



City of Calipatria

**Request for Proposals
For**

**Resident Engineering &
Construction Management Services**

for the

**North Brown Avenue Roadway and Pedestrian
Improvements Project**

FEDERAL AID PROJECT NUMBER CMSTPL-5243 (015)

November 27, 2018

**Requested by:
Romualdo Medina, City Manager
City of Calipatria
125 North Park Avenue
Calipatria, CA 92233**

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I. PROCUREMENT STATEMENT

**CITY OF CALIPATRIA
REQUEST FOR PROPOSALS
for
Resident Engineering and Construction Management Services
for the North Brown Avenue Roadway and Pedestrian Improvements Project**

**FEDERAL-AID PROJECT NUMBER CMSTPL-5243
(015)**

NOTICE IS HEREBY GIVEN that the City of Calipatria (hereinafter referred to as the "City"), acting by and through its City Council, is requesting PROPOSALS from qualified construction management and field inspection professionals to provide **Resident Engineering and Construction Management Services** for the following project in the City:

North Brown Avenue Roadway and Pedestrian Improvements Project
also referred to as the
"City of Calipatria – N. Brown Ave. Improvements Project"

Funding for this project is provided by local sales tax and through the federally-funded Congestion Mitigation and Air Quality Improvement Program (CMAQ). Consultants shall follow the Caltrans Local Assistance Procedures Manual (LAPM) Guidelines and procedures for Federal Highway Projects. Full time inspection services shall be provided for the duration of the construction work.

SUBMISSION DEADLINE: Receipt up to, but no later than 4:00 p.m., **Thursday, December 13, 2018.**

To be considered for negotiation and award of a contract, five (5) paper copies and one (1) electronic copy (CD or USB Flash Drive) of proposals must be received by the date and time specified above in a sealed package at:

Calipatria City Hall
125 North Park Avenue
Calipatria, California 92233
Attention: Romualdo Medina, City Manager

Any agreement entered into pursuant to this notice will incorporate the provisions of Federal Davis-Bacon law and State Labor Code of the State of California. Compliance with the higher of Federal or State prevailing rates of wages established by Davis Bacon and the State Director of Industrial Relations will be required. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1720 and 1775. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, or religion will also be required.

Questions can be directed to the City of Calipatria Project Administrator listed below. Copies of this Request for Proposals can be obtained on the <http://www.calipatria.com> website or at the address listed below:

Mr. Romualdo Medina
City Manager/Project Administrator
125 North Park Avenue
Calipatria, California 92233
Phone: (760) 348-4141

The Schedule of Events for the Resident Engineering and Construction Management Services Procurement Phase is as follows:

Issue Request for Proposals	November 27, 2018
Proposal Due	December 13, 2018 at 4:00 PM
Bid Evaluation/Caltrans DLAE Review	December 14, 2018
City Approves Agreement	January 22, 2019
Notice to Proceed	January 23, 2019

Proposals will be evaluated by a committee. It is the City's intention to select the Consultant whose fee, qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee's recommendation will be forwarded to the Calipatria City Council for final determination.

The City reserves the right to reject any or all Proposals, or to waive any irregularities or informalities in any proposals or in the proposal and selection process.

Agreements shall not be entered into with 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.

The Disadvantaged Business Enterprises (DBE) Goal for resident engineering and construction management services is 15.65%.

II. PROJECT DESCRIPTION

The City of Calipatria has received federal funding to improve North Brown Avenue between East Alamo Street and Delta Street. The project is located in the eastern part of the City approximately 800 ft. east of the existing rail road tracks. The project extends approximately 1,950 ft. from East Alamo Street to East Delta Street along North Brown Avenue. The proposed project includes demolition and removal of existing curb returns, curb and gutter, concrete cross gutters, AC pavement, sidewalks, driveways and utility relocations. The project also includes installation of new PCC sidewalk, ADA curb returns, curb and gutter, PCC driveways, new AC pavement, AC overlay, new PCC spandrels, new PCC cross gutters, new storm drain pipeline, new pavement striping and traffic signs. The project encroaches Highway 115 within Caltrans Right-of-Way.

III. SCOPE OF WORK

The Scope of work is to provide full time Resident Engineer and Construction Inspection Services to the City of Calipatria in accordance with all provisions within this Request for Proposal (RFP). These services will be required during the course of the construction work from date of award of the construction project through construction, and until final submittal of all required documentation and completion of punch list items are completed after the filing of the Notice of Completion. The services also include preparation and attendance of audits during the construction phase and after the filing of the Notice of Completion. Consultant shall provide a dedicated full-time person or persons to provide Resident Engineer (RE) and Construction Inspection services for this specific project which is funded with local and Federal funds. The RE shall be a California licensed Civil Engineer. The RE will monitor and ensure that all required improvements are completed in accordance with the project improvement plans, specifications, City of Calipatria Quality Assurance Program and the funding related requirements by the federal highway administration via Caltrans. All such work shall also be in accordance with all applicable local, state, and federal standards and guidelines as well as the most current edition of the Caltrans Standard Plans and Specifications and the City of Calipatria Standard Details and Specifications.

The Consultant shall provide the services of a Labor Standards Compliance officer with a minimum of five (5) years' experience in Labor Standards Compliance Monitoring. Certified payrolls shall be submitted weekly by the Contractor and reviewed by the Labor Standards Compliance Officer Weekly and forwarded to the Caltrans Grant Administrator. Caltrans Construction CEM 2504 shall be utilized for employee interviews and originals shall go to:

Calipatria City Clerk
125 N. Park Avenue
Calipatria, CA 92233

The project consists of more than 1 acre, but less than 5 acres of soil disturbance area; therefore, the Resident Engineer shall complete or shall acquire the services of a QSD (Qualified SWPPP Developer) to assist the City of Calipatria to file an Erosivity Waiver for the project in accordance with the State Water Resources Control Board. The Resident Engineer (RE) shall monitor the QSP (Qualified SWPPP Practitioner) to be provided by the Contractor to implement the Erosion Control Plans and WPCP prepared for the project in accordance with the Caltrans requirements.

The RE shall prepare a daily activity log for each construction work day. The daily activity log shall include the date, weather condition, workers present at the site, the times the workers were present at the site, equipment used at the site, the times the Geotechnical Consultants were at the project site, the times City of Calipatria representatives were at the site, summary of construction activities, materials delivered, listing of material delivery slips, daily photos, other special events and concerns in accordance with the City of Calipatria daily activity log format. Additionally, other Caltrans required construction related forms and environmental certification forms shall be prepared in Caltrans format and attached to each daily activity log. The Daily Activity Log will be e-mailed to all pertinent parties at the conclusion of each work day.

The RE will schedule, notice and conduct a preconstruction meeting, participating in a Caltrans preconstruction meeting, coordinating with the City Project Administrator, design engineer, utility companies, the contractor, Geotechnical Consultants, Caltrans representatives (with regard to the funding requirements and the encroachment permit), and other parties or agencies involved in the construction. The RE will prepare an agenda to be reviewed and approved by the City Project Administrator. The meeting will address job site safety, labor compliance, permit requirements and critical items of work. The RE will attend and conduct the meeting and prepare detailed meeting minutes, which will be provided to the City Project Administrator and the Contractor within 48 hours of the meeting. Noticing of meeting shall be emailed to all pertinent parties at least five (5) calendar days in advance of meeting date.

Weekly meetings shall be scheduled by the RE with the Contractor, City Project Administrator, and all other pertinent parties. The RE will also provide a weekly written summary for the City, which includes project progress, key project photographs, weekly plan, and pending issues. The daily and weekly reports shall be forwarded to the City Project Administrator, Contractor, and all other pertinent parties. The reports shall be in a hardcopy and emailed electronic PDF format. All original hard copy project records shall be provided to the City Project Administrator on a weekly basis to the City for review, oversight, and record keeping.

The RE will complete or will acquire the services of a Geotechnical Consultant to complete the project Quality Assurance (QA) Services per Independent Assurance Program (IAP) in accordance with the City of Calipatria Quality Assurance Program (QAP) dated July 14, 2014. The Geotechnical Consultant shall provide a certified person or persons as needed to provide testing services for this specific project which is funded with local and Federal funds. The tester(s) and laboratory shall have appropriate Caltrans certifications. The Quality Assurance (QA) services to be completed shall be for the acceptance testing (AT) to be completed by another geotechnical engineering firm to be hired by the Contractor. The list of testing required by the QC which will need to be assured/witnessed by the QA is as indicated below:

- A. A compaction test for the Class 2 Base shall be required for each P.C.C. handicap curb return installed.
- B. A compaction test for the Class 2 Base shall be required for each residential, commercial or alley driveway entrance.
- C. A compaction test for the Class 2 Base shall be required at each spandrel area at each curb return.
- D. A compaction test for the Class 2 Base shall be required for every 150 lineal feet of P.C.C. curb and gutter installed.

- E. A compaction test for the Class 2 Base or granular sand shall be required for every 150 lineal feet of sidewalk installed.
- F. A compaction test for the Class 2 Base subgrade material shall be required for every 2,500 square feet of Class 2 Base surface street area.
- G. A.C. pavement density testing shall be conducted on a continuous basis by the geotechnical representative during the placement of A.C. pavement.
- H. One (1) set of cylinders and one (1) slump test shall be required for every 50 cubic yards of concrete except that a minimum of one (1) set of cylinders and slump test shall be required each day twenty (20) or more yards of concrete are placed at a project site. The maximum allowable slump shall be 4 inches. A set of cylinders shall be composed of three (3) cylinders. The first cylinder of a set shall be tested after seven (7) days curing. The second cylinder of a set shall be tested after 28 days curing. The third cylinder shall be held in reserve and tested if directed by the Construction Manager. The test results will be forwarded to the Construction Manager for review. The Construction Manager shall receive a concrete vendor slip for each truck load of concrete delivered to the project site.
- I. An A.C. mix design and concrete mix design shall be submitted for the review and approval of the Construction Manager during the submittal process.
- J. A compaction test shall be obtained for each vertical 1-foot of granular sand fill stormwater pipeline bedding material placed for each 20-foot of stormwater pipeline placed.
- K. A compaction test shall be obtained for each 1 foot of native backfill material placed for every 20-feet of stormwater pipeline placed. Additional backfill material shall not be placed until previous backfill lifts have been satisfactorily tested and approved.
- L. Geotechnical testing for the Class 2 Base during the submittal process as required per Street Technical Conditions contained within this document.
- M. All other geotechnical testing required by the City of Calipatria Quality Assurance Program (QAP).
- N. All other geotechnical testing required by Caltrans for the work to be completed within the Caltrans ROW in accordance with the Caltrans testing method.

The Resident Engineer shall assist with the completion of the Contractor's Monthly Payment Request prior to issuance to the City Project Administrator. The Resident Engineer shall review the Contractor's Monthly Payment Request in detail and determine whether the invoice is justified. The Resident Engineer shall be the primary contact with regard to the Contractor, material testers and any other project related parties. The Resident Engineer shall forward the Contractor's Monthly Payment Request to the City Contract Administrator for review and payment. The Resident Engineer shall keep an accurate record of contractor expenses and change orders. The Resident Engineer shall also assist with the review of change orders submitted by the Contractor and the City's Material Tester (as required) and meet with the City Contract Administrator prior to issuing a response to the change order request. If the change order is approved, the Resident Engineer will assist in processing the change order and insuring the change order is reflected in the payment request. All change orders shall be reviewed by the Caltrans DLAE (District Local Assistant Engineer) prior to approval. The RE will coordinate with the Caltrans DLAE and provide any additional supporting documentation as required by the Caltrans DLAE.

The Resident Engineer shall check the native subbase grades, subgrade elevations and finish grade elevations prior to the installation of subgrade and finish grade materials to ensure the proper depth of materials are installed and the materials quantity placed at the project site is properly controlled. The Resident Engineer shall check the subbase grades within the elevation tolerances listed in the specifications.

The Resident Engineer shall maintain level notes and records confirming the materials were placed to the proper grades and within the required tolerances. Quantity exceedance shall be immediately reported to the City Contract Administrator and noted in the Resident Engineer's Daily Reports and Daily Material Spreadsheets.

The RE shall be responsible for processing, monitoring, coordinating and completing the submittal review process with the Contractor and with Caltrans for the work to be completed with the Caltrans Right-of-Way. The Resident Engineer shall require the Contractor to provide a submittal review schedule within five days of the Notice to Proceed. The Resident Engineer shall immediately inform the Contractor and the City Contract Administrator verbally and in writing if the submittals are not processed according to the schedule. The Resident Engineer shall be responsible for scheduling, coordinating, attending meetings and preparing meeting minutes for all Caltrans related meetings and trainings required for the project.

The RE shall be responsible for completing all Caltrans Construction Forms required by the Caltrans Local Assistance/FHWA, including but not limited to CEM 2701 – Weekly Statement of Working Days, CEM 4801 – Quantity Calculations and other forms as required.

The RE is to obtain and review all geotechnical consultant invoices including the services provided by the quality assurance (QA) geotechnical sub-consultant and the geotechnical consulting firm providing quality control (QC) services contracted by the Contractor. The Resident Engineer is to review the consultants' monthly payment requests and verify and deliver the payment requests for City's review and approval. The RE is to coordinate and monitor the Quality Control/Quality Assurance testing and field testing during the construction process. The RE shall be the designated contact for communications and coordination between the City and the contractor, geotechnical consultants, the Caltrans/FHWA representative(s) and other parties involved with the construction.

The RE will be required to note as-built conditions and prepare as-built plans for all improvements that may have deviated from the project improvement plans. Said as-built plans shall be forwarded to the City of Calipatria and Caltrans Local Assistance with all final project documentation. The RE shall prepare all required Local Assistance Procedures Manual project close-out documents.

The RE/Inspector shall conduct all work and perform all work and documentation to comply and be in compliance with the provisions of Chapter 15, "Advertise and Award Project", Chapter 16, "Administer Construction Contracts", and Chapter 17, "Project Completion", of Caltrans' latest Local Assistance Procedures Manual; latest edition of Caltrans' Construction Manual; and latest edition of Caltrans' Standard Plans and Specifications. The Consultant shall also administer the project in accordance with the special provisions/conditions for the project and with the Caltrans Encroachment Permit.

The RE shall prepare a spread sheet listing all the Contractor's proposal items, units, unit costs, bid set quantities and bid set costs. The spread sheet shall be updated at the conclusion of each work day and include the actual quantities placed at the project site, actual total cost of the item and difference between the total bid set cost and total actual cost. The spread sheet shall be forwarded to the City Contract Administrator at the conclusion of each day along with the Daily Activity Log. The Resident Engineer shall keep and maintain copies of the material delivery slips. A material delivery slip chart listing the material delivery slip date, quantity of material, slip number and total materials delivered for each work day shall be prepared by the Resident Engineer.

It is anticipated that Consultant shall provide the necessary resident engineer, construction management and construction inspection services for the project from the date of award of contract to the Resident Engineering and Construction Management Consultant through the end of construction up to the completion of all punch list items and submission of all documentation after the filing of the Notice of Completion. Project related duties include: construction contract document review; monthly quantity estimate reviews for contractor completed work; contractor payment request reviews and recommendations regarding approval of payment requests; preconstruction meeting and project closure documentation; Caltrans Audits and similar items.

The Resident Engineer shall promptly respond to Contractor's questions. The Resident Engineer shall respond to Contractor's questions per Request for Information Forms (RFI's). The RFI's shall be distributed

to the City Contract Administrator and Caltrans. The Resident Engineer shall maintain all RFI's in a project notebook and in an electronic file folder.

Although reference is made to Chapter 16, "Administer Construction Contracts" and Chapter 17, "Project Completion" of the LAPM, specific attention and clarification is directed to the following key provisions which the City requires that Consultant adhere to, review, report or address as required in the duties of the RE/Inspector for the project. The RE/Inspector is expected to be proactive in the prosecution of his/her duties. The Resident Engineer/Inspector is expected to execute the required Scope of Work to keep the project moving forward. This clarification does NOT suggest that any items specifically not mentioned are precluded from the scope of work.

Chapter 16:

1. Project Supervision & Inspection.
2. Pre-Construction Conference; No Partnering is Intended.
3. Contract Time.
4. Subcontractors.
5. Engineers Daily Reports.
6. Project Files.
7. Construction Records and Accounting Procedures.
8. Safety Provisions.
9. Labor Compliance.
10. Equal Employment Opportunity.
11. Contract Change Orders.
12. Quality Assurance Program (QAP); the City has a QAP that the RE/Inspector shall use to coordinate all material testing required for the project. The Contractor shall contract with a material testing firm to conduct Acceptance Testing (AT) (Quality Control – QC) and the RE will acquire the services of a geotechnical and material testing firms to conduct the Quality Assurance (QA) testing per the Independent Assurance Program (IAP) requirements. The RE/Inspector shall coordinate with these firms to ensure all project material testing is performed, all certifications are completed and the work is performed in accordance with the plans, specifications, and City of Calipatria Quality Assurance Program.
13. Contract Claims.
14. Traffic Safety in Highway and Street Work Zones.
15. Construction Engineering Review by the State; Consultant is expected to participate in a final walk through meeting with Caltrans and the Contractor after the Final Report of Expenditures and Final Invoice has been prepared. This may be after the work is substantially completed.

Chapter 17:

1. Final Inspection procedures for Federal-Aid Projects.
2. As-Built Plans.
3. Report of Expenditures – Consultant shall provide the necessary forms, summaries, reporting documentation and information, certifications and exhibits from contractor and his own firm or City's consultant so that City can prepare and provide the Final Report of Expenditures.

Upon project completion, all records are to be compiled in a three (3) ring binder(s), prominently labeled on the face and spine with the title **PROJECT NAME: N. Brown Ave. Improvements Project; FEDERAL-AID PROJECT NO. CMSTPL-5243 (015)** to serve as a record of the project. Photographs of the work site prior to commencement of work, during construction, and after completion of construction are to be included in the record of the project. Additionally, a copy of the record of the project is to be provided in Portable Document Format (PDF) on one (1) USB thumb drive.

In addition to the comprehensive record of the project detailed above, the Consultant is to also provide a detailed project summary of the project. The project summary shall include a brief detailing of the dates of bid release, bid opening, dates of issue of Notice to Proceed to Contractor and consultant, number of working

days and a brief detailing of the project. Photographs that document the status of the project prior to construction, during construction and after construction shall be included. This project summary is also to be provided in a three (3) ring binder as well as in Portable Document Format (PDF) on a USB thumb drive as appropriate. The project summary shall be labeled with the same information as the comprehensive record detailed above.

It is requested that responders submit a not to exceed fee based on hours worked to perform the services set forth in the scope of work. Provide a clear breakdown of the costs by phase including staff or by item, by hour. No subcontractors shall be utilized without prior authorization by City.

Work tasks will require adherence to all Federal Aid provisions and requirements.

The Consultant shall document the results of the work to the satisfaction of the City and for federally funded projects, the State and Federal Highway Administration as appropriate.

Consultant's records shall be maintained for inspection by the City, State, and Federal Highway Administration (FHWA) for a minimum of three (3) years after final payment to the Consultant.

All tracings, plans, specifications, and maps prepared or obtained under the terms of the Agreement with the City shall be delivered to and become the property of the City, and basic survey notes, sketches, charts, computations, and other data, prepared or obtained under such Agreement, if not required to be provided, shall be made available upon request to the City without restriction or limitation on their use.

The City of Calipatria Disadvantaged Business Enterprise (DBE) Program affirms the utilization and participation of qualified disadvantaged business firms in its contracting and procurement activities. The City encourages general and prime contractors to afford competitive subcontracting opportunities to disadvantaged firms, where possible, in their contracting and procurement activities with the City of Calipatria. Services that are partially funded with Federal funds are subject to Part 26, Title 49, Code of Federal Regulations entitled "Participation by Disadvantaged Business Enterprises (DBE) in the Department of Transportation Financial Assistance program." Firms submitting a proposal shall be fully informed of the requirements of the regulations and the City's Disadvantaged Business Enterprise (DBE) program developed pursuant to the regulations. **The City's DBE goal for the resident engineering & construction management services contract for this project is 15.65%.**

The construction work is scheduled for **Ninety** (90) calendar days. Full time on-site inspection shall occur during the construction work for **Ninety** (90) calendar days. For the purposes of preparing this proposal consultants shall assume ten (10) working days will be required to complete administrative work prior to the commencement of construction and ten (10) working days of administrative work will be required after construction. It shall be assumed two (2) days of administrative work will be required to attend project audits.

The Construction Cost to be completed by the Contractor was estimated to be \$960,744.50.

IV. RESPONSIBILITIES OF THE CITY

1. The City will provide a designated City Project Administrator to review project specific items throughout the duration of the project.
2. The City will pay an agreed upon amount normally within 30 days after receipt of an invoice(s). Invoice(s) shall be submitted with a detailed accounting of staff hours attributed to specific tasks. Separate invoices shall be submitted for specific project billings. City will retain five percent (5%) of each invoice for the resident engineering and construction inspection services until 10 days after the filing of the Notice of Completion contingent upon all resident engineering and construction management services being complete.
3. The City will not provide dedicated workplace facilities.
4. The City reserves the right to perform any portion of the scope of work by City personnel or other consultants should the City determine it would be in the best interest of the City to do so.

V. **CALTRANS LAPM REQUIREMENTS**

Consultant shall be responsible for complying with all Caltrans Local Assistance Procedures Manual (LAPM) requirements as indicated below:

1. Applicable Exhibits from LAPM are included in this Request for Proposal (RFP) for Consultant compliance:
 - a. Exhibit 10-H1: Sample Cost Proposal (Examples Provided)
 - b. Exhibit 10-I: Notice to Proposers DBE Information
 - c. Sample Contract Agreement/Exhibit 10-R: A&E Sample Contract Language (To be Incorporated with the Contract Agreement)
2. Exhibits to be submitted by Consultant with the Proposal are:
 - a. Exhibit 15-H DBE Information – Good Faith Efforts (if applicable)
 - b. Exhibit 10-H: Sample Cost Proposal Example 1 (**Exhibit 10-H1 must be submitted in a separate sealed envelope**)
 - c. Exhibit 10-O1: Consultant Proposal DBE Commitment
 - d. Exhibit 10-Q Disclosure of Lobbying Activities
 - e. Exhibit 10-U: Consultant in Management Position Conflict of Interest Statement (if applicable)
3. Exhibits to be completed by Consultant and to be executed by Consultant and/or Local Agency at the time of/after the Consultant Selection are:
 - a. Exhibit 10-A: A&E Consultant Audit Request Letter and Checklist (if the Consultant Contract value is greater than \$150,000.00)
 - b. Exhibit 10-B: Suggested Consultant Evaluation Sheet
 - c. Exhibit 10-K: Consultant Certification of Contract Costs and Financial Management System (if the Consultant Contract value is greater than \$150,000.00)
 - d. Exhibit 10-O2: Consultant Contract DBE Information
 - a. Exhibit 10-T: Panel Member Conflict of Interest and Confidentiality Statement
 - b. Exhibit 17-F: Final Report – Utilization of Disadvantaged Business Enterprises
 - c. Exhibit 17-O: DBE Certification Status Change

Caltrans Local Assistance Procedures Manual (LAPM) forms can be found in digital format at:
<http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm>

VI. **PROPOSAL CONTENT AND INFORMATION**

Proposal should be typed, organized and concise, yet comprehensive.

1. General Requirements
 1. Project Cover Sheet.
 2. Table of Contents.
 3. Provide a cover letter.
 4. State the interpretation of the Resident Engineering and Construction Management Services to be performed. The Consultant is to demonstrate an understanding of the Scope of Work and Agency requirements regarding this project.
 5. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, license numbers, e-mail if available, and phone number.
 6. The Consultant is representing itself as a qualified professional in providing resident engineering and construction management services. The Consultant is to offer

recommendations and comments with respect to services to be performed. It is expected that the Consultant will have some applicable experience in similar projects that will be delineated in the respondent proposals.

7. List any sub-consultants participating in the project. Describe the services to be performed by the sub-consultants. Identify the qualifications and resumes of all sub-consultants that will be utilized. Indicate the DBE or UDBE status of the sub-consultant as applicable.

2. Cost and Fees

1. Provide a clear breakdown of costs by task including designated staff, hourly rate and hours. The costs and fees spreadsheet is to be submitted in a separate sealed envelope. Costs should be organized for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all employee taxes, overhead and profit. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, and insurance. Telephone, copies, reproduction and transportation are regarded as additional expenses. The consultant shall list a lump sum value for these additional expenses on the fee schedule spreadsheet. A not to exceed fee breakdown by task of the project based on billable hours is required. Also detail what hourly rates for overtime will be used as needed.
2. Submit itemized hourly fee schedule for additional services beyond the scope of work.
3. Costs and Fees must be provided within a separate sealed envelope within the submittal of the proposal.

VII. APPLICABLE DOCUMENTS

1. Contract Documents (Improvement Plans, Invitation for Proposals, Instruction for Bidders, Proposal Forms, Contract and Bond forms, Caltrans LAPM Forms, General Conditions, Special Conditions, Technical Conditions, Caltrans Encroachment Permit, etc.)
2. Local Assistance Procedures Manual
 - a. Chapter 10
 - b. Chapter 12
 - c. Chapter 15
 - d. Chapter 16
 - e. Chapter 17

These chapters can be found at <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>

3. Caltrans Latest Edition of
 - a. Standard Plans and Standard Specifications
 - b. Construction Manual
 - c. California Manual on Uniform Traffic Control Devices (CAMUTCD)
4. City of Calipatria Quality Assurance Program (QAP)
5. City of Calipatria Standard Details and Specifications dated June 13, 2005.

VIII. EVALUATION OF PROPOSALS

The Proposals will be evaluated according to the following criteria and point system.

Exhibit 10-B Suggested Consultant Evaluation Sheet *

CONSULTANT/FIRM NAME: _____		
Criteria	Max Points	Rating
Understanding of the work to be done	25	
Experience with similar kinds of work	20	
Quality of staff for work to be done	15	
Capability of developing innovative or advanced techniques	10	
Familiarity with state and federal procedures	10	
Financial responsibility	10	
Demonstrated Technical Ability	10	
Total	100	

Evaluator

Contract Office

Print Name: _____

Initials: _____

Signature: _____

Date: _____

Date: _____

*Notes:

1. To maintain the integrity of a competitive negotiation/qualifications based selection procurement, the total of all allowable non-qualifications based evaluation criterion (such as local presence or DBE participation) cannot exceed ten (10) percent of the total evaluation criteria. The ten percent limitation applies only to non-qualifications based evaluation criterion and should not be considered as a limitation for specific DBE contract goals established by a contracting agency in accordance with its approved DBE program. (see http://www.fhwa.dot.gov/programadmin/172qa_07.cfm).
2. For projects other than "Architectural & Engineering" services, as defined in Section 10.1, cost is one of the criteria, or may be the sole criterion. DBE participation by the consultant shall not be used as one of the criteria listed above.
3. The evaluation criteria and suggested maximum points shown above are not mandatory, but are recommended in the interest of maintaining consistency among the hundreds of agencies utilizing federal or state funds.
4. The evaluation criteria and weighted values must be identified in the RFP. If the RFP has different evaluation criteria or weighted values then the information above would have to be changed to match. The Contract Office is to initial and date in the space provided to verify that the criteria and weighted values used in the evaluation sheet are appropriate and that the sheet has been completed correctly.
5. Caltrans participation on the interview panel does not relieve the local agency of its responsibility to ensure that proper procurement procedures are followed and requirements are met.

Distribution: Local Agency Project Files

A Committee will review and evaluate the proposals. Once the proposals are evaluated a recommendation will be forwarded to the Caltrans DLAE office and the City Council for final selection.

The City Council reserves the right to select any consultant the City deems qualified regardless of the Evaluation Committees recommendation. The City reserves the right to reject any and all proposals submitted and/or request additional information for clarification.

Submit five (5) copies and one (1) electronic copy in Portable Document Format (PDF) on CD-ROM of the proposal clearly titled:

**CITY OF CALIPATRIA
REQUEST FOR PROPOSALS
for
Resident Engineering and Construction Management Services
for
N. Brown Ave. Improvements Project

FEDERAL-AID PROJECT NUMBER CMSTPL-5243 (015)**

Clarification desired by a proposer shall be requested in writing or by emailing a minimum of 72 hours prior to the RFP submission date. Oral explanation or instructions shall not be considered binding on behalf of the City. Forward questions to the City of Calipatria Contract Administrator at the following address:

Mr. Romualdo Medina
City Manager/ Project Administrator
125 North Park Avenue
Calipatria, CA 92233
Phone: (760) 348-4141
Email: rj_medina@calipatria.com

Any modifications to this solicitation will be issued by the City Project Administrator as a written addendum.

Any sub-consultant participating in this project is to be listed within the contents of this consultant's response to this proposal. Sub-consultants shall not be allowed to be engaged by the Resident Engineer/Construction Manager after the proposals are submitted to the City of Calipatria.

This RFP does not commit the City of Calipatria to award a contract or pay any costs associated with the preparation of a Proposal. The City reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the City to do so.