



STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

REQUEST FOR QUALIFICATIONS NOTICE

NUMBER 04A3374

Read carefully as the following revisions have been made to this document:

- **On 9/1/09, this document was revised to eliminate the Good Faith Effort (GFE) as a means to satisfy Disabled Veteran Business Enterprise (DVBE) participation requirements, pursuant to Assembly Bill 21 of the Fourth Extraordinary Session (AB4X 21).**
- **On 8/13/09, SOQ submittal requirements were added. Refer to section III, Submission of Statements of Qualifications (SOQs), paragraph A.**
- **On 7/21/09, DBE/UDBE requirements were modified.**

Note: Address all questions concerning this Request for Qualifications (RFQ) in writing to the attention of Denetia Smith at Denetia_Smith@dot.ca.gov. You may also reach the analyst by telephone at (916) 227 - 6068. Consultants contacting the District or Division directly seeking information about this RFQ may jeopardize the integrity of the selection process and risk possible disqualification.

Disadvantaged Business Enterprise (DBE) participation applies to this RFQ. The required goal for Underutilized DBE (UDBE) participation in this solicitation is **6.75** percent. The District desires to achieve an additional **10.25** percent Race Neutral DBE participation in this solicitation. See section I. F. in this RFQ for requirements.

I. GENERAL INFORMATION

- A. The State of California, Department of Transportation (Caltrans) is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for professional and technical environmental services for Northern Counties Napa, Solano, Marin and Sonoma.
- B. The estimated contract amount is \$4,000,000 – \$6,500,000.

- C. The estimated contract term is for three (3) years.
- D. Interviews will be held in Oakland, CA during the week of **November 9, 2009**. Confirmation letters will be sent to those firms short-listed.
- E. Negotiations will be held with the top-ranked firm in Oakland, CA during the week of **November 17, 2009**.
- F. Disadvantaged Business Enterprise Program
 - 1. This solicitation and resultant Agreement is financed in whole or in part with federal funds and therefore subject to Title 49, Code of Federal Regulations, Part 26 (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." In compliance with 49 CFR 26, Caltrans set an overall annual DBE goal comprising both race neutral and race conscious elements. To ensure equal participation for Disadvantaged Business Enterprise (DBE) groups specified in 49 CFR 26.5, Caltrans specifies a contract goal for Underutilized DBE (UDBE) participation. The required goal for UDBE participation in this solicitation is **6.75** percent. The District desires to achieve an additional **10.25** percent Race Neutral DBE participation in this solicitation.
 - 2. A UDBE is a DBE firm as defined in 49 CFR 26 that is also one of the following groups: African Americans, Asian-Pacific Americans, Native Americans, or Women. Only UDBE participation will count toward the contract goal for this solicitation. References to DBEs include UDBEs, but references to UDBEs do not include all DBEs. DBE participation will count toward Caltrans' federally mandated overall annual DBE goal. In order to ascertain whether its overall annual DBE goal is being achieved, Caltrans tracks DBE participation on all federal-aid contracts.
 - 3. It is the proposer's responsibility to verify that the UDBE firm is certified as a DBE at due date and time of SOQ submittal. For a list of DBEs certified by the California United Certification Program (CUCP), go to:
http://www.dot.ca.gov/hq/bep/find_certified.htm
 - 4. See "Statement of Qualifications Submittal Instructions and General Contract Process Information" for detailed information and references to the required forms. Required forms will be made a part of the Agreement. Failure to meet the UDBE goal or Good Faith

Effort requirements and provide required UDBE participation will result in the SOQ submittal being rejected as non-responsive.

- G. Federal and/or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft Agreement.
- H. Caltrans does not guarantee, either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- I. A Pre-award or Post-award Audit will be performed on any contract issued as a result of this RFQ.

II. SCOPE OF WORK/DELIVERABLES

The work to be performed for this RFQ is described in the Scope of Work/Deliverables, and is hereby incorporated as Attachment 1.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)

- A. **IMPORTANT:** Download “Statement of Qualifications Submittal Instructions and General Contract Process Information” from <http://Caltrans-opac.ca.gov/aeinfo.htm>. Failure to follow these instructions may result in rejection of your SOQs. Please refer to page 3 of the SOQ Submittal Instructions (Section 3 and Section 4) for new submittal requirements.

- B. SOQ Package Submittal Instructions

Read instructions below carefully. You will be required to submit SOQ packages to Sacramento, Headquarters (HQ) and District 4 (see items 1, 3 and 4 below for required number of copies).

- 1. Two (2) copies of the SOQ containing all the indicated information shall be submitted. Fax copies will not be allowed. SOQs will be accepted until **3:00 p.m. on October 19, 2009**, and must be directed to:

State of California
Department of Transportation
Administration
Division of Procurement and Contracts, MS 65
1727 30th Street
Sacramento, CA 95816-7006
Attention: Denetia Smith
Telephone: (916) 227 – 6068

2. If your SOQ package is hand-delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/stamp one label for each SOQ package/box submitted. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.
3. In addition, four (4) copies of the SOQ containing all indicated information shall be submitted to District 4. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on October 19, 2009**, and must be directed to:

State of California
District 4 - Department of Transportation
111 Grand Avenue, Mail room (G#700)
Oakland, CA 94612
Attention: Kee Tsang
Telephone: (510) 286 – 4488

4. One (1) additional copy of the SOQ containing all indicated information shall be submitted to HQ. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on October 19, 2009**, and must be directed to:

State of California
Department of Transportation
HQ - Division of Environmental Analysis
1120 N Street, 4th Floor, MS 27
Sacramento, CA 95814
Attention: Dale Jones
Telephone: (916) 531-0058

5. The SOQs must be submitted in a sealed package labeled as follows:
 - RFQ Number **04A3374**
 - Submittal deadline **October 19, 2009**
 - “DO NOT OPEN”
6. SOQ submittals will be considered non-responsive if all copies are not received in the specified locations by the date and time specified in this RFQ.

C. Request for RFQ Copies and/or Bidders’ List

Copies of this RFQ and/or Bidders’ List may be requested by contacting the State of California, Department of Transportation, Division of Procurement and Contracts, Bid Line at (916) 227-6075. You may leave a recorded message or send your FAX request to (916) 227-1950. You must include the RFQ solicitation number.

SCOPE OF WORK/ DELIVERABLES Environmental Services

District 4 Northern Counties Projects (Napa, Solano, Marin, and Sonoma)

A. Project Description

1. Purpose of Work

The Consultant shall perform professional and technical environmental services on project specific needs to support the development and construction of proposed Caltrans transportation facilities. Caltrans' Contract Manager shall assign specific projects to the Consultant through the issuance of Task Orders.

The Task Orders may include, but are not limited to, conducting various technical environmental studies as required under National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA); providing support in obtaining environmental permits from various federal, state or local resource agencies or entities; preparing various levels of environmental documents and documentation; conducting long-term environmental mitigation monitoring; providing support for environmental public hearings, community scope meetings and other professional public awareness/outreach activities as required for project approval under state and federal environmental laws and regulations. This contract excludes biological mitigation and monitoring work on toll bridge retrofit projects that are covered by project specific contracts; all work related to visual impact analyses and studies is also excluded.

2. Location of Work:

In general, the work shall be performed on projects to improve Caltrans transportation system, facilities, and adjacent properties in the counties of Napa, Solano, Marin, and Sonoma, within Caltrans District 4 boundaries. The specific locations of the work to be performed will be stated in each Task Order. The projects that District 4 plans to work on under this contract are as follows:

EA	CO	Rte	PM	Project Description
13295	MRN	580	2.6	CONSTRUCT PUBLIC ACCESS
22613	MRN	101	9.7	NORTHBOUND AND SOUTHBOUND HOV LANES
26400	MRN	101	23.1, 0.0	4-LN EXPWY TO 6-LN FWY INCL. FRONT. RD, I/C
27660	MRN	1	0.0	IMPROVE ACCESS TO PARK SITES
1A840	MRN	1	22.7	CONSTRUCT WILDLIFE CROSSING
2S230	MRN	1	31.3	REMOVE RIP-RAP/REFLECTOR/EMBANK. SYS.
2S760	MRN	1	11.5	PROVIDE K-RAIL AND REPAIR SLIPOUT
12847	NAP	29	29.3	ROADWAY REHABILITATION
20940	NAP	121	6.4	BRIDGE REPLACEMENT
25940	NAP	29	25.5	ROADWAY REHABILITATION
28120	NAP	221	0	CONNECTOR RAMP CONSTRUCTION
28790	NAP	29	4.2	INTERSECTION IMPROVEMENTS
44420	NAP	121	0.3	IMPROVE SHOULDER,CURVES,RESTRIPIING
2S370	NAP	128	9.5	STORM DAMAGE REPAIR
01309	SOL	80	0.0	REMOVE 1027 BRIDGE AND APPROACHES
04907	SOL	80	0.0	REPLACE TIMBER FENDERS AT PIERS 2, 3 & 4
25870	SOL	680	1.5	ROADWAY REHABILITATION
27040	SOL	80	8.1	METAL BARRIER TO CONCRETE BARRIER

SCOPE OF WORK/ DELIVERABLES
Environmental Services
District 4 Northern Counties Projects (Napa, Solano, Marin, and Sonoma)

EA	CO	Rte	PM	Project Description
0060A	SOL	780	0.7	MODIFY EXISTING BRIDGE/ EXISTING TOLL PLAZA
0130A	SOL	80	0.3	PROVIDE LANDSCAPING
0130K	SOL	80	0.3	LANDSCAPING
0A040	SOL	12	1.5	TRUCK CLIMBING LANE
0A090	SOL	80	24.9	LENGHTENING ON-RAMP AND WIDEN BRIDGE
0A520	SOL	12	12	CONST. ARTERIAL
0A531	SOL	80	11.4	CONSTRUCT HOV LANE
0T090	SOL	12	7.9	ROADWAY REHABILITATION
0T101	SOL	12	14.7	ROADWAY REHABILITATION
0T110	SOL	113	9.6	ROADWAY REHABILITATION AND WIDENING
0T141	SOL	37	8.0	CONSTRUCT 4-LANE FREEWAY
0T144	SOL	37,29	15	CONSTRUCT 4 LN FREEWAY, INTERCHANGE
0T14F	SOL	37	7.2	REQUIRED MITIGATION/HIGHWAY PLANTING
1A280	SOL	12	26.4	REHABILITATE BRIDGE
2409U	SOL	80	8.1	PAVEMENT REHABILITATION/BARRIER
2A620	SOL	12	22.7	SHOULDER WIDENING
4C150	SOL	80	15.8	PCC GRINDING/REPLACE SLAB/RAMP RESURF.
12965	SON	101	14.5	WIDEN FREEWAY FOR HOV, AUX. LANES,I/C
13157	SON	116	28.0	RESURFACE ROADWAY
20776	SON	5732	NA	RECONSTRUCT A MAINTENANCE STATION
21986	SON	12	29.7	LT-TURN CHANNELIZATION, SHOULDER WIDENING
21994	SON	101	30.4	CONS. NORTHB. ON-RAMP TO RO. 101 (PHASE IIB)
28380	SON	116	41.8	RW WIDEN/ REALIGN HORIZ. VERTI.CURVE
29150	SON	37	0.4	INSTALL DOUBLE THRIE MEDIAN BARRIER
1A290	SON	12	9.6	REPLACE BRIDGE FOR SCOUR
1A620	SON	12	41.3	INTERSECTION MODIFICATION & SIGNALIZATION
1S530	SON	1	32.3	DAMAGE RESTORATION; SLIPOUT REPAIR
1S690	SON	116	4.5	SLIPOUT REPAIR
2S600	SON	1	12.5	MITIGATION
2S610	SON	1	32.3	SLIDE REPAIR AND CULVERT REPLACEMENT
2S760	SON	1	11.5	PROVIDE K-RAIL AND REPAIR SLIPOUT
15116	VAR	VAR	NA	INSTALL TRAVINFO SYSTEM
15131	VAR	VAR	NA	INSTALL CCTV CAMERAS AT RAMP
0A790	VAR	VAR	NA	UPGRADE BARRIER/ TERMINALS
1A400	VAR	VAR	NA	HIGHWAY PLANTING RESTORATION
2A540	VAR	VAR	NA	ROADSIDE ENHANCE.(VISTA PTS ADA UPGRADE)
3A220	VAR	VAR	NA	INSTALL TMS ELEMENTS

The above list is comprehensive but is not an exclusive list of projects. Consultant may be required to work on safety projects, emergency projects, or other transportation projects, including minors that are not listed above.

SCOPE OF WORK/ DELIVERABLES
Environmental Services
District 4 Northern Counties Projects (Napa, Solano, Marin, and Sonoma)

B. Description of Required Services

1. Required Services

The Consultant is expected to perform and have the expertise and capability to perform any or all of the following reports/studies/analyses:

- a. Initial Study/Environmental Assessment
- b. Environmental Impact Report/Environmental Impact Statement
- c. Community Impact Analysis
- d. Land use and growth studies
- e. Air quality studies
- f. Noise studies
- g. Paleontology studies
- h. Section 4(f) evaluations
- i. Biological studies
- j. Cultural resource studies
- k. Public Outreach Activities related to CEQA/NEPA Environmental Documents
- l. Create and implement a comprehensive Public Awareness Campaign
- m. Long Term Mitigation Monitoring

2. WBS Codes

Task Orders may include, but are not limited to the following Work Breakdown Structure (WBS) elements. The standard Caltrans WBS is on the Internet at

<http://www.dot.ca.gov/hq/projmgmt/guidance.htm>

100	Perform Project Management
150.05.20	Identify Environmental Constraints
150.20	Preliminary Environmental Analysis Report (PEAR)
160.05.05	Approved PID Review
160.40	NEPA Delegation
165.05.05	Review Project Information
165.05.10	Perform Public and Agency Scoping Process
165.10.15	Perform Community Impact, Land Use and Growth Studies
165.10.25	Perform Noise Study
165.10.30	Perform Air Quality Study
165.10.35	Perform Water Quality Study
165.10.40	Perform Energy Studies
165.10.45	Prepare Summary of Geotechnical Report
165.10.65	Perform Paleontology Study
165.10.70	Wild and Scenic Rivers Coordination
165.10.75	Environmental commitments Record
165.10.99	Other Environmental Studies
165.15.05	Perform Biological Assessment
165.15.10	Perform Wetland Studies

SCOPE OF WORK/ DELIVERABLES

Environmental Services

District 4 Northern Counties Projects (Napa, Solano, Marin, and Sonoma)

165.15.15	Perform Resource Agency Permit Related Coordination
165.15.20	Prepare Natural Environmental Study Report
165.15.99	Other Biological Studies
165.20.05	Perform Archaeological Survey
165.20.10	Perform Extended Phase I Archaeological Studies
165.20.15	Perform Phase II Archaeological Studies
165.20.20	Perform Historical and Architectural Resource Studies
165.20.25	Prepare and Process Cultural Resource Compliance Documents
165.25.05	Prepare Draft Environmental Document Analysis
165.25.10	Prepare Section 4(f) Evaluation
165.25.15	Categorical Exemption/Categorical Exclusion (CE) Determination
165.25.20	Environmental Quality Control & Other Reviews
165.25.25	Approval to Circulate Resolution
165.25.30	Environmental Coordination
165.25.99	Other Draft Environmental Document Products
165.30	NEPA Delegation under SAFETEA-LU Regulations
170.70	Permits, Agreements, and Route Adoptions During PA&ED
170.45	MOU from Tribal Employment Rights Office (TERO)
170.55	NEPA Delegation
175.05	DED Circulation
175.05.05	Prepare Master Distribution and Invitation Lists
175.05.10	Prepare Notices Regarding Public Hearing & Availability of DED
175.05.15	Publish and Circulate DED
175.05.20	Federal Consistency Determination (Coastal Zone)
175.05.99	Other DED Circulation Products
175.10.05	Need for Public Hearing Determination
175.10.10	Arrange for Public Hearing Logistics
175.10.15	Prepare Displays for Public Hearing
175.10.20	Prepare and Publish Notices of Public Hearing & Availability of DED
175.10.25	Review Map Displays and Discuss Public Hearing
175.10.30	Display Public Hearing Maps
175.10.35	Hold Public Hearing
175.10.40	Prepare and Distribute Record of Public Hearing
175.10.99	Other Public Hearing Products
175.15	Respond to Public Comments and Correspondence
175.25	NEPA Delegation under SAFETEA-LU Regulations
180.10.05	Approved Final Environmental Document
180.10.10	Public Distribution of FED and Respond to Comments
180.15	Completed Environmental Document
180.15.05	Record of Decision (NEPA)
180.15.10	Notice of Determination (CEQA)
180.15.20	Environmental Commitments Record
180.20	NEPA Delegation under SAFETEA-LU Regulations
205.05	Determine Required Permits
205.10.05	Obtain U.S. Corps of Engineers Permit (404)
205.10.10	Obtain U.S. Forest Service Permit
205.10.15	Obtain U.S. Coast Guard Permit
205.10.20	Obtain Department of Fish And Game Permit (1601/1603)

SCOPE OF WORK/ DELIVERABLES

Environmental Services

District 4 Northern Counties Projects (Napa, Solano, Marin, and Sonoma)

205.10.25	Obtain Coastal Development Permit
205.10.30	Obtain Local Agency Concurrence/Permit
205.10.45	Obtain U.S. Fish and Wildlife Service Approval
205.10.60	Updated Environmental Commitments Record (ECR)
205.10.95	Other Permits Such As Bay Conservation and Develop Comm Permit
205.45	MOU from Tribal Employment Rights Office (TERO)
205.55	NEPA Delegation under SAFETEA-LU Regulations
235.05.05	Perform Historical Structures Mitigation
235.05.10	Perform Archaeological and Cultural Mitigation
235.05.15	Perform Biological Mitigation
235.05.25	Perform Paleontology Mitigation
235.35	Perform Long Term Mitigation Monitoring
235.40	Updated Environmental Commitments Record
235.45	NEPA Delegation under SAFETEA-LU Regulations
255.15	Environmental Re-evaluation
255.45	NEPA Delegation
260.75	Environmental Certification
270.70	Updated Environmental Commitments Record
270.75	Resource Agency Permit Renewal and Extension Requests
270.80	Long-Term Environmental Mitigation
285.10	Functional Contract Change Order Support
295.35	Certificate of Environmental Compliance

C. General Requirements

1. Consultant shall carry out instructions as received from Caltrans' Contract Manager or designee(s) and shall cooperate with the State, FHWA, and any other Consultants working on the project.
2. Consultant shall maintain a complete project file for each Task Order performed under the contract. This file shall be made available to Caltrans Contract Manager or designees during normal work hours and shall be transferred to Caltrans upon completion of work under the Task Order.
3. Caltrans will retain responsibility for all final consultation, both informal and formal, with local, state and federal agencies regarding any regulatory issues. The Consultant shall assist Caltrans in such consultation as specified in each Task Order and as directed by Caltrans' Contract Manager.
4. Consultant shall assist Caltrans in obtaining necessary approvals and permits. Consultant shall identify all necessary approvals and permits, prepare signature-ready permit applications, and track the status of permit applications, as specified in each Task Order.
5. All work shall be performed in conformance with all applicable occupational health and safety standards, rules established by the State of California and the U.S. Government and safety instructions issued by Caltrans in the performance of Task Order work.
6. Additional standards for specific work may be included in the applicable Task Order. Such standards supplement the standards specified herein. If such additional standards conflict with the standards specified herein, the Task Order standards shall govern over the standards herein.

**SCOPE OF WORK/ DELIVERABLES
Environmental Services**

District 4 Northern Counties Projects (Napa, Solano, Marin, and Sonoma)

7. Caltrans' Contract Manager may designate a Caltrans Task Order Manager to manage a specific Task Order.
8. Caltrans' Contract Manager, in cooperation with the Project Manager, shall decide all questions which may arise as to the quality or acceptability of deliverables and work performed for this contract.

D. Personnel and Performance Requirements

Consultant shall, throughout the life of the contract, retain within its firm, or through subconsultants, a staff of people qualified to perform each of the tasks listed in this Agreement. The Consultant's personnel shall be capable of performing the types of work described with minimal instructions. Caltrans prior written approval is required for any substitutions or alterations to Consultant's originally proposed staff and project organization, as depicted on the proposed Consultant's Organization Chart.

Caltrans will not reimburse the Consultant for costs to relocate its staff to the geographic area of the contract as stated in Project Description. Caltrans will not reimburse the Consultant for long-term per diem costs, unless pre-approved by Caltrans Contract Manager.

1. Project Manager

The Consultant shall furnish a Project Manager to coordinate its operations under this contract with Caltrans' Contract Manager. The Project Manager shall be accessible to Caltrans Contract Manager at all times during normal working hours. The Project Manager shall be responsible for all matters related to the Consultant's personnel and operations, including:

- a. Supervising, reviewing, monitoring, training, and directing the Consultant's personnel.
- b. Assigning personnel to complete the required Task Order work as specified.
- c. Administering personnel actions.
- d. Maintaining project files.
- e. Developing, organizing, facilitating, and attending scheduled coordination meetings and preparation and distribution of meeting minutes.
- f. Implementing and maintaining quality control procedures to manage conflicts, insure product accuracy and identify critical reviews and milestones.
- g. Overseeing that all safety measures are in place.

2. Task Order Manager

For each Task Order the Consultant shall furnish a Task Order Manager shall coordinate the Consultant's Task Order operations with Caltrans' Task Order Manager. The Task Order Manager shall be accessible to Caltrans' Contract Manager and Caltrans' Task Order Manager at all times during normal working hours that Task Order work is underway.

The Consultant's personnel or its subconsultants shall be capable of performing the types of work described above in the "Required Services" with minimal instructions.

SCOPE OF WORK/ DELIVERABLES
Environmental Services
District 4 Northern Counties Projects (Napa, Solano, Marin, and Sonoma)

3. Team Member Qualifications

Consultant Project Manager shall possess a minimum of five (5) years of demonstrated experience in CEQA/NEPA Assessment/Analysis. Consultant team members professional qualification will be specified in each Task Order, however, the professional qualifications depending on the task performed shall at a minimum, include but not be limited to the following:

- a. Professional Engineer, licensed in the State of California; or
- b. Registered Geologist, licensed in the State of California; or
- c. Bachelor's degree in the Natural Sciences field with a minimum of three (3) years experience in:
(1) biological impact analysis of transportation projects including impacts to species of concern and their habitats, wetlands, or waters of the U.S.; or (2) biological mitigation development and monitoring.
- d. Cultural resource qualifications equivalent to or exceeding all Principal Levels of Caltrans Professional Qualifications Standards as outlined in Attachment 1 of the Programmatic Agreement Among the Federal Highway Administration, the Advisory Council on Historic Preservation, the California State Historic Preservation Officer, and the California Department of Transportation Regarding Compliance with Section 106 of the National Historic Preservation Act, as it pertains to the Administration of the Federal-Aid Highway Program in California.
- e. Personnel performing public outreach/ awareness activities shall possess at least three years of experience at a minimum in providing public relations services; and three (3) years of experience at a minimum in developing and preparation of news releases, brochures, newsletters, fact sheets and fliers.

E. Other Requirements

1. Standards:

- a. All work shall be performed in accordance with current State of California Department of Transportation (Caltrans) Manuals and their current revisions. Work not covered by the "Manuals" shall be performed in accordance with accepted professional standards.
- b. Caltrans' Contract Manager, in cooperation with Caltrans' Task Order Manager, shall decide all questions which may arise as to the quality or acceptability of deliverables furnished and work performed for this contract.
- c. The minimum standard of work quality shall be that of similar work performed by Caltrans. Prior to initiating environmental activities, the Consultant shall prepare and obtain approval from Caltrans' Contract Manager or Caltrans' Task Order Manager for a quality control plan for how the minimum standard of work quality will be achieved. The Consultant will complete the quality control plan and certify at the end that all measures contained therein were completed. Caltrans will perform quality assurance on the quality control plan to assure that quality control was completed.
- d. Additional standards for tasks may be included in the Task Order. Such standards supplement the standards specified herein. If such additional standards conflict with the standards specified herein, the Task Order standards shall govern over the standards specified herein.

SCOPE OF WORK/ DELIVERABLES**Environmental Services****District 4 Northern Counties Projects (Napa, Solano, Marin, and Sonoma)****2. Availability and Work Hours:**

- a. The Consultant shall begin the required work within three (3) working days after receiving a fully executed Task Order. Once the work begins, the work shall be performed diligently until all required work has been completed satisfactorily.
- b. Unless otherwise specified in the Task Order or directed by Caltrans' Contract Manager, the normal workweek shall consist of 40 hours.
- c. Overtime may be required. However, overtime shall be worked only when directed in writing by Caltrans' Contract Manager or specifically required by the Task Order.

3. Deliverables:

- a. All deliverables shall be identified in each Task Order and shall be submitted to the address specified in each Task Order.
- b. Consultant shall provide services in close liaison with Caltrans. Time is of the essence. Caltrans shall exercise review and approval functions through Caltrans' Contract Manager / Caltrans' Task Order Manager at key points, as specified in each Task Order. Milestone reviews shall be performed with Caltrans' Task Order Manager for the specific products and deliverables listed in each Task Order.
- c. If Consultant fails to submit the required deliverable items as set forth in each Task Order, Caltrans shall have the right to withhold payment, and/or to terminate this Agreement in accordance with the provisions of this contract.
- d. If the work to be performed under the Task Order is scheduled to take six (6) months or longer to complete, Consultant shall prepare and update a critical path method network for that Task Order showing a deliverables schedule as well as other relevant data needed for Consultant's work control and Caltrans review of work status. The relevant data shall include a list of activities with budgeted cost and target date for completion of each. If the Task Order is scheduled to take less than six (6) months, the Consultant shall prepare a workplan with a listing of tasks, budget, and target completion date.
- e. Consultant shall obtain written approval for all deliverables identified. Format and content requirements for deliverables shall be specified in each Task Order or as directed by Caltrans' Task Order Manager.
- f. Where Consultant is required to prepare and submit studies, reports, plans and analyses to Caltrans as required by Task Orders and this contract, these shall be submitted in draft as scheduled, and the opportunity provided for Caltrans to make revisions, prior to final submittal. The schedule for Caltrans review of Consultant submittals shall be specified in each Task Order or as directed by Caltrans' Task Order Manager.
- g. Consultant shall submit all reports on a disk. The file formats shall be specified in each Task Order or as directed by Caltrans' Task Order Manager. Appropriate documentation shall accompany the diskette indicating the contents of each file.

4. Equipment and Materials to be provided by Consultant

Consultant shall provide all necessary tools, instruments and safety equipment required to perform the work identified in each Task Order accurately, efficiently, and safely.

SCOPE OF WORK/ DELIVERABLES
Environmental Services
District 4 Northern Counties Projects (Napa, Solano, Marin, and Sonoma)

The Consultant may claim reimbursement for providing equipment or supplies. However, such claimed costs must be in compliance with 48 Code of Federal Regulation, Chapter 1, Part 31 (Federal Acquisition Regulation - FAR cost principles) and be consistent with the Consultant's company-wide allocation policies and charging practices with all clients including federal government, state governments, local agencies and private clients.

F. Materials to be provided by Caltrans

1. Appropriate site topographic maps, as-built drawings, and blank Caltrans plan sheet overlays, as available, for each Task Order.
2. Appropriate background information for each Task Order.
3. Any Encroachment Permit which may be required for a Task will be issued to the Consultant free of charge.

G. Monitoring and review Procedure

1. Caltrans' Contract Manager shall have the right to monitor and review the progress and/or processes of the Consultant.
2. The Consultant shall meet with Caltrans' Contract Manager a minimum of once per month to review procedures and progress.

H. Product Approval and Payment

1. All deliverables, plans, specifications, estimates, and documents produced by the Consultant as specified by the Task Order shall be subject to the approval and acceptance by Caltrans Contract Manager and/or Caltrans' Task Order Manager.
2. In the event of non-acceptance due to errors, omissions or non-compliance with the current Transportation (Caltrans) Manuals and their current revisions, the Consultant shall make corrections at no cost to Caltrans.
3. Work that does not conform to the requirements specified herein and the applicable Task Order will not be paid.