPENDIX E

SAMPLE AGREEMENT

(See attached file entitled “Agreement Template-County rev20090603.doc”)