



FEDERAL AID PROJECT NO.
BRLO-5902(080)
WOOLEY CREEK BRIDGE (2C-016)
Bridge Rehabilitation and Pier Repair

County of Siskiyou
Public Works
1312 Fairlane Road (P.O. Box 1127)
Yreka, CA 96097

RFP Deadline:

10:00 a.m., Tuesday, June 12, 2018

REQUEST FOR PROPOSAL

Professional Engineering & Environmental Services

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ATTACHMENTS: ARE ON THE FOLLOWING LINK

<https://www.co.siskiyou.ca.us/content/public-works-projects>

- A. Sample Contract
- B. Vicinity Map
- C. Caltrans LAPM Exhibits
- D. Evaluation Criteria
- E. Bridge Inspection Report
- F. Bridge As-Built Plans
- G. Photos (7)
- H. Underwater Video

CONTACT INFORMATION

Interested firms shall submit three (3) copies and one (1) electronic version, either PDF or Word format, of the Technical Proposal (Proposal) no later than **June 12, 2018**, to:

**ATTN: PUBLIC WORKS DIRECTOR
RFPs for PROFESSIONAL ENGINEERING & ENVIRONMENTAL SERVICES
WOOLEY CREEK BRIDGE REHABILITATION & PIER REPAIR
SISKIYOU COUNTY PUBLIC WORKS
1312 FAIRLANE ROAD (P.O. BOX 1127)
YREKA, CA 96097**

The Technical Proposal shall be in the format identified herein. Any questions regarding this RFP shall be directed to Scott Waite, Director of Public Works, via phone at (530) 842-8250, or email at swaite@co.siskiyou.ca.us.

To be on the document holder list and to be assured of receiving all addenda and Requests for Information (RFI) responses, the following information must be submitted to Siskiyou County via email at: swaite@co.siskiyou.ca.us . All RFIs must also be submitted via email to this address.

Company Name: _____
Mailing Address: _____

Primary Contact Name: _____
Primary Contact email address: _____
Primary Contact phone number: _____

Addenda and RFI responses will be sent via email only to the primary contact submitted above.

INTRODUCTION

The County of Siskiyou is accepting Technical Proposals for Preliminary Engineering and Environmental Services for the Wooley Creek Bridge Rehabilitation and Pier Repair. Consultant selection utilizes the One-Step Request for Proposals (RFP) Method, as described in Section 10.5 of the Caltrans Local Assistance Procedures Manual (LAPM).

The tasks required to complete this project may include, but are not limited to: preliminary engineering, environmental documents/studies/reports, bid assistance, and construction support services. A more detailed description of the tasks required to complete this project are defined in the **Scope of Services** section of this Request for Proposals.

PROJECT DESCRIPTION

Wooley Creek Bridge (Bridge 2C-016) was built in 1966 and is a 4 span, 406 ft. long by 24 ft. wide, two lane bridge. Bridge 2C-016 is located near Wooley Creek on the Salmon River (Salmon River Road M.P 3.77/Forest Highway 93-1) approximately 3 miles East of Somes Bar and 16 miles West of Forks of Salmon.

Bridge inspections have indicated the need for column repair to Pier 3 (Pier 2 on As-Built Plans). The deteriorated concrete and exposed reinforcing in Pier 3 was first documented in the 1970's Caltrans Bridge Inspection Reports and in the 1980's a corrugated metal shell was installed around the Pier column to prevent further deterioration. Currently, a portion of the corrugated metal shell is missing and could possibly be impacting the bridge integrity. For additional Bridge details refer to the attached Caltrans Bridge Inspection Report (Attachment E) and the Bridge As-Built Plans (Attachment F). This project will consist of an in-depth evaluation of the actual structure condition and appropriate considerations for repairs, rehabilitation and seismic retrofits for the overall bridge.

SCOPE OF SERVICES

The following is an outline of anticipated tasks required to complete the engineering and environmental services. The tasks will include, but not be limited to what is outlined below. Consultants preparing a Technical Proposal should elaborate on these tasks within their Proposal. All work shall be completed under the responsible charge of professionals, appropriately licensed in California for the type of work to be completed.

1. Engineering Services

- a. The Consultant shall inspect, design and provide all rehabilitation and seismic retrofit recommendations for the Wooley Creek Bridge. Inspection and Engineering will include an in-depth evaluation, development of necessary engineering plans and specifications based on the in-depth evaluation and recommendations.
- b. The project plans, specifications, and estimates (PS&E) at 65% and 95% for County review and comment. The progress plans shall include all proposed civil and structural sheets that comply with Caltrans requirements and County standards. Progress specifications at the 65% may include technical specifications only; the 95% specifications should be as complete as possible. Progress estimates shall be itemized and include quantities and unit costs. The unit costs should reflect prevailing wage construction costs and current materials costs.
- c. The Plans, specifications, and estimates shall be designed and prepared in accordance with the current Caltrans Procedures Manual, Standard Specifications and Plans, and Caltrans Bridge Design documents.
- d. The PS&E package shall comply with Caltrans and County standards. The complete PS&E package shall be a biddable package. Final PS&E shall be provided to the County as a single hard copy set and in PDF format for reproduction and electronic distribution.

2. Environmental Documents/Studies/Reports

- a. The Consultant shall prepare studies/documentation needed to obtain National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) clearance. All documentation required for NEPA clearance prepared by the Consultant shall be provided to the County for submittal to Caltrans for review and approval.
- b. The Consultant shall coordinate and provide documentation required to obtain NEPA environmental clearance to the County for submittal to Caltrans. It is expected that Caltrans will prepare the NEPA environmental clearance document.
- c. The County will utilize the various reports and studies required in the Preliminary Environmental Study (PES) to prepare and process any necessary CEQA documentation which will include submittal for public review and response to comments. The Consultant shall coordinate and provide documentation required to obtain CEQA environmental clearance.

3. Bid Assistance and Construction Support Services

- a. The Consultant shall provide to the County constructability review, bridge design calculations, and bridge quantity calculations. Plans, specifications, and estimates shall be designed and prepared in accordance with the current Caltrans Procedures Manual, Standard Specifications and Plans, and Caltrans Bridge Design documents.

The County will administer the contract bid process. The Consultant shall assist the County with the following items:

- i. Clarification and information about the PS&E package during the contract bid process and construction process;
 - ii. Assist in answering questions regarding the Bridge design that may arise during the contract bid process;
 - iii. Assist in the preparation of any addenda to the PS&E during the contract bid period; and
 - iv. Provide engineering support services during the period of construction which may include, but not be limited to the following: review of submittals related to design and specialized materials; engineering support for design changes; change order review; review of shop drawings; review of false work plans; post tensioning calculations; material testing; and periodic field review.
- b. Consultant shall be responsible for resolving any errors in the design which are identified during construction at no additional cost and in a timely manner to ensure construction delays are avoided or minimized.

4. County Provided Services

- a. The County will complete all necessary documents required by the LAPM including authorization requests, permits, finance letters, and scope/cost/schedule change request, except as noted herein.

The County will reproduce final plans and specifications, obtain necessary permits, advertise the project, and distribute plans and specifications to prospective bidders.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY

Submitters are advised that, as required by federal law, the County of Siskiyou is implementing Disadvantaged Business Enterprise (DBE) requirements. Consultants need to comply with requirements of the California Department of Transportation (Caltrans) Regulations and Policies. The Consultant must complete and submit the form titled *Exhibit 10-01 Local Agency Proposer DBE Commitment* (Consultant Contracts) with their Technical Proposal. Additionally, the Consultant's attention is directed to the most current version of *Exhibit 10-1 Notice to Proposers DBE Information* of the Caltrans LAPM.

At the conclusion of cost negotiations, the successful Consultant shall assist the County as necessary with completion of Caltrans Exhibit 10-02 for inclusion in the final agreement.

EVALUATION CRITERIA

The Technical Proposal for Professional Engineering and Environmental Services submitted in response to this Request for Proposals 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 the criteria provided in Exhibit 10-B of the LAPM; however, the County has modified the weighted values to better reflect the specific needs of this project. See the *County Modified Evaluation Sheet*, Attachment D.

CONTRACT REQUIREMENTS

The top-ranked Consultant will receive written notification of the selection. Negotiations for contract agreement and payment will commence after notification. The final contract will need to be approved as to form by County of Siskiyou Counsel and an authorized representative of the Consultant. A sample agreement has been attached to this RFP for reference (Attachment A). The Consultant shall adhere to the provisions of this agreement and advise the County of Siskiyou in the Technical Proposal of any provisions for which they have alternative wording, or any provisions which they cannot accept.

Should it be awarded a contract, the Consultant shall not discriminate against any person who performs any work thereunder because of age, race, color, sex, religion, creed, national origin, marital status, political affiliation, or disability.

If a subcontract for work or services to be performed exceeds \$25,000, the subcontract must contain all required provisions of the prime contract. **Exhibits 10-01 and 10-02 must be included in all subcontracts regardless of contract amount.**

Prevailing wages will apply if as specified by the California Department of Industrial Relations (DIR). California State Prevailing Wage information is available through the California DIR websites below:

- DIR FAQ: http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html
- DIR Wage Determination: <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>

TECHNICAL PROPOSAL REQUIREMENTS

Due Date	June 12, 2018
Required Copies	Three (3) copies and one (1) electronic version, either in PDF or Word format
Submit To	Attn: Public Works Director RFPs for Professional Engineering & Environmental Services Wooley Creek Bridge Rehabilitation & Pier Repair Siskiyou County Public Works 1312 Fairlane Road (P.O. Box 1127) Yreka, Ca 96097
Submittal Identification	The submittal package shall be clearly marked Professional Engineering and Environmental Services for the Wooley Creek Bridge (2C-016)

These guidelines are provided for standardizing the preparation and submission of Technical Proposals by all Consultants. The intent of these guidelines is to assist Consultants in the preparation of their Proposal, to simplify the review process by the County of Siskiyou, and to provide standards for the evaluation of all Technical Proposals.

Technical Proposals shall be a maximum of thirty (30) single-sided or fifteen (15) double-sided bound pages, including the introductory letter and resumes. Paper size shall be Letter (8.5" x 11") and a minimum font size of 11 shall be utilized. Required Caltrans LAPM exhibits do not count towards the page count. Drawings sized 11" x 17" are acceptable provided they are folded to 8.5" x 11" size and included in the bound Proposal.

Technical Proposals shall contain the following information in the order listed:

1. Introductory Letter

The Introductory (or transmittal) letter shall be addressed to:

Scott Waite, PE
Siskiyou County Department of Public Works
1312 Fairlane Road (P.O. Box 1127)
Yreka, CA 96097

The introductory letter shall include the Consultant's primary contact name, mailing address, telephone number, facsimile number, and email address. The letter shall address the Consultant's understanding of the project and any other information deemed pertinent by the Consultant.

The letter should also indicate any conflicts or non-acceptability of the terms and conditions of the contract agreement, which is attached to this RFP. Proposed deviations and modifications to the contract agreement should be clearly noted and supporting reasons provided.

Changes to the agreement will not be considered by the County of Siskiyou once Consultant selection has been completed.

2. Office Location Where Work will be performed

Include the office(s) where work will be conducted by the Consultant and subconsultant(s).

3. Qualifications and Experience

Identify key staff and subconsultants proposed for the project team and their availability. Describe the responsibilities of the staff and extent of involvement with the project. Any changes in key personnel and subconsultants after the award of contract must be requested in writing, and approved by the County of Siskiyou before the change is made. Three (3) references are to be listed for each subconsultant. References may be contacted as part of the selection process.

The Technical Proposal must clearly describe the Consultant's ability for undertaking and performing the scope of work. It must list projects of similar work performed by the proposed project team. These projects must illustrate the quality and past performances of the project team. A discussion of challenges faced, and solutions developed are recommended. Contact names and current telephone numbers are to be provided for each referenced project. The projects listed should include the names of staff and other team members involved in the work.

Supportive information and references in support of the Consultant's qualifications may include graphs, organizational charts, photographs, resumes, etc., and is at the Consultant's discretion.

The Consultant is reminded that their Technical Proposal should be specific and concise.

4. Work Plan and Project Schedule

The Technical Proposal shall address the requested services listed in this RFP and any other services which the Consultant believes are applicable to the project. Functions carried out by subconsultants should be clearly indicated.

The Proposal shall include a Work Plan which clearly identifies the tasks, benchmarks, and time required for each phase of the work.

5. Federal and State Requirements

Consultant and subconsultants must meet all federal and state requirements, as may be applicable. The Consultant should address such requirements in the Technical Proposal.

6. Supporting Information

The Consultant may include resumes, brochures, and other supporting information in this section.

7. Fee Proposal (by shortlist firms only)

If requested by the County, the Consultant shall provide a **separate, individually sealed** Fee Proposal with an estimated budget for each of the tasks included in the Scope of Services.

Each task budget will include labor and expenses, including subconsultant costs. Labor budgets will be computed by multiplying the planned labor hours by the billing rates of each staff member or labor classification. The Fee Proposal shall depict the tasks in the left column and each of the labor classifications, rates, expenses and subconsultant costs in the top row. Total task budgets and the total fee shall be shown in the right column. Examples from the LAPM Exhibit 10-H are attached to this RFP for your use. The contract fee proposal **must** identify all key employees and/or classifications. New key employees and/or classifications must be approved before they incur work on the contract or the costs can be disallowed at County's sole discretion.

The Fee Proposal, if requested by the County, shall include a completed contract cost and financial management system certification form (Exhibit 10-K). An Exhibit 10-K is also required for subconsultants.

8. Caltrans LAPM exhibits

To be completed by all bidders:

- *Exhibit 10-01 Consultant Proposal DBE Commitment*

To be completed upon request by shortlisted bidders only:

- *Exhibit 10-H Sample Cost Proposal*
- *Exhibit 10-K Consultant Certification of Contract Costs and Financial Management System*

CONSULTANT SELECTION PROCESS

After the period has closed for receipt of Technical Proposals, each Proposal will be opened and examined to determine compliance with the requirements specified in this RFP. Any Proposal that does not meet the format requirements will be eliminated from competition and returned to the Consultant. The County of Siskiyou may reject any Technical Proposal if it is conditional, incomplete, or contains irregularities. The County of Siskiyou may waive an immaterial deviation in a Proposal; however, the waiver shall in no way modify the RFP documents or excuse the Consultant from full compliance with the contract requirements if awarded the contract.

The selection panel will review each Technical Proposal that meets the format requirements. Panel members will individually evaluate each Proposal in accordance with the evaluation criteria shown herein.

The panel members will meet to tally and average scores for each Technical Proposal, then the Proposals will be ranked based on the scores. Based on the rankings, the County of Siskiyou will establish a shortlist and interview the top firms on this list, if the County determines a need for interviews.

The County of Siskiyou will request a sealed Fee Proposal from all Consultants on the shortlist and enter into negotiations with the top-ranked Consultant. If agreement on a final Fee Proposal is reached with the County the top-ranked firm will be recommended for award subject to approval by the Board of Supervisors. If agreement cannot be reached with the top-ranked firm, the County of Siskiyou will close negotiations and enter into negotiations with the second-ranked firm.

The successful Consultant will be subject to verification of non-fraud and for listing on the debarred Contractors/Consultants list, per federal funding requirements.

This RFP does not commit the County of Siskiyou to award a contract, to pay any costs incurred in the preparation of a Technical Proposal for this request, or to procure or contract for services. The County of Siskiyou 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 Request for Proposals if it is in the best interest of the County of Siskiyou to do so.

All products used or developed in the execution of any contract resulting from this Request for Proposals will remain in the public domain at the completion of the contract.

Upon approval of the selected Consultant by County of Siskiyou and agreement of a mutually acceptable price, a written Agreement will be prepared, executed by the Consultant, and reviewed by the County of Siskiyou for approval and execution. The Consultant will begin work immediately upon receipt of the Notice to Proceed by the County of Siskiyou.

Following the submittal of a Technical Proposal, it may be withdrawn or modified by written request of the submitter. However, the modified Proposal must be received prior to the original submittal deadline, as shown in the Schedule of Work below. Technical Proposals received after the submittal deadline will not be considered and will be returned to the submitter.

Unsigned Proposals, or Proposals signed by an individual not authorized to bind the prospective Consultant will be rejected. Proof of authorization may be required

METHOD OF PAYMENT

Contract payments will be made on the basis of satisfactory performance by the Consultant as determined by the County. Final payment to the Consultant will only be made when the County finds that the work performed by the Consultant is satisfactory and the final work product and documents submitted meet all of the tasks of the contract and is accepted by the County.

1. Specified Rates of Compensation

The Consultant is paid at an agreed and supported specific fixed hourly, daily, weekly or monthly rate, for each class of employee engaged directly in the work up to a maximum not-to-exceed contract amount. Such rates of pay include the Consultant's estimated costs and net fee (profit). Federal regulations require that profit be separately negotiated from contract costs. The specific rates of compensation, except for an individual acting as a sole proprietor, are to include an hourly breakdown, direct salary costs, fringe benefits, indirect costs, and net fee. Other direct costs may be included, such as travel and equipment rentals, if not already captured in the indirect cost rate.

AUDIT AND REVIEW PROCESS

State and federal requirements as well as specific contract requirements, serve as the standards for audits and reviews performed. The local agencies, Consultants, and subconsultants are responsible for complying with state, federal, and specific contract requirements. The County reserves the right to audit any contract. Applicable standards include, but are not limited to:

- Caltrans Local Assistance Procedures Manual (LAPM);
- Project Program Supplemental Agreements;
- 23 CFR, Chapter 1, Part 172 – Administration of Engineering and Design Related Service Contracts;

- 48 CFR, Federal Acquisitions Regulation Systems (FAR), Chapter 1 FAR, Part 31- Contract Cost Principles and Procedures;
- 48 CFR, Chapter 99 – Cost Accounting Standards, Subpart 9900;
- 49 CFR, Transportation, Subtitle A, Office of the Secretary of Transportation, Volume 1, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government;
- 49 CFR, Part 18.20 – Standards for Financial Management Systems;
- 23 USC, Part 112 – Letting of Contracts;
- United States Government Accountability Office, Government Auditing Standards (GAS);
- Proposed contract terms and conditions.

Dollar thresholds for audits or reviews are stratified as follows:

- Less than \$150,000 – no audit or review is required, but is optional;
- Between \$150,000 and \$1MM (Case 1 per Section 10.3 of Caltrans Local Assistance Procedures Manual).

Contracts shall not be awarded to a Consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18 and 48 CFR Part 31. Should the Consultant contract exceed \$150,000, all documentation required pursuant to LAPM chapter 10.3, “Case 1: Proposed A&E Consultant contracts of \$150,000 or more” shall be provided to the County for audit purposes.

DISPUTE RESOLUTION

Should any Consultant dispute the County of Siskiyou’s determinations and findings during the One- Step RFP process, such Consultant shall give the County of Siskiyou written notice of the matter in dispute within five (5) days of Consultant’s first knowledge of the decision or determination. The Consultant shall thereafter, within ten (10) days of Consultant’s first knowledge of the County of Siskiyou’s decision or determination in dispute, provide the County of Siskiyou with a complete and comprehensive “Statement of Dispute” that discusses all the reasons why the Consultant disputes the County of Siskiyou’s determination or decision and submit all documentary evidence relied on by the Consultant. The Statement of Dispute must meet the following conditions and requirements:

1. Provide a complete statement of the factual and legal basis for the protest.
2. Refer to the specific portions of the RFP which form the basis for the protest, and all documentary evidence relied upon.
3. Include the name, address, and telephone number of the person representing the protesting party.
4. The party filing the Statement of Dispute must concurrently transmit a copy of the initial protest document and any attached documentation to all other parties with a direct financial interest, which may be adversely affected by the outcome of the protest. Such parties shall include all other Consultants, who shall have seven (7) calendar days to respond to the Statement of Dispute.

5. The Statement of Dispute must be submitted by mail to the Siskiyou County Public Works Department, Attn: Scott Waite, P.O. Box 1127, Yreka, CA 96097. The County of Siskiyou will review the Statement of Dispute, and may elect to hold an administrative hearing thereon, and may request Consultant to produce further evidence as the County of Siskiyou deems material to a decision on the issue, after which time, the County of Siskiyou will issue a determination which shall be final. The procedure and time limits set forth in this paragraph are mandatory and are the Consultant's sole and exclusive remedy in the event of protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings. Failure to strictly follow this procedure shall waive any further rights to dispute the County of Siskiyou's decisions and determinations made during the RFP process.

SCHEDULE OF WORK

An anticipated selection process schedule is shown below.

No.	Item of Work	Date
1	RFP Release	5/15/2018
2	Deadline for submission of written questions	6/5/2018
3	Technical Proposals due	6/12/2018
4	Evaluation of Technical Proposals	Week of June 18
5	Interviews/Negotiations	Week of July 9
6	Board of Supervisors approval of selected Consultant	8/7/2018
7	Notice of Contract award	8/8/2018

ADDITIONAL INFORMATION

The County of Siskiyou is an equal opportunity employer (EOE) and Disadvantaged Business Enterprises (DBEs) are encouraged to participate. The goal for DBE participation for this contract is 5%.

For additional Technical Proposal submittal or technical information, please contact Scott Waite at (530) 842-8250 or swaite@co.siskiyou.ca.us.

Sincerely,

Scott Waite, PE
Director of Public Works

