



REQUEST FOR PROPOSAL

Professional Engineering Services

DILLARD ROAD BRIDGE SCOUR CRITICAL REPAIR PROJECT

BR. No. 24C-0004

Federal Aid Project



JULY 2012

**COUNTY OF SACRAMENTO
MUNICIPAL SERVICES AGENCY
DEPARTMENT OF TRANSPORTATION
4100 TRAFFIC WAY
SACRAMENTO, CA 95827
(916) 875-5171**

REQUEST FOR PROPOSAL

SUMMARY SHEET

1. PROJECT

The scope of this project is to place sheet piling or any other alternate deep foundation design (primary and secondary piles/ jet grouting) at Pier 3, and rock rip-rap (boulders) in the riverbed underneath the Dillard Road Bridge over Cosumnes River in Sacramento County to meet current Federal and State standards.

2. LOCATION

The project site is located on Dillard Road over Cosumnes River, 0.2 MI south of Jackson Road (SR-16) in Sacramento County ([See Appendix A](#)).

3. REQUESTED SERVICES

- Project Management
- Coordination with the County of Sacramento, Department of Environmental Assessment & Review (DERA) on Environmental Clearance Documentation.
- Permits and Approvals
- Coordination with Utilities, if any
- Geotechnical Engineering Services
- Final Plans, Special Provisions, and Estimates
- Construction Bid Assistance
- Construction Support Services during Construction
- Additional Services as may be required.

4. DBE INFORMATION

The Agency has established an Underutilized DBE goal for this Agreement of 3.0 % . UDBE and/ or DBE Forms are provided in [Appendix E](#).

4.1 TERMS AS USED IN THIS DOCUMENT

- The term “Disadvantaged Business Enterprise” or “DBE” means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Part 26.5, Code of Federal Regulations (CFR).
- The term “Underutilized Disadvantaged Business Enterprise” or “UDBE.” DBE classes that have been determined in the 2007 Caltrans Disparity Study to have a statistically significant disparity in their utilization in previously awarded transportation contracts.

UDBEs include: African Americans, Native Americans, Asian-Pacific Americans, and Women.

- The term “Agreement” also means “Contract.”
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term “Small Business” or “SB” is as defined in 49 CFR 26.65.

4.2 AUTHORITY AND RESPONSIBILITY

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”). The Contractor should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

4.3 SUBMISSION OF UDBE AND DBE INFORMATION

If there is a UDBE goal on the contract, a “Local Agency Proposer UDBE Commitment (Consultant Contract)” (Exhibit 10-O1) form shall be included in the Request for Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts (Exhibit 15-H). Only UDBE participation will be counted towards the contract goal; however, all DBE participation shall be collected and reported.

A “Local Agency Proposer DBE Information (Consultant Contract)” (Exhibit 10-O2) form shall be included with the Request for Proposal. The purpose of the form is to collect data required under 49 CFR 26. For contracts with UDBE goals, this form collects DBE participation by DBEs owned by Hispanic American and Subcontinent Asian Americans males (persons whose origin are from India, Pakistan, Bangladesh, Bhutan, Maldives Islands, Nepal or Sri Lanka). For contracts with no goals, this form collects information on all DBEs, including UDBEs. Even if no DBE participation will be reported, the successful proposer must execute and return the form.

4.4 DBE PARTICIPATION GENERAL INFORMATION

It is the proposer's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).
- B. A certified DBE may participate as a prime contractor, subcontractor, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A UDBE proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:
 - 1) The proposer is a UDBE and will meet the goal by performing work with its own forces.
 - 2) The proposer will meet the goal through work performed by UDBE subcontractors, suppliers or trucking companies.
 - 3) The proposer, prior to proposing, made adequate good faith efforts to meet the goal.
- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55, that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- F. The proposer shall list only one subcontractor for each portion of work as defined in their proposal and all DBE subcontractors should be listed in the bid/cost proposal list of subcontractors.
- G. A prime contractor who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subcontractors.

4.5 RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance. Proposer may call (916) 440-0539 for web or download assistance.

- B. Access the CUCP database from the Department of Transportation, Civil Rights, Business Enterprise Program web site at: <http://www.dot.ca.gov/hq/bep/>.
- Click on the link in the left menu titled *Disadvantaged Business Enterprise*
 - Click on *Search for a DBE Firm* link
 - Click on *Access to the DBE Query Form* located on the first line in the center of the page
 - Searches can be performed by one or more criteria
 - Follow instructions on the screen
- C. How to Obtain a List of Certified DBEs without Internet Access
- D. DBE Directory: If you do not have Internet access, Caltrans also publishes a directory of certified DBE firms extracted from the online database. A copy of the directory of certified DBEs may be ordered at: <http://caltrans-opac.ca.gov/publicat.htm>

4.6.1 MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS DBE CREDIT, AND IF A DBE IS ALSO A UDBE, PURCHASES WILL COUNT TOWARDS THE UDBE GOAL UNDER THE FOLLOWING CONDITIONS:

- A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.
- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not UDBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation

charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

4.7.1 FOR DBE TRUCKING COMPANIES: CREDIT FOR DBES WILL COUNT TOWARDS DBE CREDIT, AND IF A DBE IS A UDBE, CREDIT WILL COUNT TOWARDS THE UDBE GOAL UNDER THE FOLLOWING CONDITIONS:

- A. The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular Agreement, and there cannot be a contrived arrangement for the purpose of meeting the UDBE goal.
- B. The DBE must itself own and operate at least one fully licensed, insured, and operational truck used on the Agreement.
- C. The DBE receives credit for the total value of the transportation services it provides on the Agreement using trucks it owns, insures, and operates using drivers it employs.
- D. The DBE may lease trucks from another DBE firm including an owner-operator who is certified as a DBE. A DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the Agreement.
- E. The DBE may also lease trucks from a non-DBE firm, including an owner-operator. A DBE who leases trucks from a non-DBE is entitled to credit only for the fee or commission it receives as a result of the lease arrangement. A DBE does not receive credit for the total value of the transportation services provided by the lessee, since these services are not provided by the DBE.
- F. For the purposes of this Section D, a lease must indicate that the DBE has exclusive use and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, as long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.

4.8 Subcontractors

- A. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the Agency and any subcontractors, and no subcontract shall relieve the Contractor of his/her responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the Agency for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the Agency's obligation to make payments to the Contractor.
- B. Any subcontract in excess of \$25,000, entered into as a result of this Agreement, shall contain all the provisions stipulated in this Agreement to be applicable to subcontractors.

- C. Contractor shall pay its subcontractors within ten (10) calendar days from receipt of each payment made to the Contractor by the Agency.
- D. Any substitution of subcontractors must be approved in writing by the Agency's Contract Manager in advance of assigning work to a substitute subcontractor.

4.9. Disadvantaged Business Enterprise (DBE) Participation

- A. This Agreement is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." Proposers who obtain DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.
- B. If the contract has an underutilized DBE (UDBE) goal, the Consultant must meet the UDBE goal by committing UDBE participation or document a good faith effort to meet the goal. If a UDBE subconsultant is unable to perform, the Consultant must make a good faith effort to replace him/her with another UDBE subconsultant, if the goal is not otherwise met. A UDBE is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups: African Americans, Native Americans, Asian-Pacific Americans, or Women.
- C. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of agreements financed in whole or in part with federal funds. The Consultant, sub-recipient or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT- assisted agreements. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate.
- D. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this section.

4.10 Performance of DBE Consultant and other DBE Subconsultants/Suppliers

- A. A DBE performs a commercially useful function when it is responsible for execution of the work of the Agreement and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible with respect to materials and supplies used on the Agreement, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a commercially useful function, evaluate the amount of work subcontracted, industry practices; whether the amount the firm is to be paid under the Agreement is commensurate with the work it is actually performing; and other relevant factors.

- B. A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, Agreement, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.
- C. If a DBE does not perform or exercise responsibility for at least 30 percent of the total cost of its Agreement with its own work force, or the DBE subcontracts a greater portion of the work of the Agreement than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a commercially useful function.

4.11 Prompt Payment of Funds Withheld to Subcontractors

The Agency shall hold retainage from the prime consultant and shall make prompt and regular incremental acceptances of portions, as determined by the Agency, of the contract work, and pay retainage to the prime contractor based on these acceptances. The prime consultant, or subconsultant, shall return all monies withheld in retention from a subconsultant within 30 days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Federal law (49 CFR26.29) requires that any delay or postponement of payment over 30 days may take place only for good cause and with the agency's prior written approval. Any violation of this provision shall subject the violating prime consultant or subconsultant to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or nonpayment by the prime contractor, deficient subconsultant performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE prime consultant and subconsultants.

Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this section.

4.12 DBE Records

- A. The Consultant shall maintain records of materials purchased and/or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime consultants shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.
- B. Upon completion of the Agreement, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First-Tier Subcontractors," CEM-2402F (Exhibit 17-F, Chapter 17, of the LAPM), certified correct by the Consultant or the Consultant's authorized representative and shall be furnished to the Contract Manager with the final invoice.

Failure to provide the summary of DBE payments with the final invoice will result in 25% of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to the Consultant when a satisfactory “Final Report-Utilization of Disadvantaged Business Enterprises (DBE), First-Tier Subcontractors” is submitted to the Contract Manager.

- 1) Prior to the fifteenth of each month, the Consultant shall submit documentation to the Agency’s Contract Manager showing the amount paid to DBE trucking companies. The Consultant shall also obtain and submit documentation to the Agency’s Contract Manager showing the amount paid by DBE trucking companies to all firms, including owner-operators, for the leasing of trucks. If the DBE leases trucks from a non-DBE, the Consultant may count only the fee or commission the DBE receives as a result of the lease arrangement.
- 2) The Consultant shall also submit to the Agency’s Contract Manager documentation showing the truck number, name of owner, California Highway Patrol CA number, and if applicable, the DBE certification number of the truck owner for all trucks used during that month. This documentation shall be submitted on the Caltrans’ Monthly DBE Trucking Verification, CEM-2404(F) form provided to the Consultant by the Agency’s Contract Manager.

4.13 DBE Certification and Decertification Status

If a DBE subconsultant is decertified during the life of the Agreement, the decertified subconsultant shall notify the Consultant in writing with the date of decertification. If a subconsultant becomes a certified DBE during the life of the Agreement, the subconsultant shall notify the Consultant in writing with the date of certification. Any changes should be reported to the Agency’s Contract Manager within 30 days

Materials or supplies purchased from DBEs will count towards DBE credit, and if a DBE is also a UDBE, purchases will count towards the UDBE goal under the following conditions:

- A. If the materials or supplies are obtained from a DBE manufacturer, 100 % of the cost of the materials or supplies will count toward the DBE participation. A DBE manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 % of the cost of the materials or supplies toward DBE goals. A regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement, are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or

asphalt without owning, operating or maintaining a place of business provided in this section.

- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment, shall be by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

For DBE trucking companies: credit for DBEs will count towards DBE credit, and if a DBE is also a UDBE, credit will count towards the UDBE goal under the following conditions:

1. The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible.
2. The DBE must itself own and operate at least one fully licensed, insured, and operational truck used on the Agreement.
3. The DBE receives credit for the total value of the transportation services it provides on the Agreement using trucks it owns, insures, and operates using drivers it employs.
4. The DBE may lease trucks from another DBE firm including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the Agreement.
5. The DBE may also lease trucks from a non-DBE firm, including an owner-operator. The DBE who leases trucks from a non-DBE is entitled to credit only for the fee or commission it receives as a result of the lease arrangement. The DBE does not receive credit for the total value of the transportation services provided by the lessee, since these services are not provided by the DBE.
6. For the purposes of this section, a lease must indicate that the DBE has exclusive use and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, as long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.

5. SOURCE OF FUNDING:

Project funding proposed from the Federal Highway Bridge Program (HBP) and Sacramento County Measure A Sales Tax as local matching funds.

6. PROJECT ENGINEER:

Mike Meschi, P.E., Senior Civil Engineer
County of Sacramento, Municipal Services Agency, Department of Transportation,
4100 Traffic way, Sacramento, CA 95827
Telephone: (916) 875-5239
Fax number: (916) 875-5363
E-mail: meschim@saccounty.net

7. PROPOSAL DUE DATE:

Monday, July 9, 2012, at 3:00 p.m.

8. TYPE OF PROPOSAL REQUIRED:

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

9. REMARKS:

For assistance with proposal preparation, please contact Mike Meschi, at (916) 875-5239 or Cell phone at (916) 826-6437.

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I. INTRODUCTION

This Request for Proposal (RFP) solicits Proposals for Professional Services (Proposal) from qualified firms to provide a Bridge Foundation Report, structural plans, specifications and estimates for the placement of sheet piling or any alternate deep foundation design (primary and secondary piles/ jet grouting), and rock rip-rap (boulders) in the riverbed underneath the Dillard Road Bridge over Cosumnes River in Sacramento County to meet current Federal and State standards.

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

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

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

The Proposal from the Consultant should contain information identified in [Appendix B](#), “Guidelines for Preparation Proposals for Professional Services” and is subject to the standards stated in [Appendix C](#), “General Information”.

Six (6) copies of the Proposal shall be delivered to the office identified below no later than **3:00 p.m. on Monday, July 9, 2012.**

**County of Sacramento
Municipal Services Agency
Department of Transportation
4100 Traffic Way
Sacramento, CA 95827**

Attention: Mike Meschi
(916) 875-5239
(916) 826-6437 - Cell phone

II. DESCRIPTION OF PROJECT

PROJECT DESCRIPTION

The Sacramento County Municipal Services Agency, Department of Transportation, requests Proposals from prospective consulting firms for the placement of sheet piling or any alternate deep foundation design (primary and secondary piles/ jet grouting) at pier 3, and rock rip-rap in the riverbed underneath the Dillard Road Bridge over Cosumnes River. The work shall include preparation of a Bridge Foundation Report, plans, specifications, calculations, and estimates (PS&E) in accordance with Caltrans standards and Sacramento County design and construction details.

Need for Project

Caltrans has identified Dillard Road Bridge over Cosumnes River as a **“Scour Critical” Bridge**. According to FHWA Technical Advisory T5140.23, bridge foundations at the scour critical bridge are unstable (Caltrans, 2007).

Background

The Dillard Road Bridge over Cosumnes River was originally built in 1964, and the bridge number is 24C0004. The bridge is a 5-span, reinforced concrete (RC) T-girder superstructure, continuous on four (4) RC wall piers, and on two (2) RC diaphragm abutments.

Since the bridge was built, 10 ft of soil sediment underneath of the bridge has degraded. This occurred due to agricultural activities (levee construction), in stream gravel mining, obstruction of sediment transport from two upstream low-flow dams near Rancho Murieta and Van Vleck Park (private), and the constriction of the bridge onto the floodplain.

Environmental Setting

The project is situated in an environmentally sensitive area. The proposed design shall be in tune with environmental issues including but not limited to: native vegetation, wildlife and ecology, fishery, game hunting and riparian habitat. These issues should be addressed in the environmental document prepared by the County Department of Environmental assessment and Review (DERA).

Access to the Bridge Site

During the construction period, a temporary driveway shall be constructed on the northeast side of the bridge by the contractor to access the bridge site. The access area is within the Sacramento County’s right-of-way.

III. CONSULTANT QUALIFICATIONS

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

1. The project engineer shall be a Registered Civil Engineer in the State of California and have recent, demonstrated experience in design of similar projects.
2. The prime consultant must be familiar with and provide electronic copies of all plans in AutoCAD Civil 3D 2010, PDF format, and reproducible copies (Both full size and half size plans will be required with each submittal).
3. The prime consultant must be familiar with and provide electronic copies of the specifications in Microsoft Word 2007, copies of the estimates in Microsoft Excel 2007 and copies of the project schedule in Microsoft Project.

IV. SCOPE OF SERVICES

Task 1 - PROJECT MANAGEMENT/ COORDINATION

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

- Attend a project kick-off meeting with the County to review the scope of work, the initial tasks to be performed, the project schedule, the critical task items, areas of concern, and participate in a general exchange of views and ideas regarding the execution of the project.
- The Consultant shall prepare, update, and submit a project schedule to the County on a monthly basis. The schedule shall show each work activity, when that activity will begin, how long it will continue, and identify the critical tasks. The schedule shall clearly differentiate between those functions carried out by the Consultant, the County, and other involved parties.
- The Consultant should anticipate attending three or more informal Coordination/Status Meetings to review the project status and budget, to obtain required County input, make decisions, and discuss issues that have the potential of affecting the project budget or schedule. These meetings will be scheduled as necessary and at appropriate times during the development of the project. The meetings will be held at **the County office located at 4100 Traffic Way, Sacramento, CA**. The Consultant shall be responsible for preparing agendas for each of the meetings, consulting the County for potential agenda items, distributing the agenda prior to the meetings, and distributing meeting minutes to the participants within five days after the meeting.
- The Consultant shall prepare and submit requests for changes in scope, release of contingency, or for amendments to contracts when appropriate.
- The Consultant shall prepare and submit monthly progress reports to the County. The monthly progress reports will include progress of work; the status of utility coordination, if any, and relocation work; an updated project schedule; information/decisions required to maintain the project schedule and timely deliverables; problems encountered that may affect schedule, budget, or work products, and anticipated work for the following month.
- Establish a quality control plan and perform internal quality control reviews at critical stages of the project.

- The Consultant shall administer and supervise the work of all sub-consultants contracted for the project work.

1.1 PDT Coordination/Meetings

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

1.2 Consultant Team Management/Coordination

This task will include ongoing general project management, preparation of progress reports, and CPM scheduling and updates.

Task 1 Deliverables

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

Task 2 – Environmental Clearance Documentation & Regulatory Permits

This task will be performed by the County of Sacramento, Department of Environmental Assessment & Review (DERA).

Task 3 – Surveying

This task will be performed by the County of Sacramento, Department of County Engineering, Development and Surveyor Services Section (DSS) to establish the existing Right of Way limits.

Task 4 - Utility Mapping

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

Task 5 - Geotechnical Design

Task 5.1 - Geotechnical Design & Materials Report

The Consultant will prepare a Geotechnical Design & Materials Report to include recommendations for the placement sheet piling or any alternate deep foundation design (primary and secondary piles/ jet grouting) at Pier 3.

Task 5.2 - Structures Foundation Report & Boring Plan

The Consultant will prepare a Foundation Report to include recommendations for the placement of the sheet piles or any alternate deep foundation design (primary and secondary piles/ jet grouting) at Pier 3. A Foundation Boring Plan shall be developed with the preliminary submittal.

Task 5 – Deliverables

- Draft & Final Geotechnical Design, Calculations & Materials Report – Three (3) Copies Each
- Draft & Final Structures Foundation Report, Calculations & Boring Plan – Three Copies Each

Task 6 – Traffic Management Plan

The Consultant will develop a Traffic Management Plan as necessary to comply with current Caltrans and County requirements.

Task 6 – Deliverables

- Draft & Final TMP – Three Copies Each

Task 7 – Hydraulics Report

The Consultant will be provided with a copy of the report by the County of Sacramento, Department of Transportation.

Task 8 – Final Plans, Specifications, and Estimates

Task 8.1 - First Submittal of Plans, Estimate & Draft Specifications (65% Complete, “B” Plans)

Consultant will begin the design work and preparation of the PS&E. The Design Development (65%) Submittal will include “Plans, Specifications, and a Construction Cost Estimate”.

This task will include the development of the plans, Specifications, including Special Provisions, and a Construction Cost Estimate in accordance with the Bridge Design Details Manual as published by Caltrans as well as Sacramento County Standards. Environmental mitigation requirements will be included in the development of these documents.

The Construction Cost Estimate will be based on quantity take-off calculations performed and checked by the Consultant and unit cost information for each of the items listed.

Task 8.1 - Deliverables

Consultant will provide five (5) sets of PS&E for County Review.

- Full-size sets of 65% Plans
- Half-size sets of 65% Plans
- 65% Construction Cost Estimate
- Hand Calculations

Task 8.2 - Second Submittal of Plans, Estimate and Draft Specifications (95% Complete, "C" Plans)

This submittal shall include revisions based on comments from the County. The consultant shall provide a 95% complete set of plans, estimate and specifications to the County for review.

Task 8.3 – 100% Final PS&E Construction Document Submittal

Design comments on the 95% PS&E submittal made by the COUNTY will be incorporated into the Final Plans, Specifications, and Estimates.

The final drawings, Specifications, and estimates will be prepared in accordance with the County Standards by the Consultant in English Units.

All documents will be stamped and signed by the Consultant – a Licensed Civil Engineer Registered in California.

Task 8.3 - Deliverables

- Electronic (AutoCAD 2010) and paper (Full-Size Plans on Mylar) versions of Plans signed and stamped
- Electronic (Word-Office) and paper versions of project specifications signed and stamped
- Signed and Stamped bridge Hand-Calculations
- Electronic (Excel-Office) and paper versions of project estimate and *bid proposal*

Task 8 - BIDDING & CONSTRUCTION ASSISTANCE

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

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

- a. Provide information and assistance to the Department of Transportation in answering questions from bidders as required.
- b. Provide assistance with necessary plan changes to issue as addendums during the

bidding period as required.

- c. Attend contract pre-construction meeting.
- d. Coordinate review and approval of shop drawings and falsework design.
- e. Provide ongoing consultation and interpretation of construction documents, as requested.
- f. Review and comment on contract change orders, as requested.
- g. Prepare plan revisions as necessary for contract change orders.
- h. Provide construction engineering assistance as requested.
- i. Provide a resident engineer file.

V. REQUIRED SERVICES CRITERIA

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

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

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

A. ACCURACY AND COMPLETENESS

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

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

B. QUALITY CONTROL

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

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

C. VALUE ENGINEERING

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

D. MATERIALS

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

E. AWARD OF CONTRACT

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

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

The prospective consultant will be required to adhere to the provisions of a fully executed agreement. Provisions of the agreement shall be based on a standard agreement approved by County Counsel.

VI. COUNTY FURNISHED INFORMATION AND SERVICES

These items are included with this Request for Proposal

- APPENDIX A – LOCATION MAP & PHOTOS
- APPENDIX B – GUIDELINE FOR PREPARING A PROPOSAL FOR PROFESSIONAL SERVICES
- APPENDIX C – GENERAL INFORMATION
- APPENDIX D – CONSULTANT SELECTION PROCEDURE AND EVALUATION CRITERIA
- APPENDIX E – FORMS
- APPENDIX F – SAMPLE AGREEMENT
- APPENDIX G – CALTRANS INSPECTION REPORTS FOR 24C0004