

Solicitation 03a1811

On-call professional and technical construction
engineering services

State of California

Bid 03a1811

On-call professional and technical construction engineering services

Bid Number 03a1811
Bid Title On-call professional and technical construction engineering services

Bid Start Date Aug 17, 2010 5:01:44 PM PDT
Bid End Date Sep 21, 2010 3:00:00 PM PDT
Question & Answer End Date Sep 21, 2010 3:00:00 PM PDT

Bid Contact Patricia Nichols
916-227-6067
patricia_nichols@dot.ca.gov

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Changes made on Aug 25, 2010 7:18:34 AM PDT

New Documents 03A1811 Addendum 1.pdf

Description

Caltrans is soliciting Statements of Qualifications from qualified firms that may lead to the award of a contract for On-call Professional and Technical Construction Engineering Services including scheduling and inspection services. Work shall be performed in Caltrans District 3 Southeast Area which include the following California counties: Nevada, Sierra, Placer, and Eldorado.

The required goal for Underutilized DBE (UDBE) participation in this solicitation is 7.5 percent.

The estimated contract amount is \$8,000,000 - \$13,000,000.

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STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

REQUEST FOR QUALIFICATIONS NOTICE

NUMBER 03A1811

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 Patricia Nichols at Patricia_Nichols@dot.ca.gov. You may also reach the analyst by telephone at (916) 227 - 6067. 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 not less than 7.5 percent. The State of California, Department of Transportation (Caltrans) desires to achieve an additional 7.5 percent Race Neutral DBE participation in this solicitation. See section I. F. in this RFQ for requirements.

I. GENERAL INFORMATION

- Caltrans is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for on-call professional and technical construction engineering services including scheduling and inspection services.
- The estimated contract amount is \$8,000,000 - \$13,000,000.

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- C. The estimated contract term is five (5) years.
- D. Interviews will be held in Marysville on October 6, 2010. Confirmation letters will be sent to those firms short-listed.
- E. Negotiations will be held with the top-ranked firm in Marysville during the week of October 25, 2010.
- 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 not less than 7.5 percent. Caltrans desires to achieve an additional 7.5 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

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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.
- B. SOQ Package Submittal Instructions

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

- 1. Three (3) 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 September 21, 2010**, and must be directed to:

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State of California
Department of Transportation
Administration
Division of Procurement and Contracts, MS 65
1727 30th Street
Sacramento, CA 95816-7006
Attention: Patricia Nichols
Telephone: (916) 227 – 6067

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, three (3) copies of the SOQ containing all indicated information shall be submitted to the District 3-Marysville Office. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on September 21, 2010**, and must be directed to:

State of California
Department of Transportation
North Region Construction
703 B Street
Marysville, CA 95901
Attention: James Picard
Telephone: (530) 741 – 4185

4. If your SOQ package is hand delivered to the District 3 Office, sign in at the security guard station in the main lobby. Ask the security guard to call James Picard at (530) 741 – 4185 in the North Region Construction office to have your SOQ package picked up.

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5. In addition, two (2) copies of the SOQ containing all indicated information shall be submitted to the District 3-West Sacramento Office. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on September 21, 2010**, and must be directed to:

State of California
Department of Transportation
2777 Del Monte Street
West Sacramento, CA 95691
Attention: Meshack Okpala
Telephone: (916) 718 – 8051

6. The SOQs must be submitted in a sealed package labeled as follows:

- RFQ Number 03A1811
- Submittal deadline: September 21, 2010
- “DO NOT OPEN”

7. SOQ submittals will be considered non-responsive if all copies are not received in the specified location(s) 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

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SCOPE OF WORK/DELIVERABLES

A. Required Services:

The Consultant shall perform professional and technical construction engineering services including scheduling and inspection services on an "as needed" basis to support the development and construction of proposed State transportation facilities. The Department's Contract Manager shall assign specific construction projects to the Consultant through the issuance of Task Orders. The specific services to be performed will be stated in each Task Order. Task Orders may include, but are not limited to, the following Work Breakdown Structure (WBS) defined construction engineering. The standard Caltrans WBS is on the Internet at <http://www.dot.ca.gov/hq/projmgmt/guidance.htm>.

1. The Consultant is expected to perform and have the expertise and capacity to perform any or all of the following functions/activities:
 - a. Performing and assisting in performing the duties of an Assistant Resident Engineer, including construction inspection, quantity calculations, checking grade and alignment, safeguard, and assure compliance with project plans and specifications.
 - b. Performing, reviewing and analyzing Critical Path Method (CPM) schedules. Generating, reviewing and analyzing Construction Contractor's performance and reports with respect to time, resource and cost.
 - c. Identifying actual and potential problems associated with the construction project and recommending sound engineering solutions.
 - d. Maintaining an awareness of safety and health requirements and assuring compliance of applicable regulations and contract provisions for the protection of the public and construction project personnel.
 - e. Preparing calculations, records, reports, and correspondence related to construction project activities.
 - f. Assisting in the preparation of final As-Built plans at the completion of construction.
 - g. Storm Water Pollution Plan.
 - h. Developing safety procedures

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- i. Other duties as required.

2. WBS Codes

CONSTRUCTION OFFICE

- 205.35.15 Prepare and Execute Cooperative Agreement for Construction
- 230.60. Review and Update Project Information for PS&E Package
- 255.05. Circulate & Review Draft PS&E Package
- 265.25. Respond to Inquiries & Open Bids

- 270.10 Construction Staking Package And Control
- 270.10.10 Construction Staking Package
- 270.10.20 Project Control For Construction

- 270.20 Perform Construction Engineering Work
- 270.20.10 Project Plans, Special Provisions, and Estimate Review
- 270.20.15 Contract Pay Quantities
- 270.20.20 Lines And Grades Control

- 270.20.25 Contractor's False work Submittals Review
- 270.20.30 Contractor's Trenching & Shoring Submittals Review
- 270.20.40 Cost Reduction Incentive Proposals (CRIPS) Review
- 270.20.45 Contractors' Water Pollution Control Program Review
- 270.20.50 Technical Support
- 270.20.99 Other Construction Engineering Products

- 270.25.05 Secured Lease for Resident Engineer Office Space or Trailer
- 270.25.10 Set up Construction Project Files
- 270.25.15 Pre-Construction Meeting
- 270.25.20 Progress Pay Estimates
- 270.25.25 Weekly Statement of Working Days
- 270.25.30 Construction Project Files & General Field Office Clerical Work
- 270.25.35 Labor Compliance Activities
- 270.25.40 Approved Subcontractor Substitutions
- 270.25.45 Coordination
- 270.25.50 Civil Rights Compliance
- 270.25.99 Other Construction Administration Work Products

- 285.05.05 Need for Contract Change Order (CCO) Determination
- 285.05.10 Draft CCO
- 285.05.15 CCO for Approval
- 285.10.15 Functional Support
- 290.05 Analyze Notices of Potential Claims
- 290.15 Reviewed and Approved Claim Report

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290.35 Technical Support
295.15 As-Built Plans
295.20 Project History File
295.25 Final Report

FIELD CONSTRUCTION

200 Utility Coordination
230.60 Review and Update Project Information for PS&E Package

270.20.10 Project Plans, Special Provisions, and Estimate Review
270.20.15 Contract Pay Quantities
270.20.20 Lines and Grades Control
270.20.25 Contractor's False work Submittals Review
270.20.30 Contractor's Trenching & Shoring Submittals Review
270.20.35 Shop Plans Review
270.20.40 Cost Reduction Incentive Proposals (CRIPS) Review
270.20.45 Contractor's Water Pollution Control Program Review

270.25 Construction Contract Administration Work
270.25.15 Pre-Construction Meeting
270.25.20 Progress Pay Estimates
270.25.25 Weekly Statement of Working Days
270.25.30 Construction Project Files and General Field Office Clerical Work
270.25.40 Approved Subcontractor Substitutions
270.25.45 Coordination

270.30 Contract Item Work Inspection
270.30.05 Photographed Jobsite and Contractors' Operations
270.30.10 Inspection of Contractor's Work for Compliance
270.30.15 Contractor's Operations Relative to Safety Requirements Documentation
270.30.20 Daily Diary of Contract Operations
270.30.25 Punch List
270.35.05 Materials Sampling and Testing for Quality Assurance
270.35.10 Plant Inspection for Quality Assurance
270.35.15 Independent Assurance Sampling and Testing
270.35.20 Source Inspection

270.40 Safety and Maintenance Reviews
270.45 Relief from Maintenance

270.55 Final Inspection and Acceptance Recommendation
270.60 Plant Establishment Administration
270.65 TMP Implementation During Construction

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- 270.99 Other Construction & Engineering Contract Administration
- 285.05 Contract Change Order (CCO) Process
 - 285.05.05 Need for CCO Determination
 - 285.05.10 Draft CCO
 - 285.05.15 CCO Approval
 - 285.05.20 Payments for CCO Work
- 290.05 Analysis of Notices of Potential Claims
- 290.10 Supporting Documentation and Respond to Notices of Potential Claims
- 290.15 Reviewed, and Approved Claim Report
- 290.20 District Claim Meeting or Board Review
- 290.25 Arbitration Hearing
- 290.30 Negotiated Claim Settlement
- 290.35 Technical Support
- 295.05 Processed Estimate after Acceptance
- 295.10 Proposed Final Contract Estimate
- 295.15 As-built Plans
- 295.20 Project History File
- 295.25 Final Report
- 295.30 Processed Final Estimate
- 295.99 Other Accept Contract/Prepare Final Construction Estimate and Final Report

CONSTRUCTION LAB

- 270.35 Construction Material Sampling and Testing
 - 270.35.05 Materials Sampling and Testing for Quality Assurance
 - 270.35.10 Plant Inspection for Quality Assurance
 - 270.35.15 Independent Assurance Sampling and Testing
 - 270.35.20 Source Inspection

CONTRACT CLAIMS

- 290.05 Analysis of Notices of Potential Claims
- 290.10 Supporting Documentation and Respond to Notices of Potential Claims
- 290.15 Reviewed, and Approved Claim Report
- 290.20 District Claim Meeting or Board Review
- 290.25 Arbitration Hearing
- 290.30 Negotiated Claim Settlement
- 290.35 Technical Support

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B. Schedule of Performance

Services and deliverables identified in a Task Order will be completed and delivered as specified in the Task Order.

C. Location of Work

In general, the construction engineering work shall be performed on projects to improve the State's transportation system in District 3 Southeast Area which includes the following California counties: - Nevada, Sierra, Placer, and Eldorado. The specific location of the construction engineering work to be performed will be stated in each Task Order. See the attached Attachment A for a comprehensive list of project identification numbers. However, this list is not all-inclusive and additional projects may be added as needs arise. The assignment of projects to the Consultant is based on the respective Caltrans Construction Area Manager's area of responsibility and not necessarily on specific geographical areas covered by the contract.

D. Document and Website

1. The following documents and links to internet sites are referenced in association with scope of services in this contract. The list is not all-inclusive, but is intended to illustrate reference material and sources of information.

CALTRANS Internet Home Webpage

<http://www.dot.ca.gov/>

CALTRANS Manuals Internet Webpage

<http://www.dot.ca.gov/manuals.htm>

CALTRANS North Region Projects – Dist 1, 2, & 3

http://www.dot.ca.gov/dist3/departments/construction/future_projects/contractor.htm

2. The Consultant is responsible for obtaining all current and necessary manuals, reference documents and other materials by contacting the Caltrans Publications and Distribution Center.

California Department of Transportation
Publication Distribution Unit
1900 Royal Oaks Drive
Sacramento, CA 95815-3800

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Tel: (916) 323-5606, (916) 445-3520

Fax: (916) 324-8997

E. Standards

1. All work shall be performed in accordance with current Department Manuals and their current revisions. Work not covered by the "Manuals" shall be performed in accordance with accepted professional standards.
2. The Department's Contract Manager (CM), in cooperation with the Department's Area Construction Engineer (ACE), shall decide all questions, which may arise as to the quality or acceptability of deliverables furnished and work performed for this contract. The Department Resident Engineer (Range D) may act on behalf of the Department's ACE in his/her absence.
3. The minimum standard of work quality shall be that of similar construction engineering work performed by the Department.

F. Availability and Work Hours

1. The Consultant shall begin the required construction engineering work within three (3) working days after receiving a fully executed Task Order and Notice to Proceed. Once the work begins, the work shall be prosecuted diligently until all required work has been completed satisfactorily.
2. Construction engineering work shall not be performed when conditions prevent a safe and efficient operation.
3. Unless otherwise specified in the Task Order or directed by the Department's ACE, the normal work week shall consist of 40 hours.
4. Overtime may be required. However, overtime shall be worked only when directed and pre-approved in writing by the ACE or specifically required by the Task Order.

G. Personnel Requirements

The Consultant's personnel shall be capable of performing the types of construction engineering work described above in "Required Services" with minimal instructions. The Consultant is responsible to provide fully trained staff to efficiently perform the services described in the Scope of Work/Deliverables.

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The Consultant staff may be asked to attend certain special training if recommended by the Department's Functional Manager. On such occasions, with the approval of the Department's CM, the Department will compensate the Consultant for the training time only. All other costs or fees associated with the training, including any transportation and per diem costs, will be the Consultant's responsibility.

1. **Project Manager** - The Consultant's Project Manager must be a Registered Civil Engineer that is licensed in the State of California, with a minimum of three (3) years of responsible experience performing the duties as a construction contract administrator. The Project Manager shall be an employee of the prime consultant. The Consultant's Project Manager shall coordinate all construction engineering matters with the Department's CM in cooperation with the Department's ACE. The Project Manager shall be accessible to the Department's CM at all times during normal Department working hours. In addition to other specified responsibilities, the Project Manager shall be responsible for all matters related to the Consultant's personnel and construction engineering operations, including:

- Reviewing, monitoring, training, and directing the Consultant's personnel.
- Assigning personnel to complete the required Task Order work as specified and in coordination with the Department's CM.
- Administering personnel actions.
- Maintaining project file.
- Developing, organizing, facilitating, and attending scheduled coordination meetings and preparing and distributing meeting minutes.
- Implementing and maintaining quality control procedures to manage conflicts, ensure product accuracy and identify critical reviews and milestones.
- Managing team of subconsultants.
- Managing conflicts.
- Overseeing that all safety measures are in place.
- Managing overall budget and provide monthly contract and task order progress reports to the Department's Contract Manager.
- Having knowledge and familiarity with prevailing wage issues and requirements in the State of California.

2. **Lead Assistant Resident Engineers** – Lead Assistant Resident Engineers shall have the following desirable minimum qualifications and fulfill the following licensing requirement:

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- Be a registered Civil Engineer in the State of California.
 - Have at least four (4) years of construction engineering experience on highway or major public works projects performing the duties described above. At the discretion of the Department's CM, a four-year degree from an accredited college in the field of civil or transportation engineering may be substituted for the required experience.
 - **Lead Assistant Resident Engineers shall be knowledgeable and experienced in the following:**
 - Equipment used in inspection, surveying, and construction office engineering.
 - Computers, computer applications, and computer software programs such as Microsoft Word and Microsoft Excel.
 - Knowledge and ability to analyze the progress schedule of the construction phase of a highway facility project using CPM network diagram.
 - The Consultant's field construction personnel shall be capable of reviewing, inspecting and approving traffic control systems, including lane closures, in accordance with the State's standards and requirements. Personnel reviewing, inspecting and approving traffic control system work shall be experienced in such work.
 - Principles of effective communication and supervision.
 - A lead worker's role in safety matters.
3. **Contract Claims Engineers** shall be knowledgeable and experienced in the following:
- Claims resolution principles and claims avoidance techniques.
 - Department's timeline for claims resolution.
 - Claim report writing.
4. **Assistant Resident Engineers (ARE's)** - ARE's shall be capable of assisting the Department's ACE /RE in all aspects of required field and office construction engineering work, including construction inspection, quantity calculations, checking grade and alignment, materials sampling and control, safeguarding and assuring compliance with project plans and specifications, including inspection of traffic control system compliance, Critical Path Method Schedule analysis, and Water Pollution Control Program (Storm Water Pollution Prevention Plan) enforcement.

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5. **Construction Materials Testers/Plant Inspectors** – Materials Testers and Plant Inspectors shall possess proper certification prior to starting work and be capable of assisting the Department's Area Construction Engineer in all aspects of material testing and plant inspection work.
- Material Testers and Plant Inspectors should possess proper certification for Department projects prior to starting work and be capable of assisting the Department's ACE in all aspects of material testing and plan inspection work.
 - Technicians performing tests should preferably be NICET certified at Level II or higher in the appropriate Construction Materials Testing field or be certified by another organization acceptable to the Department (such as the American Concrete Institute and the International Conference of Building Officials).
6. **Construction Office Engineers** – Construction Office Engineers shall be capable of assisting the Department's Area Construction Engineer in all aspects of required office construction engineering work including setting up and maintaining project files, processing required documents and progress payments, as necessary. Trucks/vehicles are not necessary for Office Engineers unless specifically requested in the Task Order. Construction Office Engineers shall be knowledgeable in computer applications, and computer software programs such as Microsoft Word and Microsoft Excel, and shall have the following minimum qualifications:
- At least four (4) years of construction engineering experience on highway or major public works projects performing the duties described above is desired. A four-year degree from an accredited college in the field of civil or transportation engineering may be substituted for two years of the required experience.
7. Resumes containing the qualifications and experience of the Consultant's personnel and the personnel request form (PR) shall be submitted to the Department's CM for review, before assignment on a construction project. The Department's CM and ACE will review the resume and PR submitted for qualifications and experience. The Department's CM and ACE's decision to select the Consultant's employee shall be binding to the Consultant and its sub consultants. If, in the opinion of the Department's CM & ACE, an individual lacks adequate experience, the Consultant's employee may be accepted on a trial basis until such time as the individual's ability to perform the required services has been demonstrated. The Department's ACE and CM will have the

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responsibility of determining the quality and quantity of work performed by the Consultant's construction employees. If at any time the level of performance is below expectation, the Department's CM may release the Consultant employee and request another person be assigned as needed.

8. If a Consultant employee is on a leave of absence, the Consultant Project Manager shall provide a Department-approved replacement employee if requested by the Department's CM until the assigned Consultant employee returns to work. The replacement employee shall meet the qualifications and experience level of a permanently assigned employee.
9. The typical workday includes all hours worked by the Department's construction contractor. If ordered by the Department's ACE, overtime for the Consultant's employees may be required. The overtime shall be pre-approved by the Department's ACE.

The Department construction contractor's operations may be restricted to specific hours during the week, which shall become the normal workday for the Consultant's personnel. On days when work is not performed by the construction contractor, such as rainy or unsuitable weather days, the Consultant's services shall not be provided unless authorized by the Department's ACE or CM. The Department's ACE or CM will provide advance notice of one (1) working day if the Consultant's services are not required as a result of a cessation of construction activities. The Consultant's timesheet/expenses shall be approved by the Department's ACE before submitting for payment. The Department Resident Engineer (Range D) may act on behalf of the ACE in his/her absence.

H. Orientation Provided by the Department

The Department shall provide orientation for each Task Order as necessary. The orientation shall consist of instructions on Department procedures, practices, and requirements for the specific construction engineering work to be performed. The Consultant shall perform the construction engineering work in conformance with the orientation instructions, in addition to the requirements specified herein and in the Task Order.

I. Equipment Requirements

1. Office Equipment and Supplies - The Consultant shall have adequate office equipment and supplies to complete the required construction engineering

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work. Such equipment and supplies may include, but not be limited to, the following:

- Computers, printers, plotters, fax machines, and calculators.
 - Microsoft Office (Word, Excel, PowerPoint) software.
2. Field Equipment and Supplies - The Consultant shall have adequate field equipment and supplies to complete the required field inspection and construction engineering work. The equipment and supplies for each Field Construction Engineer shall include, but not be limited to, the following:
- A truck suitable for the work to be performed and terrain conditions of the project sites. Trucks shall be fully equipped with all necessary tools, instruments and supplies required for the efficient operation of a field engineer. Each vehicle shall have an overhead flashing amber light. Trucks/vehicles are not necessary for Office Engineers unless specifically requested in the Task Order.
 - An electronic calculator.
 - Safety equipment including hardhat, hard-soled boots, eye protection and an approved vest as appropriate for the requested field engineering work.
 - Any additional equipment normally required for construction inspection, material testing, and construction engineering work.

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 the federal government, state governments, local agencies and private clients.

J. Field Safety

In addition to the requirements specified elsewhere in this Contract, the following also shall apply:

1. The Consultant's construction engineering personnel shall maintain an awareness of and comply with, all safety provisions of the Department's Safety & Traffic Manuals for the protection of the public and project personnel.

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2. The Consultant's construction engineering personnel shall wear white hard hats, protective footwear, eye protection, approved safety vests, and any other additional safety equipment as necessary to comply with Department and OSHA's policies and procedures at all times while working in the field.
3. The Consultant shall provide appropriate safety training for all Consultants' field personnel, including training required for construction engineering on and near highways.
4. The Consultant shall provide all safety equipment.
5. Fieldwork shall not be performed when conditions prevent a safe, efficient operation and shall only be performed with written authorization by the Department.

K. Deliverables

Unless otherwise specified in the Task Order, the deliverables shall conform to the following:

1. Written documents shall be submitted in both hardcopy on Department approved forms and in the Department's approved format (Microsoft Word).
2. All construction engineering final documents performed on computer shall be delivered to the Department in the formats specified below:
 - Word processing documents in Microsoft Word and spreadsheets in Microsoft Excel.
 - Deliverables includes but not limited to:
 - a. Daily diaries and reports shall be delivered to the Department's ACE daily.
 - b. Field measurements, test data and other documents as required by Department's procedures shall be recorded, maintained and submitted as directed by the Department's ACE.
 - c. Other - As specified in the Task Order.

L. Traffic Control Systems

The Consultant's field construction personnel shall be capable of reviewing, inspecting and approving traffic control systems, including lane closures, in accordance with the Department's standards and requirements. Personnel reviewing, inspecting and approving traffic control system work shall be experienced in such work.

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M. Materials to be Provided by the Department

The Consultant shall execute the specific work described in the Task Order based on the material supplied. When applicable, the following materials will be provided to the Consultant:

1. Existing documents, if any, that are applicable to the current project within the project limits.
2. Project special provisions, full-size and reduced-size sets of project plans, materials information handout and contract and proposal, as necessary.
3. State construction forms as necessary, including electronic or hardcopy (as specified by the ACE) daily diary forms.
4. The Department will provide the office space, including all utilities, to the Consultant staff providing services under this contract. The Consultant, including all sub-consultants, shall disclose and use Field Office Overhead Rate in the cost proposal.

N. Materials to be Provided by the Consultant

Unless otherwise specified herein or in the Task Order, the Consultant shall provide all materials to complete the required construction engineering work. The Consultant shall provide to its construction engineering personnel sets of the following that are applicable to the current project:

1. Standard Specifications.
2. Standard Plans.

O. Monitoring and Review Procedure

1. The Department's CM shall have the right, from time to time, or as requested by the Consultant, to monitor and review the progress and/or processes of the Consultant.
2. The Consultant shall meet with the Department's CM a minimum of once per month to review procedures and progress.
3. Lead Assistant Resident Engineers, Assistant Resident Engineers, Materials Testers and Plant Inspectors shall prepare daily diary reports of construction operations. Construction Office Engineers and Contract Claims Engineers

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shall prepare a brief report of daily office operations. The reports shall be prepared on Department provided forms and shall be prepared daily at the end of the day's work.

4. The Department's CM will evaluate the Consultant's Project Manager and key personnel's performance annually and at the completion of the project. Evaluation will be based on the following:
 - a. Job performance.
 - b. Quality of Work.
 - c. Timely submittal of reports, invoices and diaries, and other required documents.
 - d. Early detection of problems and timely resolutions.
 - e. Requesting timely approval for personnel changes and travel expenditure.
 - f. Ability to control costs.

Poor performance and negative evaluation will result in replacement of the Project Manager and/or key personnel, or may be reflected adversely on the Consultant's performance evaluation.

P. Product Approval and Payment

1. All construction engineering deliverables produced by the Consultant as specified by the Task Order shall be subject to the approval and acceptance by the Department's CM.
2. In the event of non-acceptance due to errors or omissions, the Consultant shall make corrections prior to payment.
3. Construction engineering work that does not conform to the requirements specified herein and the applicable Task Order will not be compensated.

Q. Conflict of Interest

1. All construction engineering services and material testing services provided/produced by the Consultant shall be free of any conflict of interest and shall be subject to the approval and acceptance by the Department's Contract Manager.
2. **Firms that are contracted with the Department to provide Construction Engineering Services in this contract region will not be considered for award of this contract.**

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3. In the event of non-acceptance due to discovery of conflict of interest, the Consultant shall provide replacement deliverables free of any conflict of interest prior to payment. In the event replacement deliverables are not possible, the Consultant shall not receive compensation for the deliverables containing conflict of interest. Examples of conflict of interest are as follows:

- Design & Construction work on the same project.
- Certified Materials Tester(s) or Plant Inspector(s) from the same company that performs Quality Control for the Consultant and Quality Assurance for the Department concurrently on the same project.
- Certified Materials Tester(s) or Plant Inspector(s) from the same company that performs Quality Control for the Consultant on a project and Quality Assurance for the Department on a different project where the same Consultant is performing work on the different project.

R. Use of Other Forces

The Department reserves the right to use other forces to perform the construction engineering services as described above if the Department determines that the Consultant can not fully meet the Department's needs.

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DIST	OLD DISTE	EFIS	PROJEC	ROUTE	COUNTY	ROUTE	PROJECT NICKNAME
03	0335553	0300000414	050	ED-050- 016.4- 018.3			Placerville Ops Mitigation Landscaping
03	0337280	0300000428	050	ED-050-R15.1/17.0 (PM)			Forni Rd./Placerville Dr. I/C
03	0341240	0300000615	020	Nev-020-013.6/014.8 (PM)			Dorsey Interchange
03	0341450	0300000616	089	Pla-089-7.6/8.4 (KP)			Alice Richardson Vista Point
03	0343601	0300000620	050	ED-050-77.3/79.3 (PM)			Phase I, SLT
03	032E040	0300000317	050	ED-050-20.5/59.0 (PM)			US50 Wildlife Crossing
03	033E060	0300000469	020	Nev-020-R12.8/ R15.9 (PM)			
03	033E080	0300000471	080	Nev-080-R59.4 / (PM)			
03	033E110		080	Nev-080-28.0 (PM)			
03	031E140		050	ED-050-107.3/109.1 (KP)			
03	032E170		050	ED-050-15.4 (PM)			Weber Creek Bridges
03	034E170		049	NEV-049- 009.7- 013.3			
03	033E260	0300000483	089	Nev-089-001.100 (PM)			
03	034E280	0300000692	050	ED-050- 014.4- 015.6			
03	031E290	0300000258	050	ED-050-1.3/1.8 (PM)			Silva Vally Pkwy I/C
03	031E300		050	ED-050-2.2/2.7 (PM)			Bass Lake Rd I/C
03	030A631	0300000006	080	Nev-080-R14.6/24.9 (KP)			DONNER SUMMIT REHAB (PHASE 1)
03	030A632	0300000007	080	Nev-080-R3.5/R9.2 (KP)			DONNER SUMMIT REHAB (PHASE 2)
03	030A633	0300000008	080	Nev-080-R5.2/R11.2, 13.3 (PM)			Donner III
03	030A690		049	Sie-049-26.9/64.2 (KP)			
03	030C930	0300000060	028	Pla-028-15.0/16.4 (KP)			Kings Beach Commercial Core Improvement Project
03	030E830	0300000055	267	Pla-267-3.8/9.9 (PM)			Pla-267 Reveg (Northstar to Route 28)
03	030F000		020	NEV-020-R006.6/			Penn Valley Dr.
03	030F010		267	PLA-267- 001.0			Martis Creek Left Turn Pocket
03	030F210		020	NEV-020- 000.0- 046.0			
03	030F220	0300000072	050	ED-050-R031.3/			
03	030F300	0300000077	050	ED-050- 017.8- 019.6/			
03	030F310	0300000078	049	ED-049- 024.0			
03	030F770	0300000106	050	ED,Pla-049,050,191,193-Var			Butte 191 Guardrail
03	030F810	0300000110	020	NEV-020-R006.7/R010.1			Median Barrier near Nevada City
03	031A680	0300020020	050	ED-050-R028.9/ 039.8			
03	031A733	0300000215	050	ED-050-077.3/ 079.3			Trout Creek to Ski Run
03	031A734	0300000216	050	ED-050- 079.300/080.400 (PM)			Ski Run to State Line
03	031A73U		050	ED-050- 077.3/ 079.3			
03	031A790	0300000227	080	Pla-080-33.3/39.0 (KP)			COLFAX NARROWS ROADWAY REHAB
03	031A841	0300000222	089	ED-089-0.0/8.6 (PM)			
03	031A842	0300000223	089	ED-089-13.8/22.2 9 (KP)			
03	031A843	0300000224	089	ED-089-22.2/29.0 (KP)			Emerald Bay
03	031A844	0300000225	089	ED-089-29.0/40.1 (KP)			Meeks Bay
03	031A845	0300000226	089	ED-089-40.1/44.1 (KP)			Tahoma
03	031C080	0300000231	089	Nev-089-0.1/0.2 (PM)			Mousehole
03	031C112	0300000233	089	Pla-089-13.7/19.0 (PM)			
03	031C971	0300000244	267	Pla-267-8.7/9.9 (PM)			Pla 267

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DIST	OLD DIST	EFIS	PROJEC	ROUTE	COUNTY	ROUTE	PROJECT NICKNAME
03	031E14U	0300000251	050	ED-050-66.6/67.8 (PM)			Echo Summit Rockwall
03	031E870		050	Ed-050-75.4 (PM)			ED-50/89 Roundabout
03	031E930	0300000280	089	Nev-089-R0.8/1.4 (PM)			Nev-89 Roundabouts
03	031F200	'0300001106	050	ED-050- 075.5/ 080.4			
03	031F210	'0300001107	080	PLA-080- 018.9/ 067.9			
03	031F260		089	SIE-089- 000.0/ 002.3			
03	031F330	'0300001113	193	ED-193- 018.6/ 018.8			
03	031F630	'0300020044	050	ED-50-76.3/77.8 (PM)			
03	031F850	'0300020032	050	ED-050- 071.5/ 072.9			
03	032A690	0300000293	049	Nev-049-15.4/18.0 (KP)			La Barr Meadows
03	032A920	0300000297	089	Pla-089-0.0/21.7 (PM)			Tahoe City Rehab
03	032A921	0300000298	089	Pla-089-T13.8/22.1 (KP)			EIP - Route 28 to Squaw Valley
03	032A940	0300000299	028	Pla-028-1.2/15.1,16.6/17.8 (KP)			Lake Tahoe
03	032C571		080	Nev-080-028.1/031.8 (PM)			
03	032C860	0300000310	080	Pla,Nev-080-56.1/66.3 (PM)			Emigrant Gap
03	032E470	0300000346	050	ED-050-0.8/1.0 (PM)			POC Latrobe Rd
03	032E480	0300000347	049	ED-049-33.5/34.5 (PM)			North Side School Bike Lane
03	032E510		050	ED-050-0.7/R2.4 (PM)			Latrobe Road / El Dorado Road
03	032E540	0300000351	050	ED-050-4.8/5.3 (PM)			Interchange
03	032E550	0300000352	050	ED-050-R8.3/R8.8 (PM)			Cambridge Drive
03	032E560	0300000353	050	ED-050-6.3/7.3 (PM)			Ponderosa Rd
03	033A220	0300000445	080	Nev, Sie-080-28.1/31.8, 0.0/1.6 (PM)			Cameron Park Drive
03	033A712	0300000451	050	ED-050-2.9/R6.5 (PM)			Truckee River Canyon
03	033A713		050	ED-050-R9.1/R12.5 (PM)			50-HOV Phase 2
03	033A760	0300000452	089	Pla-089-8.3/8.5 (PM)			50-HOV Phase 3
03	033A770	0300000453	050	ED-050-R014.8			FANNY BRIDGE - ROUTE 89
03	033C380	0300000458	050	ED-050-121.3-124.4 (KP)			El Dorado Road I/C
03	033C760	0300000461	050	ED-050, 153, 193-Var			Phase 2 S.W.
03	033E460	0300000498	050	ED-050-R28.1 (PM)			EL DORADO CULVERT
03	033E560	0300000505	049	Nev-049-2.4/3.0 (PM)			Camino Sandhouse
03	033E630	0300000510	049	ED-049-9.6/10.5 (PM)			Overlay and Upgrade Drainage System
03	033E920		L5729	Nev-L5729			Truckee Maintenance Station Sound Wall
03	033E930	0300000529	080	Nev-080-28.3/28.7 (PM)			Truckee River Bridge 17-63 to West of Farad UC
03	033e950	0300000098	050	ED-050-R21.9/22.3 (PM)			
03	033E980	0300000532	049	ED-049- 010.7			El Dorado 49 Signal / Patterson Dr.
03	033M140	0300000545	020	Nev,Pla-020-R17.5/46.1 (PM)			Bonded Wearing Course
03	033M300	0300000559	080	Pla-080-Var			Meth. Deck & Misc. Repairs
03	033M470	0300000573	050	ED-050- 045.2- 045.6			
03	033M510	0300000577	050	ED-050- 057.0/061.8			
03	033M520	0300000578	020	Nev-020-38.2/40.9 (PM)			
03	033M550	0300000580	050	ED-050/039.7/057.8			Bonded Wearing Course
03	033M590	0300000582	028	Pla-028-0.1/0.8 (PM)			
03	033M650	0300000588	050	ED-050 -015.1/ 025.9			
03	033M670	0300000590	089	NEV-089- 000.4/ 004.9			
03	033M680	0300000591	080	NEV-080- 002.0/ 061.6			

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DIST	OLD DIST	EFIS	PROJECT	ROUTE	COUNTY	ROUTE	PROJECT NICKNAME
03	033M760	0300000598	020	NEV-020- 037.0/ 042.0			
03	033M770	0300000599	050	ED-050- 055.0/ 058.6			
03	033M830	0300000603	080	NEV-080- 013.5/ 021.2			
03	033M880		193	ED-193- 012.7/ 021.6			
03	033M960	0300000609	089	SIE-089- 014.3/ 015.0			
03	034A240	0300000642	080	Nev-080-5.6 (PM)			Donner Summit Safety Roadside Rest Area
03	034A660		080	Nev-080-20.3/23.3 (PM)			
03	034C090	0300000651	049	ED-049-10.6/13.3 (KP)			ED 49 shoulder additions
03	034C220	0300000653	080	Nev-080-19.1/19.3 (PM)			Donner Truck Inspection Facility
03	034E320	0300000696	065	PLA-065-R004.8/R006.9			Pla-65 HOV
03	034E410	0300000703	050	ED-050-67.8/68.6 (PM)			
03	034E500		089	SIE-089- 004.9/ 006.6			
03	034E540	0300000709	049	SIE-049-048.3/ 049.2 (PM)			Lemon Canyon Road Culvert Upgrades
03	034E590	0300000711	049	ED-049- 003.7- 003.8/			ED 49 Correct Superelevation
03	034E610	0300000713	089	NEV-089-000.1			Donner Creek UP Mousehole
03	034E620		050	ED-050- 020.0- 026.0			
03	034E640		049	NEV-049/ 008.8			
03	034E860	0300000725	193	PLA-193- 004.4/ 005.4			
03	034M010	0300001132	049	SIE-049- 000.0/ 017.0			
03	034M020	0300001133	049	NEV-049- 020.1/021.8			
03	034M030	0300001134	020	NEV-020- 006.6			
03	034M040	0300001135	080	PLA-080- 024.5/ 033.3			
03	034M050	0300001136	193	ED-193- 000.2/R006.0			

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August 25, 2010

ADDENDUM NO. 1

REQUEST FOR QUALIFICATIONS NUMBER (RFQ) 03A1811

Professional and Technical Construction Engineering Services

The purpose of this addendum is to convey a change to the RFQ.

Attachment 1, Section Q, Conflict of Interest, paragraph 2 is amended as follows:

2. Firms that are contracted with the Department to provide ~~Construction Design~~ Engineering Services in this contract region will not be considered for award of this contract.

All other terms and conditions of the original RFQ Notice and Submittal Instructions are unchanged.

Please post questions concerning this addendum at www.BidSync.

Question and Answers for Bid #03a1811 - On-call professional and technical construction engineering services

OVERALL BID QUESTIONS

Question 1

Is this bid packet 03A1811 a duplicate of 03A1810? (Submitted: Aug 20, 2010 8:40:47 AM PDT)

Answer

- No. the location of the work to be performed is different. (Answered: Aug 23, 2010 3:32:30 PM PDT)

Question 2

Regarding RFQ Numbers 03A1810 and 03A1811, section Q associated with conflict of interest, in particular item Q2, what is meant by conflict of interest with respect to firms currently contracted with the Department in the geographic regions represented by the RFQ? We assume that the potential conflicts that could arise are associated with firms that have provided design services and/or contractor quality control services to parties or projects that may be included within the upcoming construction contracts covered by these RFQ's. Clarification on this issue in regards to construction management/inspection would be greatly appreciated. (Submitted: Aug 23, 2010 4:36:26 PM PDT)

Answer

- There is an error in section Section Q. 2. of the RFQ. This section should read as follows:
"Firms that are contracted with the Department to provide Design Engineering Services in this contract region will not be considered for award of this contract."

Examples of conflict of interest are provided in section Q. 3. of the RFQ. (Answered: Aug 25, 2010 12:25:51 AM PDT)

Question Deadline: Sep 21, 2010 3:00:00 PM PDT