

**REQUEST FOR TECHNICAL PROPOSALS, COST PROPOSAL AND
CALTRANS LOCAL ASSISTANCE PROCEDURES MANUAL FORMS**

For

Construction Engineering Services

**Moraga Way and Canyon Road/Camino Pablo Improvement
Project No. CIP 18-101 – Fed No. CMSTPL – 5415(014)**



RESPONSES DUE:

June 6, 2019 at 3:00 p.m.

Town of Moraga
Public Works Department/Engineering Division
329 Rheem Boulevard, 2nd Floor
Moraga, CA 94556

1.0 INTRODUCTION

The Town of Moraga, Public Works Department/Engineering Division is seeking a firm with licensed professional civil engineers and technical staff to provide construction engineering, construction management, resident engineering, construction staking, inspection, materials sampling and testing services (“construction engineering services”) for the **Moraga Way and Camino Pablo Improvement Project No. CIP 18-101 – Fed No. CMSTPL – 5415(014)**. The Town anticipates starting immediately on the project and requests Technical Proposal (TP), Cost Proposal (CP) and required Caltrans Local Assistance Procedures Manual Form submissions (LAPM Forms) for the project:

The Town prides itself as an efficient service provider. The Town is seeking a firm with relevant experience in construction engineering services who can also provide services with an efficient and cost-effective approach. Our mission is to operate the Town by achieving maximum efficiency in its service delivery, utilizing a minimum number of permanent service employees, and keeping capital expenditures and operating costs to a minimum while responding to community needs and priorities. The Town seeks improved methods of governmental administration that will be as cost-effective as possible, and avoid the incremental growth of government service except for urgent short-term situations.

TP, CP and LAPM Forms received by the **due date of June 6, 2019 at 3:00 p.m.** will be ranked by a selection committee. Based on the selection committee’s ranking, the Town of Moraga will negotiate a consultant services agreement (CSA) with the top-ranked firm for the project, unless interviews are deemed necessary as a second step in the selection process.

Costs for preparation of the TP, CP and LAPM Forms shall be borne by the Consultant.

1.1 **Project: Moraga Way and Canyon Road/Camino Pablo Improvements**

- a) Costs and Funding
Town Project No.: CIP 18-101
Federal Project No.: CMSTPL 5415(014)
Estimated Construction Cost: \$2,435,000

This project is funded by a OneBayArea Grant (OBAG) which includes Safe Routes to School grant, Contra Costa Transportation Authority Measure J and Town of Moraga Local Measure K funds.

- b) Purpose
The purpose of this project is to provide “Complete Streets” improvements for pedestrian, motorist, cyclist and transit users along Moraga Way between Ivy Drive and Moraga Road and at the Canyon Road and Camino Pablo intersection.
- c) Project Description
The project limits along Moraga Way are approximately from Ivy Drive to Canyon Road. The work generally entails rehabilitating the existing pavement surface

including base repair, milling and asphalt concrete overlay; approximately 1,500 linear feet of sidewalk gap closure; adjust utility frame to grade; install new concrete sidewalk; replace striping and pavements legends; striping Buffered Bike Lanes; replace traffic signal loop detectors; rebuild concrete curb ramps; rebuild concrete driveways; and all appurtenant work thereto required by the Contract Documents including but not limited to Caltrans Standard Specifications, Special Provisions and as directed by the Owner in Moraga, California.

The project limits along Canyon Road are approximately from Larch Avenue to Canyon Road Bridge. Work includes narrowing of the existing pedestrian crossing in the west-east direction of Canyon Road from 4 lanes to 2 lanes by the construction of bulb-outs; rebuilding the existing asphalt pavement section; slurry seal; adjust utility frame to grade; replace striping and pavements legends; bioretention facilities; new solar powered rectangular rapid flashing beacons; addition/relocation of traffic signs, and all appurtenant work thereto required by the Contract Documents including but not limited to Caltrans Standard Specifications, Special Provisions and as directed by the Owner in Moraga, California.

The Work also includes additive items along east side of Moraga Way between Ivy Drive and approximately 400 feet south of Hardie Drive including, but not limited to: construction of new pavement section for on-street parking; installation of new concrete sidewalk; striping pavement legends; striping of Buffered Bike Lanes; rebuild concrete driveways, and all appurtenant work thereto required by the Contract Documents including, but not limited to Caltrans Standard Specifications, Special Provisions and as directed by the Owner in Moraga, California.

The consultant will need to coordinate with the staff from the: Town and their contractor; school district administration; Orinda Public Works and Engineering Departments; utility companies; emergency service providers; and as well private property owners and the public. Additionally, the construction manager will need to coordinate the timing and schedule of other construction projects by utility companies and the Town as they come online.

1.2 Federal Funding Requirements

The Projects is partially funded by federal funds from the U.S. Department of Transportation, so you are required to comply with the Disadvantaged Business Enterprise (DBE) Program in accordance with Title 49, Part 26 of the Code of Federal Regulations (CFR). You shall take all necessary steps to ensure that DBEs have the opportunity to participate in the contract.

To ensure there is equal opportunity, the Town has specified a project-specific goal for **6% for DBEs**. You must meet or exceed this DBE goal or document an adequate Good Faith Effort (GFE) to meet the goal. DBEs must be certified at the technical proposal due date. We suggest you begin your DBE solicitations immediately. If a GFE is to be performed, it must be performed and submitted as part of your technical proposal preparation.

Please provide Local Assistance Procedures Manual (LAPM) Exhibit 10-O1 "Consultant Proposal DBE Commitment" with the technical proposal for each applicable project (see Attachment B). Regardless of whether DBE participation is obtained, you must complete and include this form in the technical proposal package by the due date. Technical proposals without this form will be considered nonresponsive and rejected without evaluation. This form will be counted as an appendix or attachment and not toward the technical proposal page limit.

Even if your completed Exhibit 10-O1 forms indicate that the DBE goal will be met, you may choose to perform and document your GFE to protect your eligibility for award. You will not be able to prepare a GFE retroactively should your Exhibit 10-O1 forms later be determined to be inaccurate for various reasons (i.e. a mathematical error or a proposed subconsultant was not certified, etc.). Refer to Exhibit 15-H "DBE Information-Good Faith Efforts" of the LAPM for information on documenting GFE.

LAPM Exhibit 10-I "Notice to Proposers DBE Information" is also attached to this RFP as Attachment C and provides further details on DBE Program compliance.

2.0 SCOPE OF SERVICES

2.1 Construction Engineering, Management & Inspection Scope of Work

All proposed Consultant Project Manager shall be available to work exclusively to this project for the duration of the contract. No staff substitution will be allowed without the approval of the Town.

The Consultants are expected to provide their own laptop computer(s), field safety equipment, and vehicle for any work-related tasks. All appropriate vehicle mileage (excluding commute miles) will be reimbursed by the Town at the Federal Standard Mileage Rate.

Provide construction management and inspection services, including but not limited to the following:

- a) Bidding Stage
 - Assist the Town in answering bidder's questions, issuing addendums, attend pre-bid conferences, and job walks.
- b) Construction Stage
 - Facilitate pre-construction meetings and other meetings as required.
 - Visit construction site as required for progress and quality of work evaluation.
 - Conduct weekly meetings, develop meeting minutes, and monitor project budget and schedule.
 - Perform Resident Engineer and Inspector duties as required.
 - Assist the design engineer, contractor, and Town project manager/contract administrator with interpretation of plans and specifications; analysis of changed conditions; development of corrective action; review of shop drawings and other

submittals; review of progress payments; and initiation, formulate, review and negotiation of contract change orders.

- Provide short project updates for distribution in the bi-weekly Town's About Town newsletter and weekly or as needed on the project web site.
- Coordinate, as necessary, with Town of Moraga's Maintenance and Police departments and other agencies such as Central Contra Costa Sanitary District, EBMUD, Pacific Gas & Electric Co., Moraga-Orinda Fire District, Cities of Lafayette and Orinda, Regional Water Quality Control Board, Army Corps of Engineers, California Department of Fish and Wildlife, and U.S. Fish and Wildlife Services.
- Upon completion of construction, the Consultant shall compile all construction information and assist the designer engineer in preparing "as-built" drawings to the satisfaction of the Town.

c) Materials Sampling and Testing Services & Construction Staking

- Materials Sampling and Testing – provide materials sampling and testing services for quality acceptance in accordance with the project specifications.
- Construction Surveying – provide construction staking, surveying services for quality assurance, and spot checking of the contractor's surveys.

d) Post Construction

- Facilitate start-up and move-in activities
- Participate in management of warranty work
- Perform consultant and contractor evaluation
- Document public compliments, complaints, and issues resolved
- Document final project costs/cost evaluation
- Perform product specification evaluation

e) *Optional Tasks - - List these tasks separately and note that they are optional but required as part of your proposal submission.*

- Attend community meetings/Town Department meetings to present the project's progress and respond to questions.
- Provide grant administration services including submitting, monitoring, and reimbursing federal and state grants with experience in Caltrans Local Assistance grant administration.
- Other additional services that are unique to this project or will assist in the project administration or coordination with the Town and the community.

2.2 Compensation

Consultant to provide Cost Proposal using format attached in LAPM Exhibit 10-H in sealed envelope.

2.3 Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data, reports, summaries, correspondences, photographs, computer software (if purchased on

the Town's behalf), video and audio recordings, software output, and any other materials with respect to work performed shall be provided to Town upon completion of the work. Any information obtained by the Consultant as a result of performing the services shall become the property of the Town and shall not be released to others without prior written consent from the Town.

3.0 PROPOSAL REQUIREMENTS

3.1 Technical Proposals for Construction Engineering Services

Submit Technical Proposal (TP) for the following for the following project:

Moraga Way and Camino Pablo Improvement Project No. CIP 18-101 – Fed No. CMSTPL – 5415(014).

The TP submission may not exceed thirty (30) single-sided standard sized (8½" x 11") pages. Minimum font size of 12 required. The page limit does not apply to schedule of rates, costs and fees (appendix), one-page table of contents, any folder or cover. Each page must be numbered. Costs for preparing and submitting a response to this TP are entirely the responsibility of the Consultant.

The Technical Proposal (TP) shall include the following:

a) Cover letter

Summary – Provide a brief summary of the firm's TP contents, emphasizing qualifications and capabilities of the Consultant and any subconsultants, if appropriate. The summary should indicate an understanding of construction engineering services required for performance, and your firm's ability to conform to the Caltrans Local Assistance Procedures Manual (Chapter 10), Section 10.3 "A&E Consultant Audit and Review Process."

Signature and Contact Information – The cover letter shall be signed by the Consultant's Project Manager and an official authorized to negotiate and contractually bind the firm with the Town regarding the requested services. The Project Manager shall be the main contact with the Town for technical and contractual issues, and shall be responsible for the direction of day-to-day progress. Please provide the telephone number, e-mail address, and office location of the Project Manager.

b) Conflict of Interest Disclosure

The Consultant shall disclose and list any financial, business, or other relationships with the Town that may have an impact on the outcome of the project required for performance. A potential conflict of interest includes, but is not limited to, work related to contracts with other Town departments, other municipalities, local land developers, current clients, and other parties who may have a financial interest in the outcome of the project.

See the Conflict of Interest section on the attached sample agreement for more

information. At the Town's discretion, a potential conflict of interest may be waived or factored into final award decisions and/or a modified scope of work.

c) Consultant Firm Qualifications and Experience

Provide an organizational chart of the firm. Identify and elaborate on which services your firm is providing for the project. List subconsultants used for services that your firm is unable to provide and along with their firm's organization chart.

d) Construction Management Team Qualifications and Experience

Provide qualifications and relevant experience for the construction management team and any subconsultants specifically related to the project's scope of work. Provide an organizational chart of the construction management team, including subconsultants. As discussed previously the Town prides itself in operating efficiently, what is the structure of our construction management team to deliver successful project within budget and schedule. Include resumes of key personnel (Which includes the consultant project manager and some combination of: construction manager/resident engineer; construction manager/resident engineer/inspector; and construction inspector) proposed for the contract. Note that key team members identified in the original proposal/cost proposal shall not change in the executed contract.

The minimum experience and desired qualification for a Construction Manager/Resident Engineer (RE) are as follows:

- Registered Civil Engineer in California in good standing;
- Valid California Driver's License;
- 10 or more years' experience working as a RE on Caltrans construction projects or on local agency projects based on Caltrans standards including:
 - (a) Transportation enhancement with transit, pedestrian and/or bicycle elements;
 - (b) Roadway reconstruction and realignment;
 - (c) Pavement resurfacing (e.g. microsurfacing and slurry seals);
 - (d) Storm drain improvements;
 - (e) Traffic signal, street lighting, and other electrical improvements;
 - (f) Landscape improvements;
 - (g) Traffic Control; and
 - (h) Underground facilities.
- Ability to work and make appropriate decisions independently;
- Ability to manage more than one project at a time;
- Knowledge and experience with latest edition of the Caltrans Standard Plans, Specifications and Special Provisions;
- Very good communication skills with a wide range of audience, including Town staff, Town officials, residents, contractors, consultants, and utility representatives;
- Ability to advise on project matters for design, construction, and traffic issues;
- Experience documenting and managing projects using the Caltrans Construction Manual Guidelines and Requirements; and
- Exceptional administrative office skills such as:

- writing reports, memos, letters, and contract documents;
- Skilled in use of typical office computer systems such as Microsoft Word, Excel, Outlook, and PowerPoint (ability to use AutoCad a plus)
- Verbal communication.

In addition to information listed above, the proposal shall include the following, which are further elaborated in the following sub-sections:

- Work plan (specify what is to be covered);
- Organizational chart;
- Schedule and deadlines for the project;
- Staffing plan;
- Proposed team (prime consultant and all key subconsultants);
- Consultant DBE Commitment document, see Exhibit 10-O1 "Consultant Proposal DBE Commitment";
- References; and
- Separate Cost Proposal (sealed and see Attachment D).

e) Related Projects

Summary – Provide a summary of the construction management team's recent and related experience, and expertise. The proposed relationships among all key personnel and support staff that are expected to provide construction engineering services should be identified. Provide information on the team's experience related to the contract's scope of work, team's current workload, facilities, resources, and experience that clearly demonstrate its ability to successfully be the team for the projects. Indicate your understanding of the issues and challenges unique to the projects and offer insight into how your team will meet these situations.

f) References

References – Provide three (3) references for construction management services preferably with agencies within Contra Costa County or Caltrans District 4. Provide client name, contact person, current phone number and e-mail address. Should the Town not reach a contact person with the contact information provided, then the reference will not be considered in the proposal evaluation. Select one (1) of these references to elaborate on the various assignments that were issued to your firm and include 1) Assignment descriptions and locations, 2) Description of services provided, 3) Budget and schedule performance, and 4) Key personnel assigned to specific work tasks and subconsultants involved.

g) Schedule, Costs and Fees

The cost proposal shall be formatted similar to and shall be in accordance with Exhibit 10-H "Sample Cost Proposal" of the LAPM, see Attachment D of this RFP.

Provide a schedule and cost proposal for this project. Propose a schedule with time frames and tasks as it fits your team's proposal to provide construction engineering services for the three projects, which is anticipated to be in construction from approximately July 2019 through December 2019.

In accordance with Chapter 10 of the LAPM, cost proposals shall be submitted sealed and will not be included as a criterion for rating consultants. After ranking, cost negotiations may begin with the most qualified consultant and only their cost proposal will be opened. Should negotiations fail or result in a price that the Town does not consider fair and reasonable, negotiations must be formally terminated and the Town must then undertake negotiations with the second most qualified consultant, and so on, until the price is determined to be fair and reasonable by the Town.

Depending on the scope of services proposed, California State Prevailing Wages may apply if the services to be performed involve land surveying (such as flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth. California State Prevailing Wage information is available through the California Department of Industrial Relations website.

4.0 SELECTION PROCESS

4.1 Proposal Evaluation

Proposals are to be reviewed by an evaluation committee using a rating matrix to determine the ranking of proposals, in accordance with Exhibit 10-B of the LAPM. Proposals will be rated on the basis of understanding of the work to be done, experience with similar kinds of work, quality of staff for work to be done, capability of developing innovative or advanced techniques, familiarity with state and federal procedures, financial responsibility, and demonstrated technical ability. The evaluation committee will rank the firms and determine if interviews are necessary and/or recommend which firm will be selected for construction engineering services for the projects, and which firms will be selected for on-call construction engineering services.

4.2 Consultant Selection

All firms are hereby notified that the selection of the Consultant for this contract and any agreements for services resulting from the Request for Qualifications/Request for Proposals is dependent on the approval by the Town Council.

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. Consultants selected must have adequate financial management systems as required by the applicable federal regulations.

4.3 Protest Procedures and Dispute Resolution

The protest procedures and dispute resolution process shall be conducted in accordance with Town of Moraga policies and 49 CFR 18.36(b)(12).

5.0 SUBMITTAL OF TECHNICAL PROPOSAL, COST PROPOSAL AND

5.1 Submittal

Please submit *one (1) original and three (3) copies* of your Technical Proposal (TP), Cost Proposal (CP) and required Caltrans Local Assistance Procedures Manual Form submissions (LAPM Forms) for the project, each in separate sealed envelopes **no later than 3:00 p.m., Thursday, June 6, 2019**, to:

Shawn Knapp, Senior Civil Engineer
Town of Moraga
Public Works Department/Engineering Division
329 Rheem Boulevard, 2nd Floor
Moraga, CA 94556

SOQs/proposals received by the due date will be ranked by a selection committee. **Late submittals will not be accepted.**

Consultants submitting both an SOQ and Technical Proposals will be allowed to submit just one cover letter for both the SOQ and Technical Proposals.

5.2 Questions

Please submit any questions regarding this RFQ/RFP, insurance requirements, and consultant services agreement in writing to both jlara@moraga.ca.us and sknapp@moraga.ca.us **no later than 12:00 p.m., Tuesday, May 28, 2019**. Answers to all questions will be posted on the Town's webpage, <http://www.moraga.ca.us/dept/publicworks/about>, by Thursday, April 30, 2019. Please note that questions will **only** be accepted via e-mail and responses will be compiled and posted on the Town's webpage. It is the responsibility of the consultant to obtain any Questions & Answers (Q&A) issued by the Town. The Town is not responsible for any holder of the RFQ/RFP or consultant not obtaining a copy of Q&As issued by the Town.

5.3 Proposal Information

- The Town reserves the right to reject any and all SOQs/proposals submitted.
- All responses to the RFQ/RFP become the property of the Town.
- The RFQ/RFP does not commit the Town to award a contract or to pay any cost incurred in the preparation of the proposal.
- The Town reserves the sole right to evaluate each SOQ/proposal and to accept or reject any or all SOQs/proposals received as a result of the RFQ/RFP process.
- The Town reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFQ/RFP and/or RFQ/RFP process, to obtain further information from any and all consultant teams and to waive any defects as to form or content of the RFQ/RFP or any responses by any consultant teams.
- Once a final award is made, all RFQ/RFP responses, except financial and proprietary information, become a matter of public record and shall be regarded by the Town as public records. The Town shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Public Records Act.
- Award of a contract does not guarantee that a Consultant or its subconsultants will actually receive any work.

6.0 SCHEDULE OF EVENTS*

<u>Event</u>	<u>Date</u>
➤ RFQ/RFP Released	May 16, 2019
➤ Written Questions Deadline	May 28, 2019
➤ Answers Posted on Town's Webpage by	May 30, 2019
➤ Receipt of SOQ/Proposal Deadline	June 6, 2019
➤ <i>Interviews (if needed)</i>	<i>Week of May 10</i>
➤ Consultant Selected, Begin Contract Negotiations	June 17, 2019
➤ Consultant Submits Signed Contract	June 19, 2019
➤ Caltrans Contract Review (30 days or less)	June 20, 2019
➤ Town Council to Authorized Town Manager To Award Contract	June 26, 2019
➤ Issue Notice to Proceed/Work Authorization	July 17, 2019

*Dates are Tentative

7.0 ATTACHMENTS

- Attachment A – Moraga Way and Camino Pablo Improvement Project No. CIP 18-101 – Fed No. CMSTPL – 5415(014) Plans and Specifications.
- Attachment B – LAPM Exhibit 10-O1
- Attachment C – LAPM Exhibit 10-I
- Attachment D – LAPM Exhibit 10-H Sample Cost Proposal
- Attachment E – Sample Consultant Services Agreement
- Attachment F – LAPM Exhibit 10-Q Disclosure of Lobbying Activities
- Attachment G – LAPM Exhibit 10-U Consultant in Management Support Role Conflict of Interest and Confidentiality Statement
- Attachment H – LAPM Exhibit 10-B Suggested Consultant Evaluation Sheet