

Solicitation 43A0288

On-Call technical and professional stormwater
services (D1,4&5)

State of California

Bid 43A0288

On-Call technical and professional stormwater services (D1,4&5)

Bid Number 43A0288
 Bid Title On-Call technical and professional stormwater services (D1,4&5)

 Bid Start Date Jul 7, 2010 3:13:01 PM PDT
 Bid End Date Aug 4, 2010 3:00:00 PM PDT
 Question & Answer End Date Aug 4, 2010 3:00:00 PM PDT

 Bid Contact Jennifer Noakes
 916-227-3216
 jennifer_noakes@dot.ca.gov

Standard Disclaimer The State of California advises that prospective bidders periodically check the websites, including but not limited to Bidsync, and/or other state department links for modifications to bid documents. The State of California is not responsible for a prospective bidder's misunderstanding of the bid solicitation or nonresponsive bid due to failure to check these websites for updates or amendments to bid documents, and/or other information regarding the bid solicitations. Failure to periodically check these websites will be at the bidder's sole risk.

The information published and/or responded to on these websites is public information. Confidential questions/issues/concerns should be directed to the contact on the ad.

Changes made on Jul 9, 2010 12:06:08 PM PDT

Previous End Date	Aug 5, 2010 3:00:00 PM PDT	New End Date	Aug 4, 2010 3:00:00 PM PDT
Previous Q & A End Date	Aug 5, 2010 3:00:00 PM PDT	New Q & A End Date	Aug 4, 2010 3:00:00 PM PDT

Description

Caltrans is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of an On-Call Agreement for technical and professional stormwater services in Caltrans Districts 1, 4, & 5. The required goal for Disabled Veteran Business Enterprise (DVBE) participation in this solicitation is 5 percent. The estimated contract amount is \$16,000,000 - \$26,000,000.

July 07, 2010
RFQ Number 43A0288
Page 1 of 4



STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

REQUEST FOR QUALIFICATIONS NOTICE

NUMBER 43A0288

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

- **As of 7/1/10, the SOQ Submittal Instructions and General Contract Process Information was revised to include CPA Workpaper Review Program requirements. Please ensure that you download the current version. Refer to section III, paragraph A.**
- **On 7/2/10, this document was revised to modify the contact information for requesting a copy of RFQ and/or Bidders list. Refer to section III, paragraph C.**

Note: Address all questions concerning this Request for Qualifications (RFQ) in writing to the attention of Jennifer Noakes at jennifer_noakes@dot.ca.gov. You may also reach the analyst by telephone at (916) 227 - 3216. Consultants contacting the District or Division directly seeking information about this RFQ may jeopardize the integrity of the selection process and risk possible disqualification.

As required by Executive Order S-02-06, Caltrans is committed to meeting the State's 25 percent Small Business (SB) participation goal. Certified SBs, Microbusinesses (MB), and consultants willing to commit to subcontracting a minimum of 25 percent of the contract amount to certified SBs or MBs are encouraged to submit Statements of Qualifications. Section I. F. has the specific goals established for this RFQ.

The Disabled Veteran Business Enterprise (DVBE) Participation Program applies and a 5 percent goal is required for this RFQ. See section I. F. in this RFQ for requirements.

I. GENERAL INFORMATION

- A. Caltrans is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for On-Call technical and professional stormwater services to Caltrans Districts 1, 4, and 5.

July 07, 2010
RFQ Number 43A0288
Page 2 of 4

- B. The estimated contract amount is \$16,000,000 - \$26,000,000.
- C. The estimated contract term is 3 years.
- D. Interviews will be held in Sacramento, CA on August 18 or 19, 2010. Confirmation letters will be sent to those firms short-listed.
- E. Negotiations will be held with the top-ranked firm in Sacramento, CA the week of August 30, 2010.
- F. A Disabled Veteran Business Enterprise (DVBE) Participation Goal of 5 percent is required for the contract. As of July 28, 2009, the Good Faith Effort (GFE) is no longer an option to meet the DVBE participation goal, pursuant to Assembly Bill 21 of the Fourth Extraordinary Session (AB4X 21). A Small Business Participation Goal of 25 percent is also highly recommended.
- 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.

July 07, 2010
RFQ Number 43A0288
Page 3 of 4

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.

B. SOQ Package Submittal Instructions

Read instructions below carefully. You will be required to submit SOQ packages to Sacramento and District 6 (see items 1 and 3 below for required number of copies).

1. Six (6) 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 August 04, 2010**, 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: Jennifer Noakes
Telephone: (916) 227 – 3216

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, One (1) copy of the SOQ containing all indicated information shall be submitted to District 6. FAX copies will not be

July 07, 2010
RFQ Number 43A0288
Page 4 of 4

allowed. SOQs will be accepted until **3:00 p.m. on August 04, 2010**, and must be directed to:

State of California
Department of Transportation
District 6
2015 E. Shields Ave., Ste. 100
Fresno, CA 93726
Attention: Marissa Nishikawa
Telephone: (559) 243-8007

4. The SOQs must be submitted in a sealed package labeled as follows:
 - RFQ Number: **43A0288**
 - Submittal deadline: **August 04, 2010**
 - "DO NOT OPEN"
 5. 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 obtained at
http://www.bidsync.com/DPX?ac=powersearch&srchoid_override=307818

SCOPE OF WORK/DELIVERABLES

Technical and professional stormwater services /On-Call
(Caltrans Districts 1, 4, and 5)

1. Location of Work

The Consultant shall provide services under this Agreement as described in the section, entitled Scope of Work/Deliverables. The Consultant's services shall be provided within the boundaries of Caltrans Districts 1, 4, and 5. The specific location of the work to be performed within the state will be stated in each Task Order.

2. Scope of Work/Deliverables

A. Project Description

On an "as needed" basis, the Consultant shall provide technical and professional stormwater services to assist the Department in complying with court orders, fulfilling National Pollutant Discharge Elimination System (NPDES) permit and Stormwater Management Plan (SWMP) obligations, Regional and State Board requirements. The Consultant shall provide related services as deemed appropriate by the Department.

B. Description of Required Services

The Department's Contract Manager will assign specific tasks to the Consultant by issuing Task Orders. Task Orders may include but are not limited to the following tasks:

1. Perform monitoring site installation, field sampling and demobilization of monitoring equipment related to stormwater quality at various locations within the boundaries of Caltrans Districts 1, 4, and 5. This sampling may support the work of other Consultants and Contractors that the Department will specify in Task Orders.
2. Perform physical, chemical, and biological sampling and, data analyses for samples of water or other liquid matter, and soil or other solid matter. The primary workload is associated with water samples. The analyses of these samples shall be performed by laboratories that the California Department of Health Services has accredited through its Environmental Laboratory Accreditation Program.
3. Prepare reports for submittals required by the State, the Regional Water Quality Control Boards, and the State Water Resources Control Board based upon the laboratory analyses. Reports may include but are not limited to: (a) Stormwater Monitoring Action Plan, and (b) the statewide Stormwater Management Plan. The Consultant shall gather and analyze sampling data and report the results of those data in a format specified in Task Orders.

4. Prepare Sampling and Analysis Plans for the work that the Consultant will perform under this contract. These plans shall be in compliance with the requirements of Regional Water Boards and with the Caltrans Guidance Manual: Stormwater Monitoring Protocols, dated November 2003 or the most current version and the Pilot Study Guidance Manual (Refer to the following link to view the Pilot Study Guidance Manual, <http://www.dot.ca.gov/hq/env/stormwater/special/newsetup/>), or as directed by the Department Contract and Task Order Manager.
5. Assist the Department in developing and maintaining a stormwater monitoring plan.
6. Provide monitoring support for project related activities.
7. Provide long term characterization or performance evaluation for specific sites.
8. Provide monitoring to verify performance of various Best Management Practices (BMP) devices or processes.
9. Maintain Quality Assurance (QA) for all monitoring work performed. Work may include performance reporting and reviewing process improvements, including but not limited to, improving data capture, data quality, earlier reporting requirements, and cost saving measures.
10. Utilize cost effective monitoring procedures for all deliverables. Recommend more effective cost effective procedures for all deliverables.
11. Provide Remote Data Management Systems – The Consultant shall deploy remote data management systems where directed. These systems shall be designed to allow field sampling crews to respond quickly to failures of automated composite sample collection equipment.

The remote data management systems shall be capable of alerting field sampling crews when a problem arises. It should also be capable of remote data logger interrogation and remote sampler programming at each field location with web-browser based interface. This web browser interface shall also be capable of real time data manipulation and display.

Remote Data Management Systems shall have the following features:

a. Required Characteristics

- System must be able to interface with proprietary field monitoring and sampling equipment via a RS-232 cable.
- System must be capable of transmitting up to four (4) channels of information per unit (it is not necessary to transmit all channels simultaneously). Remote monitoring of total flow volume and number of samples is required, and Caltrans stations typically log flow depth, flow rate, precipitation volume, and sampling times.
- System must be scalable (additional digital or analogue data inputs may be required in the future).

RFQ# 43A0288

Attachment 1

Page 3 of 16

- System must have the capability of automatically transmitting stored field data to a central location at scheduled intervals.
- System must be able to respond to alarms initiated by flow monitoring or sampling equipment, and to transmit messages immediately when triggered by an alarm.
- System must either include or be capable of interfacing with a web-browser based data display and remote control application.

b. Desired Characteristics

- System should be capable of two-way transmission that can be used to program sampling equipment remotely.
- The system should have the capacity to monitor several pieces of equipment at a site but only use one device on the site for remote communication.

c. Required Communication Characteristics

- System must be capable of communicating via landline, cellular telephone, licensed radio broadcast, and satellite. System must be compatible with multiple service providers in order to ensure that it can communicate reliably from any location in California.

d. Required Reliability Characteristics

- System must be capable of being powered by either DC (batteries) or AC. If using battery power, only one heavy-duty marine battery will be available per unit with solar cell connection a possibility. System must be capable of operating under peak conditions for a minimum of one week without a battery change.
- System must operate reliably under low-temperature conditions, including sustained below-freezing temperatures.

C. Personnel

1. The Consultant shall, throughout the life of the Agreement for this scope of work, retain within the Consultant's firm, or through subconsultants, a staff of people who are qualified to perform each of the tasks that are listed in the Task Orders. The Consultant's personnel shall be capable of performing their work with minimal instructions.
2. The Consultant shall not alter the originally proposed staff and project organization without prior written approval from the Department's Contract Manager.
3. The Consultant shall provide a Project Manager to coordinate the Consultant's operations under the Agreement for this scope of work. The Consultant's Project Manager shall be

accessible to the Department's Contract Manager at all times during the Department's normal working hours. The Consultant's Project Manager shall be responsible for all matters that are related to the Consultant's personnel and operations including but not limited to:

- a. Review, monitor, train and direct Consultant's personnel.
 - b. Assign qualified personnel to perform Task Order work.
 - c. Administer personnel actions.
4. The Consultant shall provide a Task Order Manager for each Task Order.
 5. The Task Order Manager shall be accessible to the Department's Contract Manager and Department's Task Manager at all times during the Department's normal working hours while the Task Order work is underway.

D. License Registration Requirement

1. The Consultant's Project Manager shall be a licensed professional in a discipline, such as but not limited to, a Civil Engineer, Landscape Architect or Engineering Geologist, registered to practice in the State of California.
2. The Task Order Manager shall be a Civil Engineer, Landscape Architect, or Engineering Geologist who is licensed to practice in the State of California. Although not a contract requirement, the certification of Consultant Task Order Manager in Erosion and Sediment Control by the International Erosion Control Association is desirable.
3. The Consultant's staff, while in the field, shall be under the direction of the Task Order Manager or a Civil Engineer who is licensed in the State of California.

E. Task Orders

1. The Department's Contract Manager will assign tasks to the Consultant by issuing Task Orders.
2. The Task Order will identify the scope of services, expected results, project deliverables, period of performance, project schedule, and project budget.
3. The Task Order will designate a Task Manager from the Department, a Task Order Manager from the Consultant, and the Consultant's primary staff that the Consultant assigns to the Task Order.
4. The Department will provide to the Consultant electronic templates of Task Order formats.

RFQ# 43A0288

Attachment 1

Page 5 of 16

F. Availability and Work Hours.

1. The Consultant shall begin the required work within five (5) working days after receiving a fully executed Task Order unless the Task Order specifies a later starting date. Once the work begins, the Consultant shall perform the work diligently.
2. The Consultant shall notify the Department in writing at least 48 hours before it begins field work, unless the Task Order specifies some other notification date.
3. The normal work week shall consist of forty (40) hours unless otherwise specified in the Task Order.
4. The Consultant's staff shall work overtime only when directed in writing by the Department's Contract Manager unless overtime is specifically included in the Task Order.
5. The Consultant shall obtain written approval from the Resident Engineer prior to entering any Department's project construction site.
6. The Consultant shall obtain written approval from Caltrans Maintenance Facility Manager prior to conducting activities within a maintenance station or other similar facility.

G. Deliverables

1. The Consultant shall submit the deliverables in a Task Order to the address specified in the Task Order. Electronic reports for which a physical medium such as a CD-Rom has not been specified may be submitted by electronic mail as specified in the Task Order.
2. The Department will exercise its review and approval functions through its Contract Manager and/or Task Manager at key points as specified in a Task Order.
3. If a Task Order is scheduled to take less than six (6) months, the Consultant shall prepare a work plan with a listing of tasks, a budget, and a target completion date. The Consultant will use the Department's Work Breakdown Structure (WBS), or any other Department approved systems, when planning pilot projects or any PS&E related products. (Refer to the following link to view the WBS, <http://www.dot.ca.gov/hq/projmgmt/guidance.htm>).
4. If a Task Order is scheduled to last for six (6) months or longer, the Consultant shall prepare and update a critical path method network diagram for the Task Order. The network diagram shall show a deliverables schedule as well as other relevant data that are needed for the Consultant's work control and the Department's review of the Consultant's work. The relevant data shall include a list of activities with a budgeted cost and a target completion date for each activity. The Consultant will use the

RFQ# 43A0288

Attachment 1

Page 6 of 16

Department's Work Breakdown Structure (WBS), or any other Department approved systems, when determined to be appropriate by the Caltrans Task Order Manager.

5. The Consultant will use the Department's Basic Engineering Estimate System (BEES), or any other Department approved systems, when determined to be appropriate by the Caltrans Task Order Manager.
6. The Consultant shall obtain the Department's written approval for each deliverable that a Task Order identifies.
7. The Consultant shall submit studies, reports, plans, and other deliverables as required by Task Orders to the Department in draft format as identified in the schedule. The Department will direct revisions prior to the Consultant's final submittal.
8. The Department will prepare a schedule in each Task Order for the submittal of milestones. Milestones may be changed by written agreement between the Department and the Consultant.
9. As directed by a Task Order, the Consultant shall prepare stormwater plans that conform to the most current editions of the Department's Drafting and Plans Manual and the CADD Users Manual (Refer to the following link to view this manual, <http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/default.htm>). The Department will reject plans that use non-Department standard sheets or that has non-standard lettering. The Consultant shall submit original drawings of all sheets that comprise the set of plans together with all reports, drawings, studies, memoranda, and other data that pertain to a Task Order.
10. The Consultant shall submit a compact disk or DVD disk which contains electronic copies of pertinent files for all reports that the Consultant has prepared. The electronic copies shall meet the following criteria:
 - a. Text-based documents shall be submitted as an Adobe® Portable Document Format ("pdf") file using Adobe Acrobat Professional version 6 or later software. The Department may post this file to its Stormwater website. The "pdf" file shall:
 - i. Include all graphics (e.g., page orientation, photographs or other images, charts, and tables) and be suitable for printing in final form.
 - ii. Contain functioning bookmarks, indexes, tables of contents or other hyperlinks.
 - iii. Be configured (e.g., bookmarks, thumbnails, annotations, signatures, and security settings).
 - iv. Be optimized for use by Adobe Acrobat Reader 5.0.
 - v. Be formatted so as to be accessible to persons with visual impairments and persons with hearing impairments. The Consultant shall utilize the "Full Check" feature of Adobe Acrobat Professional version 6 to accomplish this accessibility.

RFQ# 43A0288

Attachment 1

Page 7 of 16

- b. Text-based documents shall be submitted in Microsoft Word format, version 2003 or as specified in the Task Order. Each document shall be inclusive of all graphics (e.g., photographs, image graphics, charts, and tables). Photographs shall be in "jpeg" file format. Other image graphics shall be in "gif" format unless specified in the Task Order.
 - c. All graphics (e.g., photographs and engineering drawings) shall be submitted separately from the "pdf" and Microsoft Word documents and shall be in their original resolution and original file format. The Department will use these files for archive purposes.
 - d. Spreadsheet files shall be submitted in Microsoft Excel format, version 2003.
 - e. The Consultant shall provide appropriate documentation for the contents of all electronic media.
 - f. The Consultant shall not format electronic files as "view only" or "read only" unless so specified elsewhere in this Task Order.
 - g. Video files shall be submitted on a separate DVD or CD-Rom. Video shall be formatted as avi or wmv, and is useable on Window Media Player, it shall be in a format that can be edited, it shall be free of any copy protection, and it shall be at a high enough resolution and frame rate for playback on television (a resolution of 720 x 480 pixels and 30 frames per second at a minimum).
 - h. Consultant shall comply with the Department's IT Standards As Adapted by the Div. Of Environmental Analysis (DEA), dated March 20, 2008 (Department's Task Manager shall provide Consultant with the latest version located on the Department's intranet at: http://svhq43webgis/env/env_tech_group/standards/standards.htm) that outlines the technologies to be used by the Consultant to ensure that deliverables are adaptable and supportable by the Division of Environmental Analysis (DEA). These standards shall apply when the Consultant is engaged in the development of web-based or electronic tools for the DEA, who will be utilizing these technologies. Consultant shall not be required to install this database onto Caltrans computer system unless otherwise requested through the approval of Caltrans IT Division. All electronic documents performed for Caltrans shall be "unlocked".
 - i. In addition, the standards require the Consultant to provide with the deliverables the technical documentation, the Structured Query Language (SQL) documentation (if a database is used) and the software user's manual for the developed application. Consultants must use template for the development of this documentation. (Department's Task Manager shall provide the latest version of the templates located on the Department's intranet website at: http://svhq43webgis/env/env_tech_group/standards/standards.htm)
11. A Task Order may require the Consultant to use other software and electronic formats as needed to accomplish the objectives of the Task Order.
12. The Consultant shall adhere to a prescribed document numbering system that the Department has developed for the Stormwater Program. The Consultant shall obtain and use the assigned document number(s) for each study, report or technical memorandum

RFQ# 43A0288

Attachment 1

Page 8 of 16

and shall either incorporate this number into the title or display this number on the title page of the document.

13. The Department will provide the Consultant with a basic distribution list and/or labels for mailing or otherwise distributing documents.
14. The Consultant shall provide to the Department one (1) unbound, camera-ready copy and five (5) additional copies of each report, study, and technical memorandum that the Consultant prepares. The Task Order will specify the number of additional copies of these documents that the Consultant shall produce for distribution as per the Task Order.
15. On April 15 and October 15 of each year, the Consultant shall submit to the Department a list of all the documents that it has prepared. This semiannual list shall include, at a minimum, the following information:
 - a. Reference number as per (item #12) above
 - b. Title of the document
 - c. Synopsis of the document [no more than three (3) sentences]
 - d. Date on which the document was completed
 - e. Author of the document (Consultant, the Department, or subconsultant)
 - f. Status of document (draft or final)
 - g. Agreement under which the Consultant prepared the document
 - h. Task Order under which the Consultant prepared the document
 - i. Purpose of the Task Order (as described on the first page of the Task Order, e.g., "Measurable Objective from the SWMP")
16. If the Consultant fails to submit the required deliverable items as set forth in a Task Order, the Department shall have the right to withhold payment and/or to terminate the contract.
17. The Consultant shall submit a progress report for each Task Order to the Department's Contract Manager and Task Manager on or prior to the fifteenth (15th) day of each month during which the Task Order is active. This report shall contain the following elements:
 - a. Time frame of the reporting period
 - b. Work completed in the reporting period (activities and accomplishments)

RFQ# 43A0288

Attachment 1

Page 9 of 16

- c. Work to be completed in the month after the reporting period
 - d. Total amount of Task Order authority
 - e. Expenditures in this progress report period
 - f. Total expenditures to date
 - g. Total expended but not yet invoiced to the Department
 - h. Remaining Task Order authority
 - i. For each milestone, task and deliverable: the budgeted cost, the actual cost to date, the actual cost to date as a percent of the budgeted cost, and the percent of the milestone/task/deliverable that has been completed.
 - j. Projected travel costs for the month after the reporting period with detail about the staff involved, the purpose of the travel, and the cost
 - k. Comments about other issues that are important to the Department's Contract Manager and Task Manager or otherwise significantly impact the Task Order's services (e.g., a staff shortage that could delay the timely completion of a deliverable)
 - l. DVBE utilization goal achievement in the reporting period, the total goal achievement to date on the Task Order and the expected goal achievement in the month after the reporting period.
 - m. Update the stormwater monitoring project worksheet. The worksheet shall consist of data for documenting successful and unsuccessful capture for each storm event, which shall include items, such as, but not limited to: number of sites, site id and name, storm event information, reason(s) for unsuccessful capture. The BATA (Test-only version) version will be available during the 2010-11 wet season.
18. All documents and reports that the Consultant produces shall include the following statement: "For individuals with sensory disabilities, this document is available in alternate formats upon request. Please call or write to Stormwater Liaison, Department's Division of Environmental Analysis, MS 27, P.O. Box 942874, Sacramento, CA 94274-0001. (916) 653-8896 Voice, or dial 711 to use a relay service."
19. The Consultant shall keep a complete inventory of all equipment purchased under this contract and reimbursed by the Department. The Consultant shall utilize an equipment inventory and tracking system that the Department has specifically created for this

RFQ# 43A0288

Attachment 1

Page 10 of 16

purpose. All changes to equipment location and status will be recorded in the equipment tracking system so that the statewide inventory is kept up to date.

H. General Requirements

1. The Project Manager shall cooperate with the Department, the Federal Highway Administration, and any of the Department's Contractors and Consultants that are working on a project. The Task Order may also require the Project Manager to coordinate with local agencies, other state agencies, Native American tribal governments, utility companies, railroads, and other agencies.
2. The Department does not intend to relieve the Consultant of professional responsibility during performance of the Agreement for this scope of work. If the Consultant believes that a better solution to a problem is possible, the Consultant shall promptly notify the Department's Contract Manager of these concerns and the reasons therefore.
3. The Consultant may directly contact governmental regulatory agencies and others for the purpose of obtaining information, expertise, and assistance in developing baseline data and resource inventories. The Consultant shall maintain a written record of all such contacts and shall transmit copies of those records to the Department on a regular basis.
4. The Consultant shall include the Department's Contract Manager in all written communications to other Department personnel located in Department Headquarters and/or in districts for any clarification on the scope of work.
5. The Department is responsible for all final consultation, both informal and formal, with local, state and federal agencies regarding stormwater quality issues. The Consultant shall assist the Department in such consultations as specified in each Task Order and as directed by the Department's Contract Manager.
6. For Task Order work performed on any property that the Department does not own or control, the Consultant shall be responsible for obtaining all necessary approvals and permits. The 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.
7. The Consultant shall perform all work in conformance with applicable federal, state, and local statutes, regulations, standards and guidelines, including, but not limited to, the following:
 - a. California Health and Safety Code
 - b. California Water Code

RFQ# 43A0288

Attachment 1

Page 11 of 16

- c. 40 CFR (Code of Federal Regulations) 122.26
- d. Caltrans Standard Specifications
- e. Caltrans Standard Special Provisions relevant to the protection of water (e.g. 7-34.0 and 7-34.5)
(http://www.dot.ca.gov/hq/esc/oe/specs_html/2006_specs.html)
- f. Caltrans Stormwater Management Plan
- g. California Public Contract Code
- h. Caltrans Standard Plans
- i. California Business and Professions Code
- j. California Code of Regulations
- k. Caltrans Maintenance Manual
(<http://www.dot.ca.gov/hq/maint/manual/maintman.htm>)
- l. Caltrans Stormwater Quality Handbook, Project Planning and Design Guide
- m. Caltrans Stormwater Quality Handbook, Stormwater Pollution Prevention Plan, and Water Pollution Control Program Preparation Manual
- n. Caltrans Stormwater Quality Handbook, Construction Site Best Management Practices
- o. Caltrans Stormwater Quality Handbook, Construction Staff Guide
- p. Caltrans Stormwater Quality Handbook, Construction Consultants Guide and Specifications
- q. Part 6 of the Manual on Uniform Traffic Control Devices, California Supplement ("Temporary Traffic Control").

The Consultant is responsible for obtaining all necessary manuals, reference documents and other materials.

Some of the manuals, handbooks and other items listed above may be obtained through the following website, <http://www.dot.ca.gov/hq/env/stormwater/>.

RFQ# 43A0288

Attachment 1

Page 12 of 16

A list of Caltrans Publications that are currently available and the associated prices and ordering information may be requested from the Caltrans Publication Distribution Center at the following address:

State of California
Department of Transportation
Publications Distribution Center
1900 Royal Oaks Drive
Sacramento, CA 95815
Telephone: (916) 445-3520

Since manuals, guidelines, standards, and other items listed above are living documents, it will be the responsibility of the Consultant to verify that the latest version or update has been received.

8. The Department's Contract Manager shall decide on all questions that pertain to the quality and acceptability of the deliverables that are furnished by the Consultant and the work that the Consultant performs under the contract for this scope of work.
9. The Consultant shall have the capability to send to and receive from the Department's electronic mail system, including attachments for word processing, spreadsheets, and databases.
10. The Department will not reimburse the Consultant for costs to relocate its staff to the service area. The Department will not reimburse the Consultant for long-term per diem costs, unless preapproved by the Department's Contract Manager. The Department will not reimburse the Consultant for out-of-state travel without prior approval from the Department's Contract Manager.
11. The Consultant shall obtain the Department Contract Manager's approval prior to making presentations at non-Department sponsored conferences or workshops for any services provided under the contract for this scope of work.
12. The Consultant shall submit, after each monitoring event in which data is collected, a full data deliverables package in electronic format. This data deliverable package shall consist of the following components, unless directed otherwise by the Department Task Order Manager.
 - a. Validated analytical data in Caltrans Electronics Data Deliverable (EDD) format.
 - b. Caltrans Hydrologic Utility output file.
 - c. Raw time series data from the field monitoring equipment used to collect samples.

RFQ# 43A0288

Attachment 1

Page 13 of 16

- d. Validated and signed laboratory reports and completed Chain of Custody (COC) form(s) associated with the samples in .PDF format.
 - e. Scanned field logs and other documents produced by field personnel during the monitoring event.
 - f. Optional: Pictures, maps, or other documentation in .PDF format that the Consultant believes may be useful. All photographs shall be submitted in JPG format.
13. The Consultant shall disclose and utilize Home Office and Field Office overhead rates as appropriate for home office staff and field staff respectively.

I. Quality Control

- 1. The Consultant shall have a quality control plan in effect during the entire time that it is performing work under the Agreement for this scope of work. The Consultant shall provide an outline of its quality control program and shall identify critical quality control reviews within each Task Order schedule.
- 2. The Consultant's quality control plan shall establish a process whereby:
 - a. All draft and final reports are reviewed for accuracy, completeness, and readability before submittal to the Department.
 - b. Calculations and plans are independently checked, corrected and back-checked.
 - c. All job-related correspondence and memoranda are routed and received by affected persons and then filed in the appropriate Task Order file.
 - d. Field activities are routinely verified for accuracy and completeness, such that any discovered deficiencies do not become systemic or affect the result of a Task Order deliverable.
 - e. Quality and reduced expense of data gathered is a high priority.
- 3. The Consultant shall be responsible for the quality, accuracy, and completeness of all plans, specifications and estimates (PS&E) that the Consultant prepares.
- 4. The Consultant shall be responsible for the detailed review of all design components and related details, and the accuracy with which the Consultant depicts such designs on the plans and the details.
- 5. The Consultant shall not incorporate materials or equipment of single or sole source origin into the prepared materials without written approval from the Department.

RFQ# 43A0288

Attachment 1

Page 14 of 16

6. Plans, estimates, designs, calculations, reports, and other documents that the Consultant furnishes to the Department under each Task Order shall be of a quality that is acceptable to the Department's Contract Manager.
7. Calculations, drawings, designs, estimates, reports, and other documents that the Consultant furnishes to the Department under a Task Order are of acceptable quality when they are:
 - a. neat in appearance
 - b. well organized
 - c. technically and grammatically correct
 - d. checked by designated reviewers (Department and Consultant personnel)
 - e. approved by the Department Contract Manager
8. The Consultant shall identify the preparer and the designated reviewer for each document that the Consultant furnishes to the Department under each Task Order. The Consultant shall comply with all applicable state and federal standards and requirements.
9. The appearance, organization, and content of the drawings and reports prepared by the Consultant shall meet the highest industry standard for similar work.
10. The following documents shall bear the professional seal, certificate number, registration classification, expiration date of the certificate, and the signature of licensed engineer(s) responsible for their preparation:
 - a. The page which identifies the preparer of the engineering reports.
 - b. The title sheet for specifications.
 - c. Each sheet of plans.
11. The Consultant shall maintain a complete project file for each Task Order that it performs. The Consultant shall make this file available to the Department's Contract Manager or designees during the Department's normal work hours and shall transfer this file to the Department upon completion of work under the Task Order.

J. Health and Safety

1. The Consultant shall be responsible for the health and safety of its employees, subconsultants, and subconsultants' employees.

RFQ# 43A0288

Attachment 1

Page 15 of 16

2. The Consultant shall comply with all applicable occupational health and safety standards, rules and regulations that are established by the State of California and the federal government, and the safety instructions that the Department issues for performance of Task Order work.
3. The Consultant shall prepare a health and safety plan to cover all field tasks associated with each Task Order. These plans shall be updated and modified for each stage of work or on an annual basis. For a particular Task Order, the Department may require that this plan be prepared by a person that shall either have a bachelor degree in industrial hygiene or be certified by the American Board of Industrial Hygiene.
4. When working on Caltrans property, the Consultant shall adhere to the safety provisions in Chapter 8 of the Caltrans Maintenance Manual which is available from the Caltrans website at this URL: <http://www.dot.ca.gov/hq/maint/manual/maintman.htm>.

K. Materials Furnished by the Department

The Department will furnish the following materials to the Consultant.

1. Stormwater Management Plan
2. The Department's NPDES permit from the State Water Resources Control Board
3. Appropriate background material, when available, for each Task Order
4. Caltrans Encroachment Permit. If a Caltrans encroachment permit is required for a Task Order, the Department will issue that permit without charge to the Consultant. The Consultant shall arrange with appropriate Caltrans staff before entering any Caltrans property. A copy of the Agreement for this service or the Task Order shall be with the Consultant while on Caltrans property.
5. Electronic templates of Task Order formats
6. Appropriate topographic maps and as-built drawings as available for each Task Order

L. Equipment and Materials Furnished by the Consultant

Unless otherwise specified in Task Order, the Consultant shall provide all the necessary tools, instruments, materials, supplies and equipments, such as but not limited to, computers, computer programs, field vehicles, cell phones, safety equipment that are required to accurately, efficiently and safely perform the work that each Task Order identifies. The necessary miscellaneous tools, consumables and supplies, such as but not limited to, hard hats, safety shoes, safety vest, hammers, shovels, cell phones are "tools of the trade" and will not be reimbursed separately.

RFQ# 43A0288

Attachment 1

Page 16 of 16

M. Report Identification Requirements

Consultant-prepared reports shall not contain any references to the firm's name, including logos, acknowledgements, or credits. The Consultant may utilize an internal filing number or other methodology while a document is in its draft stages and when distribution of a document is internal to the Department's Division of Environmental Analysis. When the Consultant distributes a draft document beyond the Department's Division of Environmental Analysis, the Consultant shall remove all reference numbers, other than the Department's alpha-numeric system, prior to distribution. All copyright interests shall be assigned to the California Department of Transportation.

Question and Answers for Bid #43A0288 - On-Call technical and professional stormwater services (D1,4&5)

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.

Question Deadline: Aug 4, 2010 3:00:00 PM PDT