



## VENTURA COUNTY TRANSPORTATION COMMISSION

### REQUEST FOR PROPOSALS

#### US 101 – HOV Lane Project Project Approval and Environmental Document Phase

Date Released: July 10, 2017

Ventura County Transportation Commission  
950 County Square Drive, Suite 207  
Ventura, CA 93003

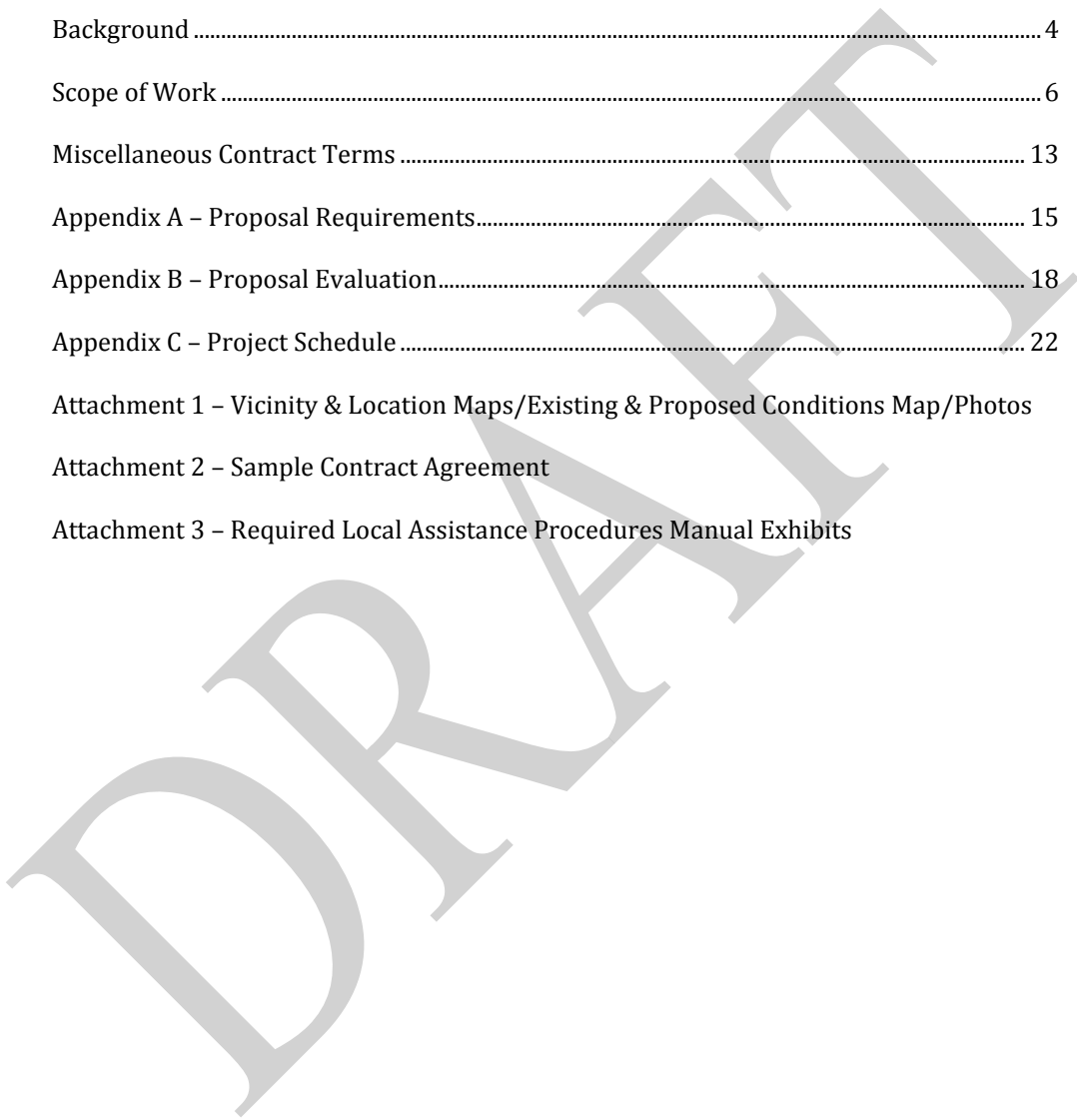
**Proposals are due prior to 4:00 P.M., Monday, August 21, 2017**

**TABLE OF CONTENTS**

Request for Proposals

US 101 HOV Lane Project  
Project Approval and Environmental Document Phase

Introduction .....	3
Background .....	4
Scope of Work .....	6
Miscellaneous Contract Terms .....	13
Appendix A – Proposal Requirements.....	15
Appendix B – Proposal Evaluation.....	18
Appendix C – Project Schedule .....	22
Attachment 1 – Vicinity & Location Maps/Existing & Proposed Conditions Map/Photos	
Attachment 2 – Sample Contract Agreement	
Attachment 3 – Required Local Assistance Procedures Manual Exhibits	



## INTRODUCTION

Ventura County Transportation Commission (VCTC) is requesting proposals to select a qualified consultant firm, or consultant team, to provide professional preliminary engineering design and environmental consulting services for the Project Approval and Environmental Document (PA&ED) phase of the US 101 HOV Lane Project.

The US 101 HOV Lane Project in Ventura County between post miles 4.1 and 30.9, will be funded with STIP dollars requiring the Consultant to follow all pertinent local, State, and Federal laws and regulations. **The DBE goal for this project is [#%].**

Total amount payable to the Consultant shall not exceed [\$xxx] and with a performance period of the contract from the date approved by VCTC to the [targeted phase or date] whichever is the lesser.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Appendix B, "Evaluation Criteria," of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants the VCTC has specifically e-mailed a copy of the RFP to and will be posted on the VCTC website at:

<HTTPS://www.goventura.org/about-vctc/working-with-vctc>

It shall be the Consultant's responsibility to check the VCTC website to obtain any addenda that may be issued.

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

Submit five (5) hard copies and one (1) electronic copy in PDF format on a CD/DVD of the Consultant's proposal. The hard copies and CD/DVD shall be mailed or submitted to the VCTC prior to 4:00 P.M., **Monday, August 21, 2017**. Proposals shall be submitted in a sealed package clearly marked "US 101 HOV Lane Project Approval and Environmental Document Phase" and addressed as follows:

Steve DeGeorge, Planning Director  
Ventura County Transportation Commission  
950 County Square Drive, Suite 207  
Ventura, CA 93003  
Phone: (805) 642-1591 (ext. 103)  
Email: sdegeorge@goventura.org

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to 5:00 P.M., **Monday, August 21, 2017**.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

This RFP does not commit the VCTC to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The VCTC reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to

modify or cancel in part or in its entirety the RFP if it is in the best interests of the VCTC to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the VCTC.

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

The anticipated consultant selection schedule is as follows:

Proposal review and evaluation: August 22, 2017 – September 1, 2017

Oral interviews: September 11, 2017 – September 15, 2017

Cost Negotiation with first ranked consultant: September 18, 2017 - October 2, 2017

Approximate Contract Award and Notice to Proceed: November 3, 2017

Any questions related to this RFP shall be submitted in writing to the attention of Mr. Steve DeGeorge, Director of Planning via email at [sdegeorge@goventura.org](mailto:sdegeorge@goventura.org). Questions shall be submitted before 5:00 PM on August 14, 2017. All questions and answers shall be posted on the RFP solicitation website at: <HTTPS://www.goventura.org/about-vctc/working-with-vctc>

No oral question or inquiry about this RFP shall be accepted.

## **PROJECT DESCRIPTION AND BACKGROUND**

US-101 is a major interregional route connecting San Francisco and Los Angeles. In fact, it is the major coastal north-south route that connects the northern, central and southern areas of the State. Regionally, US-101 connects Ventura County's communities and the neighboring counties, and is a part of local mobility and economic wellbeing.

From SR-23 (PM 3.11) to Chestnut Street OH on-ramp (PM 30.10), US-101 chiefly consists of three 12-foot wide mixed flow lanes (MFLs) in each direction and at spot locations there are 12-foot wide auxiliary lanes; the outside and inside shoulders widths vary from 0 to 10 feet. Between SR-126 (PM 26.39) and SR-33 (PM 30.91), US-101 consists of two 12-foot wide MFLs in each direction.

Due to the projected population growth for Ventura County, currently estimated at  $\pm 1\%$  annually, it is anticipated that the forecasted traffic demands will adversely impact the level of service (LOS) along US-101. Hence VCTC is seeking to address future traffic demands within their region and by implementing HOV lanes on the segment of US 101 in Ventura County between post miles 4.1 and 30.9. By the addition of HOV lanes, VCTC proposes to reduce congestion, improve traffic operations, and accommodate future traffic volumes in this area.

A Project Study Report – Project Development Support for the project was developed by Caltrans for VCTC and was approved on December 23<sup>rd</sup>, 2013. The PSR-PDS, posted on the RFP solicitation website at: <HTTPS://www.goventura.org/about-vctc/working-with-vctc>, considered four specific alternatives that addresses the above mentioned purpose and need of the project. The project capital cost was estimated to be between \$575 million to \$2 billion depending upon the alternative chosen.

## SCOPE OF WORK

### General:

VCTC is interested in contracting with a Consultant for the Project Approval and Environmental Document Phase of the project.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws
4. Rules and regulations of governing utility districts
5. Rules and regulations of other authorities with jurisdiction over the procurement of products

The Consultant shall comply with all insurance requirements of the VCTC, included in the sample contract in Attachment 2.

### Services to be Provided:

The Consultant selected shall provide all services to complete preliminary engineering, environmental and right-of-way services as required for the PA&ED phase of the US 101 HOV lane project.

Specifically, the Consultant selected will be required to complete the following tasks:

#### I. Project Management and Coordination

VCTC will serve as the contract manager working in partnership with Caltrans District 7, as the Project Manager. The consultant shall be responsible for project management activities throughout the life of the contract and the scope of activities including but not limited to, coordinating and being responsible for scheduling meetings, managing the project schedule, preparing and distributing minutes, field reviews, tracking action items for the VCTC and consultant sub-contractors, and preparing all submissions for the VCTC to submit to Caltrans. Any modifications proposed to this solicitation are welcome provided they are innovative, advanced, and well thought out methodologies and shall be identified as optional and priced out separately in the sealed fee proposal.

A kick-off meeting shall be held by the consultant with VCTC and project partners prior to beginning work to review and refine the work program and schedule, identify critical milestones, and determine appropriate paths of communication. Consultant shall produce a baseline CPM schedule of work and conduct monthly Project Development Team (PDT) meetings with the project team to discuss progress. Meeting agendas and minutes for all PDT meetings will be provided by the Consultant. An updated CPM schedule of work and progress report shall be submitted with each monthly invoice.

Consultant shall coordinate major project elements or decisions with third parties including Caltrans, VCTC, Cities of Camarillo, Oxnard, San Buenaventura, Thousand Oaks, the County of Ventura and any other agencies or property owners that may provide design input, suggestions or constraints for the project. Project design elements and/or scope may be altered through additional coordination and public outreach efforts. Agenda and meeting minutes for all coordination meetings shall be provided by the Consultant.

## **II. Public Outreach**

### **a. Public Process**

Outreach meetings will be held to address public concerns and ideas for the design and implementation of the proposed project. The consultant shall attend as many public outreach meetings as necessary to complete the PA&ED phase. These meetings include VCTC Commission meetings as well as separate meetings for local agencies, neighborhoods and interested community groups. These meetings may be held outside of normal working hours or held on the weekend.

The consultant shall also attend a separate set of public outreach efforts conducted to meet the required environmental process and Caltrans requirements. At a minimum, color schematics (minimum size 24" x 36") of design options, as well as electronic files of images and documents suitable for presentation, will be prepared for presentations. Input gathered from outreach meetings may contribute to the proposed concept design.

### **b. Project Website**

Consultant shall host a project website page which will provide information to the public regarding the PA&ED phase of the project. The website page shall include items such as project history and development progress, applicable exhibits, overall schedule and milestones, and public feedback and notification sections. The website page shall be maintained and updated monthly as project progress occurs.

## **III. Preparation Of Caltrans Project Development Documents**

### **a. Preliminary Engineering Studies**

Develop general project locations and design concepts and related activities needed to establish the parameters for final design such as Geometrics, Hydraulics, Geotechnical, Bridge, Landscape Architecture, Traffic Operations, Electrical, ITS Elements, etc. The consultant shall obtain and review available data and information necessary for preliminary engineering design such as Geometrics, Hydraulics, Geotechnical, Bridge, Landscape Architecture, Traffic Operations, Electrical, ITS Elements, etc. Information sources may include, but not be limited to, VCTC, Caltrans, other local agencies, utilities, and other agencies and organizations.

#### **i. Surveys and Mapping**

The Consultant shall be responsible for data collection, mapping and surveying necessary for preliminary engineering, design, cost estimates, right-of-way impacts, and the level of environmental clearance. The scope of comprehensive base mapping and surveying includes but is not limited to Control Surveys, Aerial Photogrammetry, Limited Design Level Topographic Surveys, Right-of-Way Retracement, and a Record of Survey. The consultant shall provide new aerial base mapping with supplemental field design surveys for the project site location.

All aerial mapping targets, project control points and existing monuments will be tied using total station and GPS methods. Caltrans guidelines for control surveys will be used to constrain the network. All horizontal and vertical control shall be provided by Caltrans District 7 Office of Surveys prior to the beginning of the project. Field work will include setting aerial targets, recovering existing monumentation and making GPS observations. Sufficient monuments will be located such that the record right-of-way of the project location may be plotted in the project area. This information will be combined into the project base map for preliminary design. Consultant shall process the new aerial topographic mapping through the Caltrans "Checklist A, B, C" process for approval.

- ii. Utility Coordination**  
The consultant shall identify utilities within the project area and combine this information into the project base map for preliminary design. The consultant shall submit improvement plans to utility companies in accordance with their requirements and coordinate with utility companies as required in the PA&ED phase of the project.
- iii. Site Visits and Field Reviews**  
Consultant shall conduct site visits and field reviews as necessary to verify existing geometric features, structures, drainage, signage, striping, and other features. Consultant will document the conditions observed during these site visits through photos, videos, field notes, and field measurements.
- iv. Purpose and Need Statement**  
Consultant shall refine the current purpose and need statement, as described in the approved PSR-PDS, to be consistent with the findings and results of project development through the PA&ED phase of the project.
- v. Viable Alternatives**  
Consultant shall expand on previous studies and further define viable alternatives identified in the approved PSR-PDS. Consultant shall refine preliminary geometrics for the proposed improvements and evaluate alternative configurations to minimize potential environmental and private property impacts. Consultant shall evaluate alignment alternatives to qualitatively compare cost, connectivity, safety, construction phasing, environmental impacts, right of way and any utility relocation requirements. The findings will be presented through the public process for review and to reach consensus on the preferred alignment alternative.
- vi. Nonstandard Geometric Features**  
Consultant shall check for nonstandard features within the proposed geometrics of the proposed facility to develop a list identifying potential mandatory and advisory design exceptions. The list will be submitted to Caltrans for review and comment. Consultant shall investigate geometric refinements to assess if any nonstandard features can be eliminated. Consultant shall prepare Fact Sheets for advisory and mandatory design exceptions to be requested.
- vii. Area of Potential Effect (APE) Map**  
Consultant shall prepare an APE map to initiate the environmental process. The APE map will define the project's environmental footprint, as well as identify proposed right of way acquisitions and temporary construction easements. The APE shall be submitted to the City and Caltrans for approval.
- viii. Preliminary Engineering Drawings**  
Consultant shall develop preliminary layout plans indicating travel width, horizontal control, vertical profile, structure locations and right-of-way requirements. Typical cross sections, profiles of alignments and super elevation curves will also be developed.
- ix. Preliminary Cost Estimate**  
Consultant shall prepare a preliminary cost estimate in the current Caltrans 11-page format to provide construction, right-of-way, environmental mitigation, and utility relocation costs to establish funding boundaries for the project. Costs will be based on the new mapping and

design data developed during the PA&ED project development phase. Potential cost saving measures shall be investigated.

- x. Permits**  
Consultant shall identify and formalize the project's permit needs. The project will be required to comply with the requirements of the Statewide Construction General Permit (CGP) and the Municipal Regional Stormwater NPDES Permit (MRP). Consultant shall also identify if wetlands are present at the project site. In the event that wetlands are identified on site, Consultant shall determine the applicable permits from respective regulatory agencies that will need to be obtained prior to construction. Consultant shall identify in proposal if there are any other items that they anticipate will need to be addressed in order to obtain an encroachment permit from Caltrans.
- xi. Stormwater Data Report**  
The Consultant shall prepare a Storm Water Data Report consistent with Caltrans' Storm Water Quality Handbook - Project Planning and Design Guide and using the most updated template for the report.
- xii. Value Analysis Study and Report**  
Value Analysis is a method for enhancing product value by improving the relationship of performance to cost through the study of function. Caltrans has had many successes in all stages of project development, but have found the best results early. History has shown, to maximize the implementation rates and cost savings of the study, it should be performed before the signing of the environmental document (ED). Just prior to the Draft ED date is best. The CONSULTANT shall prepare and submit a Value Analysis Study and Report following criteria established by Caltrans. The Value Analysis process will involve fourteen activities needed to accomplish the VA Study, organized in three parts: Preparation, VA Study, and Report.
- xiii. Geotechnical Report**  
A qualified geotechnical engineer shall prepare a draft Material Report. All reports shall be in accordance with Caltrans procedures, regulations, manuals, standards, policies, and format. The pavement structural sections shall be determined by a qualified Geotechnical Engineer in accordance with Caltrans policies and procedures. Sufficient borings and material samples shall be taken to determine the road structural section. CONSULTANT shall propose a Traffic Index (TI) for the lanes, and obtain Caltrans concurrence. It shall be the responsibility of the CONSULTANT to notify Underground Service Alert and provide traffic control.
- xiv. Drainage Study**  
Consultant shall prepare preliminary hydrology report for the project area in order to recommend drainage systems adequate for the project improvements. The Project Designer shall meet with VCTC and Caltrans staff to discuss drainage improvements prior to incorporating them into the design. Final recommendations shall be in the form of drainage/storm drain plans and associated cost estimates for these facilities.
- xv. Traffic Management Plan (TMP)**  
The CONSULTANT shall prepare the TMP for the build alternatives in accordance with the Caltrans TMP Guidelines and TMP Data Sheets.
- xvi. Traffic Analyses**  
CONSULTANT shall perform a traffic study that documents traffic volumes for existing, opening day and design year conditions, which may include updating and expanding any previous traffic studies. These volumes shall be reviewed and approved by VCTC and Caltrans before being utilized in the study of traffic operations. The consultant shall



provide the Summary and methodology used to develop future demand volumes, Average Daily Traffic (ADT) and peak-hour (AM/PM) volumes, collect and provide accident data, in accordance with Caltrans requirements and include a comparable breakdown of the statewide average accident rates for similar facilities. The consultant shall perform traffic capacity/operational analysis for existing and future years for the proposed improvements, for the Opening Day: \_\_\_\_ (for the project alternatives) and Design Horizon Year: \_\_\_\_\_ (for the project alternatives).

**b. Project Report (PR)**

Consultant shall prepare a Project Report in accordance with Caltrans latest guidelines. A draft Project Report documents the purpose and need for the Project and summarizes key points from the environmental document, project scope, cost, schedule and overall impacts to enable an informed decision to proceed toward the draft Environmental Document circulation and Project Approval. The draft Project Report will be revised following circulation, consideration of public comments, and selection of the preferred alignment alternative. The draft project report will be updated and resubmitted as needed for Caltrans approval to authorize proceeding with the PS&E phase of the project. The approved Project Report for this project will provide an agreement on the preliminary engineering concept, scope, schedule, and estimated cost of the project.

**IV. Environmental Clearance**

An Initial Study-Mitigated Negative Declaration/ Environmental Assessment-Finding of No Significant Impact is expected for this project, however, Caltrans will make the final CEQA document determination. Caltrans will be the lead agency for the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents, in collaboration with VCTC. VCTC will be the responsible agency for CEQA documents. The Consultant will prepare the necessary technical studies and ED pursuant to CEQA and NEPA, and related requirements for the proposed project, to address, as appropriate, traffic, noise impacts, air quality, lighting, wetlands, floodplains, wildlife and plants, historic and cultural resources, social and economic changes, parklands and recreational areas, hazardous waste, aerially deposited lead, water quality, energy, and visual effects. The ED and supporting technical studies will be submitted to VCTC and Caltrans, as appropriate, for review and approval. In addition to preparing the environmental documentation, the consultant will also be responsible for CEQA/NEPA public involvement processes.

**a. CEQA Documentation**

For State environmental clearance under the California Environmental Quality Act (CEQA), the project is anticipated to require an Initial Study/Mitigated Negative Declaration (IS/MND).

**i. Draft Environmental Document**

Consultant will submit an environmental document to VCTC for review.

**ii. Draft Environmental Document**

Consultant will submit an environmental document for Caltrans review with VCTC's comments incorporated or addressed.

**iii. Public Hearing**

Consultant shall attend and present findings for IS/MND at a VCTC Commission meeting prior to finalizing the environmental document and then at public hearings to allow the public an opportunity to provide input on the project.



Area of Potential Effects, and when relevant, a Finding of No Historic Properties Affected or No Adverse Effect with Standard Conditions. Supporting documents, such as technical study reports, should be attached to the HPSR.

**ix. Hazardous Waste Initial Site Assessment (ISA)**

Consultant shall develop an ISA to identify potential or known hazardous materials, hazardous waste, and contamination in the project area as well as the party(ies) responsible, or potentially responsible, for hazardous waste and contamination. The ISA must include a field visit, and historical research on past project area land uses to identify potential sources of contamination. The ISA shall be prepared in accordance with current Caltrans project development procedures.

**x. Paleontology Assessment**

Consultant shall provide detailed geologic maps and paleontological databases. Refer to CEQA and Antiquities Act for more information.

**xi. Other Technical Studies**

Consultant shall provide a completed Environmental Document Review Checklist and when relevant other technical studies, including but not limited to, the following studies as identified in the approved PSR-PDS:

- Community Impact Assessment
- Visual Impact Assessment
- Noise and Vibration Analysis
- Land Use Memo
- Cultural Resources Professionally Qualified Staff (PQS) Review
- Coordination with Native American Heritage Commission (NAHC), if needed
- Geotechnical Analysis
- Air Quality Technical Report
- Cumulative Impacts Analysis
- Hydrology and Water Quality Analysis
- Subsurface Presence/Absence Testing for Cultural Resources
- Wetland Delineation

**V. Right of Way Phase & Determination**

Consultant shall prepare Request for Authorization to advance project to Right of Way Phase using procedures outlined in the Caltrans Local Assistance Procedures Manual. When authorized, Consultant shall review right-of-way records and establish additional right-of-way along the entire alignment, if necessary. Consultant shall coordinate with adjacent property to establish driveway locations and other modifications required in front of their property such as fence relocations, mailbox relocation, or tree removal. The Consultant shall perform all research of private development plans adjacent to or affecting the Project site, as necessary, to secure the information, clearances, and/or plan review services required to identify, locate, and accurately layout all of the underground improvements and easements, centerline, ROW, and private property lines.

## MISCELLANEOUS CONTRACT TERMS

### **Contract Term**

Contract amendments are required to modify the terms of the original contract for changes such as extra time, added work, or increased costs and must be done prior to expiration of the original contract. Only work within the original advertised scope of services shall be added by amendment to the contract.

### **Method of Payment**

Lump Sum Fee (or optional Actual Cost Plus Fixed Fee). The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

**Minimum Qualifications of Personnel** – The Consultant shall meet the appropriate minimum qualifications as required by this contract.

**Equipment Requirements** - The Consultant shall have and provide adequate office equipment and supplies to complete the work required by this Contract. Consultant shall have and provide adequate field tools, instruments, equipment, materials, supplies, and safety equipment to complete the required field work and that meet or exceed Caltrans Specifications per the Caltrans Manuals.

### **General/Design/Environmental/Surveying/Other Standards -**

**Quality Control/Assurance Measures** – Implementing and maintaining quality control procedures to manage conflicts, insure product accuracy, and identify critical reviews and milestones. Also, provide knowledge, experience, and familiarity Quality Control and Quality Assurance (QC/QA) for California Test Methods and laboratory.

**Materials to be provided by the Agency** - Unless otherwise specified in this Contract, the Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate outlined in each Task Order. Materials (if deemed applicable, necessary, and when available from the VCTC) that may be furnished or made available by the VCTC and where listed in the individual Task Orders and this Contract, are for the Consultant's use only, shall be returned at the end of the Contract.

### **Work to be performed by the Agency -**

**Conflict of Interest Requirements** - Throughout the term of the awarded contract, any person, firm or subsidiary thereof who may provide, has provided or is currently providing Design Engineering Services and/or Construction Engineering Services under a contractual relationship with a construction contractor(s) on any local project listed in this Scope of Work must disclose the contractual relationship, the dates and the nature of the services. The prime consultant and its subconsultants shall also disclose any financial or business relationship with the construction contractor(s) who are working on the projects that are assigned for material Quality Assurance services through task orders on the contract.

Similar to the disclosures regarding contractors, all firms are also required to disclose throughout the term of the awarded contract, any Design Engineering services including claim services, Lead Project Management services and Construction Engineering Services provided to all other clients on any local project listed in this Scope of Work.

In addition to the disclosures, the Consultant shall also provide possible mitigation efforts, if any, to eliminate or avoid any actual or perceived conflicts of interest.

The Consultant shall ensure that there is no conflict before providing services to any construction contractor on any of the agency's projects' listed in this Scope of Work. The submitted documentation will be used for determining potential conflicts of interest.

If a Consultant discovers a conflict during the execution of an assigned task order, the Consultant must immediately notify the Contract Manager regarding the conflicts of interest. The Contract Manager may terminate the Task Order involving the conflict of interest and may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify the Contract Manager may be grounds for termination of the contract.

Some examples of conflict of interest are the following:

- Certified Materials Tester(s) or Plant Inspector(s) from the same company that performs Quality Control for the Contractor and Quality Assurance for the VCTC on the same project.
- Providing services to construction contractor's subcontractors, fabricators, equipment installer, material suppliers and other firms associated with the projects listed in the Contract can be a potential conflict of interest when such contractor teams are identified.

## APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

### 1. Introductory Letter

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

Steve DeGeorge, Planning Director  
Ventura County Transportation Commission  
950 County Square Drive, Suite 207  
Ventura, CA 93003  
Phone: (805) 642-1591 (ext. 103)  
Email: sdegeorge@goventura.org

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be wet-signed in blue ink by the individual authorized to bind the Consultant to the proposal.

### 2. Executive Summary

### 3. Consultant Information, Qualifications & Experience

VCTC will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years which include the following information:

1. Contracting agency
2. Contracting agency Project Manager
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant Project Manager and contact information
9. Project Objective
10. Project Description
11. Project Outcome

### 4. Organization and Approach

1. Describe the roles and organization of your proposed team for this project. Indicate the composition of subcontractors and number of project staff, facilities available and experience of your team as it relates to this project.
2. Describe your project and management approach. Provide a detailed description of how the team and scope of work will be managed.

3. Describe the roles of key individuals on the team. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

## **5. Scope of Work**

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of your work.
3. Describe your cost control and budgeting methodology for this project.
4. Provide responses to the following:
  - a. Describe critical engineering design issues associated with the project and how you will address these.
  - b. Describe critical environmental issues and how you will address these.
  - c. How cost and schedule could be minimized.

## **6. Schedule of Work**

Provide a detailed schedule for all phases of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule shown in Appendix C, however, expedited schedules are preferred with justification for timeline feasibility.

## **7. Conflict of Interest Statement**

The proposing Consultant shall disclose any financial, business or other relationship with the VCTC that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

## **8. Litigation**

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

## **9. Contract Agreement**

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment 2.

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 31 and 2 CFR Part 200.

## **10. Federal-Aid Provisions**

The proposing Consultant's services are federally funded, which necessitate compliance with additional requirements. Special attention is directed to Attachment 3 – Local Assistance Procedures Manual Exhibit (LAPM) 10-I, Notice to Proposers DBE Information. The proposing Consultant shall complete and submit the following forms with the proposal to be considered responsive. These forms and instructions are provided for the proposer in Attachment 3.

- Local Agency Proposer DBE Commitment (Consultant Contracts); (LAPM 10-01). **The local agency's current contract DBE Goal is [#%].**
- DBE Information - Good Faith Effort (LAPM 15-H) – Required only if DBE goal is not achieved. It is recommended that proposer prepare and submit a GFE irrespective of meeting the DBE goal.
- Disclosure of Lobbying Activities (LAPM 10-Q)

Upon award and through completion of the project, the successful proposing Consultant will be required to follow applicable federal-aid requirements and shall complete and submit with the agreement the following forms at the time of award:

- Local Agency Proposer DBE Information (Consultant Contracts) (LAPM 10-02)
- Any other relevant forms required during the project.

Consultant shall demonstrate familiarity of providing services for federally funded projects and has clear understanding of requirements/needs to facilitate the project through Caltrans Local Assistance and Local Assistance Procedures Manual.

## 11. Cost Proposal

The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

In order to assure that the VCTC is able to acquire professional services based on the criteria set forth in the Brooks Act and Government Code 4526, the proposal shall include a cost proposal for each service of the proposal. Proposing Consultants will be required to submit certified payroll records, as required. Cost proposal shall be submitted in a *separate sealed* envelope from the proposal. The cost proposal is confidential and will be unsealed after all proposals have been reviewed, and most qualified consultant has been selected. Reference sample cost estimate in Attachment 3 LAPM 10-H, Example #1. Consultant shall prepare a Lump Sum Fee estimate with progress payments at defined milestones/tasks.

Selected Consultant shall comply with Chapter 10.X of the Local Assistance Procedures Manual regarding the A&E Consultant Contract Audit and Review process.





## APPENDIX B – PROPOSAL EVALUATION

### Evaluation Process

All proposals will be evaluated by a VCTC Selection Committee (Committee). The Committee may be composed of VCTC staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the VCTC Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the VCTC requirements as set forth in this RFP.

The selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Consultants invited to interviews will be required to submit cost proposals in sealed envelopes during the interview. Upon completion of the evaluation and selection process, only the cost proposal from the most qualified consultant will be opened to begin cost negotiations. All unopened cost proposals will be returned at the conclusion of procurement process. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

### Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualifications & Experience	20
3	Organization & Approach	15
4	Scope of Services to be Provided	15
5	Schedule of Work	10
6	Conflict of Interest Statement	Pass/Fail
7	Local Presence	5
8	References	10
<b>Subtotal:</b>		<b>75</b>

No.	Interview Evaluation Criteria	Weight
9	Presentation by team	10
10	Q&A Response to panel questions	15
<b>Subtotal:</b>		<b>25</b>
<b>Total:</b>		<b>100</b>

### 1. Completeness of Response (Pass/Fail)

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

### 2. Qualifications & Experience (20 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct traffic engineering services on both federal and nonfederal-aid projects.

### 3. Organization & Approach (15 points)

- a. Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward
- b. Roles and Organization of Proposed Team
  - i. Proposes adequate and appropriate disciplines of project team.
  - ii. Some or all of team members have previously worked together on similar project(s).
  - iii. Overall organization of the team is relevant to VCTC needs.
- c. Project and Management Approach

- i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
    - ii. Team successfully addresses Site Planning and Programming efforts.
    - iii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
  - d. Roles of Key Individuals on the Team
    - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
    - ii. Key positions required to execute the project team's responsibilities are appropriately staffed.
  - e. Working Relationship with VCTC
    - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
    - ii. Team leadership understands the nature of public sector work and its decision-making process.
    - iii. Proposal responds to need to assist VCTC during the project.

**4. Scope of Services to be Provided (15 points)**

- a. Detailed Scope of Services to be Provided
  - i. Proposed scope of services is appropriate for all phases of the work.
  - ii. Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.
- b. Project Deliverables
  - i. Deliverables are appropriate to schedule and scope set forth in above requirements.
- c. Cost Control and Budgeting Methodology
  - i. Proposer has a system or process for managing cost and budget.
  - ii. Evidence of successful budget management for a similar project.

**5. Schedule of Work (10 points)**

- a. Schedule shows completion of the work within or preferably prior to the VCTC overall time limits as specified in Appendix C.
- b. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
- c. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

**6. Conflict of Interest Statement (Pass/Fail)**

- a. Discloses any financial, business or other relationship with the VCTC that may have an impact upon the outcome of the contract or the construction project.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

**7. Local Presence (5 points)**

- a. A statement addressing firm's ability to establish an office within the County or surrounding area.

**8. References (10 points)**

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

**9. Presentation by Team (10 points)**

- a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues and solutions.

**10. Q&A Response to Panel Questions (15 points)**

- a. Proposer provides responses to various interview panel questions.

Weighted scores for each Proposal will be assigned utilizing the table below:

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		20	
3	Organization & Approach		15	
4	Scope of Services to be Provided		15	
5	Schedule of Work		10	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	Local Presence		5	
8	References		10	
9	Presentation by Team		10	
10	Q&A Response to Panel Questions		15	
<b>Total:</b>			100	

## APPENDIX C – RFP & PROJECT SCHEDULE

**Project Schedule** – A Gantt chart should be used for evaluations to compare project deliverables, cost, and time frames and can be done in Excel.

### Project Planner

