



TEHAMA COUNTY PUBLIC WORKS
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[HTTP://WWW.TEHAMACOUNTYPUBLICWORKS.CA.GOV](http://www.tehamacountypublicworks.ca.gov)

REQUEST FOR PROPOSAL

CONSTRUCTABILITY REVIEW FOR JELLYS FERRY ROAD @ SACRAMENTO RIVER BRIDGE

PROPOSALS ARE TO BE SUBMITTED TO:

Kevin Rosser, Senior Civil Engineer
Attn: Construction Management Proposal
Tehama County Public Works
9380 San Benito Avenue
Gerber, CA 96035

SUBMISSION DUE DATE:

No later than 4PM (PST)
Friday, September 11, 2015

QUESTIONS MAY BE DIRECTED TO:

Kevin Rosser, PE
(530) 385-1462 ext. 3051
KRosser@tcpw.ca.gov

Noel Carvalho (for process)
(530) 385-1462 ext. 3031
ncavalho@tcpw.ca.gov

I. INTRODUCTION

Tehama County Department of Public Works seeks proposals for a one year contract to perform constructability review, plan check, specification review services for Jellys Ferry Road @ Sacramento River Bridge Project. This Request for Proposal (RFP) solicits input from interested persons, corporations, or partnerships in assisting the County Public Works Department.

II. BACKGROUND

Tehama County is located approximately midway between Sacramento and the Oregon border and has an estimated population of 63,463. It covers about 2,962 square miles and is bordered by the Counties of Butte, Glenn, Trinity, Shasta and Plumas.

The project is federally and state funded through MAP 21, the State Transportation Improvement Program, and the Local Safety Seismic Bridge Retrofit Program.

The proposed project consists of replacement of the existing bridge with a new bridge approximately 1264 ft in length, construction of an overflow bridge approximately 685 ft in length, realignment of approximately 3300 ft of Jellys Ferry Road, and relocation of a portion of the Bureau of Land Management (BLM) recreational facilities.

Construction of the proposed project would last approximately 18 months and span **two construction seasons**; construction is scheduled to begin in April and end in October of the following year (e.g., April 2016 through October 2017). In-water work activities in the Sacramento River would be conducted during two discreet periods: The first in-water work period would last approximately 18 weeks, from May 15 through September 30 of the first construction season; the second in-water work period would last approximately 25 weeks, from late-March through mid-September of the second construction season.

III. SCOPE OF WORK

The Scope of Services for this RFP requires an understanding of constructability review services. The scope of Preliminary Engineering services includes, but is not limited to:

- Preconstruction services and constructability review
- Constructability of the 90% PSE and supporting documentation (hydraulics, geotech, etc.)
- Review of the 100% PS&E to review comments incorporated into the bid documents
- Assistance with the administration of the construction contract, not to include construction management (Construction Engineering).

The successful firm shall provide a professional civil engineer licensed by the State of California. Significant preference will be given to firms who propose an RE with at least ten years of RE experience on projects of similar size and type, which have been completed using Caltrans procedures.

It is anticipated that County will expand or refine the Scope of Services during the negotiation with the selected consultant, incorporating their experience, expertise and method of approach. The consultant will need to adhere to the requirements of the Caltrans Local Assistance Procedures Manual (LAPM).

The selected consultant and/or consultant team or sub-consultant will provide, at the least, the following:

Constructability Control: Consultant will provide a review of the plans prior to advertisement to assure there are no apparent issues that could hinder construction.

The County will supply the following:

Responsible In-Charge: County will supply a responsible in charge. County will review all reports and changes for approval.

TENTATIVE SCHEDULE

The tentative selection time schedule is as follows:

| | |
|--|--|
| Advertise RFP's | August 21, 2015 |
| Proposals Due | September 11, 2015 (no later than 4PM) |
| Review Proposals and Provide Short List | September 25, 2015 |
| Interviews with Top Three Candidates | September 30, 2015 |
| Negotiations and Development of Agreement..... | October 15, 2015 |
| Award Agreement | October 27, 2015 |

IV. PROPOSAL FORMAT / REQUIREMENTS

The proposal shall include, at a minimum, the following information presented in a clear and concise format. Information provided should demonstrate the Proposer's competence and professional qualification for the satisfactory performance of the services outlined in the "Scope of Services" in this Request for Proposal.

1. Document Format:

The proposal (excluding attachments, transmittal and resumes) should preferably not exceed 15 single sided 8 1/2" x 11" pages. The County appreciates quality over quantity with respect to a proposal. The proposal includes a cover letter, proposal and additional forms as described in the RFP. The independent cost proposal is not included in this description and shall be submitted separately. See item 10 "Independent Cost Proposal" this section.

2. Cover Letter:

Please include a cover letter describing your firm's interest and commitment to providing services. Please be sure to include your name, address, phone, fax, and email, if available. The person authorized by the firm to negotiate a contract with the county must sign the cover letter. Address the cover letter to:

**Kevin Rosser, Senior Civil Engineer
Attn: Construction Management Proposal
Tehama County Department of Public Works
9380 San Benito Avenue, Gerber CA 96035**

3. Discussion:

Please discuss your understanding of the RFP along with a detailed description of the work plan for providing the required services.

4. Qualifications and Experience:

The proposal should provide a resume(s) with qualifications and experience of the proposed team, including key sub consultants that will be available for providing the requested services, including a list of all appropriate licenses and certificates with license numbers and expiration dates (resumes are not counted against the Proposal page limit).

5. Staffing Plan and Organizational Chart:

The proposal should provide a staffing plan that shows anticipated staffing for the duration of the contract. Identify all positions available for the project and their responsibility. Organizational Chart showing the structure of your firm.

6. Disadvantaged Business Enterprise (DBE) Program:

For the projects/tasks that are partially funded by federal funds from the U.S. Department of Transportation, you are required to comply with the County's Disadvantaged Business Enterprise (DBE) Program in accordance with Title 49, Part 26 of the Code of Federal Regulations (CFR). Caltrans Local Assistance Procedure Manual (LAPM) **Exhibit 10-O1** "Consultant Proposal DBE Commitment" and **Exhibit 10-O2** "Consultant Contract DBE Information" are included in the attachments and provide further details on DBE Program compliance. Even if no DBE participation will be reported, Proposers must execute and return **Exhibit 10-O1** with the proposal. **Exhibit 10-O2 shall only be submitted by the successful Proposer at the time of contract award.**

Proposers must take all necessary steps to ensure that DBEs have the opportunity to participate in the contract. A good faith effort must be documented and verified using **Exhibit 15-H** "DBE Information-Good Faiths Efforts". For detailed information see **Exhibit 10-I** "Notice to Proposers Disadvantaged Business Enterprise Information."

The DBE Goal established for this contract is **0%**. DBE goal setting methodology used for this contract is available upon request.

7. Other LAPM forms part of the proposal:

- **Exhibit 10-Q**, "Disclosure of Lobbying Activities"

8. Acknowledgement:

Provide acknowledgement regarding your acceptance of the County's standard Consulting Services Agreement (included in the attachments) conditions including indemnifications and insurance provision and specifically affirm your ability to comply with General Conditions numbered 24-29 (provisions applying to projects using US DOT funds).

9. References:

Provide at least five client references (names and current phone numbers) from recent work (previous three years) similar to this scope of services. Include a brief description of each project associated with the references and the role of each team member (references are not counted against the Proposal page limit).

Submittal of Proposal:

Two copies of the proposal package are due at the County Public Works office no later than the time and date specified on the cover of this RFP. Late or facsimile proposals will not be accepted.

10. Independent Cost Proposal (Caltrans LAPM EXHIBIT 10-H)

A **separate sealed fixed-fee proposal** must include a detail cost breakdown of: direct labor costs, indirect costs, general administration costs, other direct costs, subcontractor costs, net fee or profit.

11. Contract Audit and Review Process

Refer to LAPM Chapter 10, Section 10.3, Page 16-18, Case #2 & #3

V. METHOD AND CRITERIA FOR SELECTION

All proposals will be reviewed by a selection committee using a ratings matrix to determine which firms will be selected for further consideration. The main criteria for selection of the successful consultant are as follows:

- 1. Approach/understanding of the scope of this solicitation (20 Points)**
 - a) Clear understanding of the work statement within the proposal.
 - b) Approach shows consultant's plan to complete a project in a timely fashion.
 - c) Overall technical quality of the proposal.
- 2. Technical qualifications and experience of Consultant/individual(s) (30 Points)**
 - a) Qualifications and project history relevant to this project.
- 3. Ability to meet project deadlines and attend brief meetings and site visits (15 Points)**
 - a) Present workload of the firm and availability of staff for the project. The ability to commit the staff personnel identified in the proposal to meet project deadlines.
 - b) Availability of a local liaison to manage the projects.
 - c) Ability to provide required projects within the allotted time.
 - d) Quality and thoughtfulness of proposed schedule.
- 4. Consultant/individual(s) past record in performing similar projects (20 Points)**
 - a) Familiarity with the Federal Highway Bridge Program and previous experience performing Local Agency bridge replacement projects.
 - b) Financial responsibility: consultants ability to identify and segregate costs, including capturing direct and indirect costs?
- 5. Familiarity and experience with Tehama County, Caltrans, and other permitting/funding agency procedures (15 Points)**
 - a) Correctly following and administrating DBE procedures/protocols.
 - b) Ability to complete the necessary exhibits from the Caltrans LAPM.

Total Points (100)

It is the County's intent to select the firm with the best qualifications and most favorable overall in the County's interest. This determination will be made by the County in its sole discretion. Your cost proposal needs to be included with the submittal in a separate sealed envelope, which will be opened after qualification evaluation. Three firms will be selected by the evaluation panel for an interview. Scope, agreement and fee will be negotiated with the firm ranked first, as determined by the County. If an agreement cannot be reached, negotiations will be terminated and the next highest ranked firm(s) may be asked to negotiate an agreement with the County.

VI. COUNTY'S RIGHTS, OPTIONS AND POLICIES

- 1) Successful firms will be required to participate in negotiations and to submit such pricing, technical or other revisions to their proposals as may result from negotiations. Accordingly, each initial proposal should be submitted on the most favorable terms from an economic and technical viewpoint.
- 2) The County reserves the right to decide that one proposal is more favorable than all others.
- 3) The County reserves the right to declare a proposal as non-responsive if it fails to clearly and/or completely respond to all questions and requirements of this RFP. All late submissions will be considered non-responsive and remain unopened.

- 4) The County reserves the right to waive any irregularities and/or informalities in submitted proposals. Should the County elect to waive a right it will not constitute an automatic waiver of that right in the future nor will it impact any other right or remedy.
- 5) The County reserves the right to eliminate the interview portion of the selection process.
- 6) The County reserves the right to modify, postpone, or cancel this RFP at any time and/or reject any and all submissions without indicating any reason. No proposal documents will be returned.
- 7) The County reserves the right to reject individual team members, firms, consultants and/or request substitution(s). The County reserves the right to request changes to the staffing and/or scope of services contained in any of the proposals and to enter into negotiations with any of the firm(s) regarding their submittal.
- 8) The County reserves the right to terminate the consultant agreement if the proposed individual(s) is changed after selection and/or following the award of the consultant agreement.
- 9) If contract negotiations are unsuccessful with the preferred Consultant, County may, at its discretion, choose to negotiate with any other Consultant.
- 10) No compensation is offered for any of the work related to this selection process. The submissions are entirely voluntary. All original documents including electronic files become the property of the County.
- 11) Those submitting a proposal warrant and covenant that no official or employee of Tehama County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in procuring the contract for this project.

Consultants shall not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age or sexual orientation in the performance of County contracts

VII. BID PROTEST PROCEDURE:

The protest procedure is intended to handle and resolve disputes related to the bid award for this project pursuant to Title 49 Code of Federal Regulations Part 18 Section 18.36 (b) (12)(i)-(ii) and County of Tehama policies and procedures. A protestor must exhaust all administrative remedies with the County of Tehama before pursuing a protest with a Federal Agency.

Reviews of protests by the Federal agency will be limited to:

1. Violations of Federal law or regulations and the standards of 49 CFR Part 18 Section 18.36 (b) (12) (i)-(ii). Violations of State of California or local law will be under the jurisdiction of the State of California or the County of Tehama; and
1. Violation of the County Tehama's protest procedures for failure to review a complaint or protest.
2. Protests received by the Federal agency other than those specified above will be referred to the County of Tehama.

The protest procedure is an extension of the formal bid process and allows those who wish to protest the recommendation of an award after bid the opportunity to be heard.

Policy:

Upon completion of the bid evaluation, the Department of Transportation will notify all bidders of the recommendation of award, the basis therefore, and the date and time on which the recommendation for award will be considered and acted upon by the Board of Supervisors. All bidders

may attend the Board of Supervisors meeting at the time the agenda item is considered, address the Board of Supervisors, and be heard.

Procedure:

If a bidder wishes to protest the award, this is the procedure:

1. The Department of Transportation will review the bids received in a timely fashion under the terms and conditions of the Notice to Bidders, and notify the bidders in writing, at the fax number designated in the Proposal, of its recommendation including for award or rejection of bids ("All Bidders Letter").
2. Within five (5) working days from the date of the "All Bidders Letter," the bidder protesting the recommendation for award must submit a letter of protest to and must be received by the County of Tehama, Department of Transportation, Attention Kevin Rosser, Senior Civil Engineer, 9380 San Benito Avenue, Gerber, CA 96035, and state in detail the basis and reasons for the protest. The bidder must provide facts to support the protest, including any evidence it wishes to be considered, together with the law, rule, regulation, or criteria on which the protest is based.
3. If the Department of Transportation finds the protest to be valid, it may modify its award recommendations and notify all bidders of that decision. If the Department of Transportation does not agree with the protest, or otherwise fails to resolve the protest, the Department of Transportation will notify the bid protestor and all interested parties of its decision and the date and time that the recommendation for award will be agendized for the Board of Supervisors' consideration and action. The Department of Transportation will also include in its report to the Board of Supervisors the details of the bid protest.
4. The bidder may attend the Board of Supervisors meeting at which the recommendation and bid protest will be considered. The Board of Supervisors will take comment from the bidder, staff, and members of the public who wish to speak on the item. In the event that the bidder is not in attendance at that time, the bid protest may be dismissed by the Board of Supervisors without further consideration of the merits; and
5. The decision of the Board of Supervisors on the bid protest will be final.

For your review is a County Standard Consulting Agreement (including specific conditions).

Please see the following attachments to be included with your proposal:

- **Exhibit 10-H**, Sample Cost Proposal (**Separate Sealed Envelope**)
- **Exhibit 10-I**, Notice to Proposers Disadvantaged Business Enterprise Information
- **Exhibit 10-O1**, Consultant Proposal DBE Commitment
- **Exhibit 10-O2**, Consultant Contract DBE Information (**completed by successful proposer at award**)
- **Exhibit 10-Q**, Disclosure of Lobbying Activities
- **Exhibit 15-H**, DBE Information Good Faith Efforts