



NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM Kate Miller, Executive Director
REPORT BY: Herb Fredricksen
(707) 259-5951 | hfredricksen@nvta.ca.gov
SUBJECT: Shared On-Call Engineering Concept

RECOMMENDATION

Discussion

EXECUTIVE SUMMARY

NVTA staff is developing a request for qualifications (RFQ) for the purposes of creating an on-call list of engineering consulting firms with various engineering disciplines. NVTA staff met with Caltrans to investigate the idea of sharing the successful on-call firms with other jurisdictions in Napa County. The purpose of this discussion is to elicit interest from the jurisdictions to participate in developing the RFQ, serving on a selection panel, and using the selected consultants.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

NVTA has used on-call planning and engineering consultant procurement methods to streamline procurements for state and federally-funded procurements. This RFQ form of procurement allows the agency to follow the federal and state procurement process, which is cumbersome, requiring an extended procurement timeline. In the RFQ on-call process, once the initial procurement is completed and a short list of successful consultants is compiled, all firms will have been vetted and are deemed to meet the necessary federal and state requirements, and consultant fees are established for the terms of the contract. NVTA will then enter into a contract with each firm with no monetary value or specific project detail. When a project opportunity becomes available, NVTA (or the jurisdiction) will develop a project scope and distribute an RFP to the short list of on-call engineering firms eliciting interests and bids.

Procurement regulations require that agencies entering into the RFP procurement process select the top consultant in a particular engineering discipline based on the advertised selection criteria. Cost proposals, work schedules, personnel and other items are negotiated with the top firm. If the top firm and agency cannot agree on these terms, the next firm is queried and so on until a firm responds with interest. In

order to secure the top consulting firms, NVTA is proposing to bifurcate its on-call RFQ into a number of engineering disciplines. The list of disciplines that NVTA staff has included in its draft RFQ so far include:

Highways, Roads and Intersections Infrastructure
Bicycle and Pedestrian Infrastructure
Transit Infrastructure
Corridor Technology and Intelligent Transportation Systems
Land Surveying
Construction Management
Project Management and Administration (service in management support role)

For jurisdictions that would like to participate in this process, NVTA would provide a draft RFP based on Caltrans RFP Example. Additionally, NVTA and the jurisdiction would need to enter into a Memo of Understanding for the terms of participation.

SUPPORTING DOCUMENTS

Attachment 1 – Draft On-Call RFQ



REQUEST FOR QUALIFICATIONS

To provide
ON-CALL ENGINEER/ARCHITECT AND PROJECT DELIVERY SERVICES
RFQ No. 2017- 07

Dear Proposers:

The Napa Valley Transportation Authority (NVRTA) is seeking qualified consulting firms to provide engineering, architecture and project delivery services on an on-call basis. The response to this solicitation will be in the form of a Statement of Qualifications.

Total amount payable under this solicitation shall not exceed [\$xxx] with a contract performance period of 3 years with an option for a 2-year extension (1-year extensions, no more than twice and not to exceed 5 years total).

All qualified firms interested in providing these services are invited to submit their Statement of Qualifications (SOQs). The Consultant's SOQs will be evaluated and ranked according to the criteria provided in Appendix B, "Proposal Evaluation," of this RFQ.

WEBSITE REGISTRATION: Proposers must register on NVRTA's website as a condition of submittal to insure receiving notification of any potential addendums or other pertinent information, as well as notification of closing and award even if this was a manually processed bid invitation. Go to <http://www.nvta.ca.gov/welcome-nvta-procurements> and register to receive this procurement. The system will lead you through the registration process. You will get a confirmation email of your registration that you must acknowledge and then you are a confirmed registered vendor. If any addendums or notifications for this solicitation or future solicitations of similar items are posted to the NVRTA website, you will receive email notification.

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

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

Submit five (5) hard copies (an original proposal and four (4) copies) and one (1) electronic copy in PDF format on a CD/DVD of the Consultant's SOQs. The hard copies and CD/DVD shall be mailed or submitted to the Napa Valley Transportation Authority prior to **4:00 P.M., October 26, 2017**. SOQs shall be submitted by hand delivery or by mail in a sealed package clearly marked "**Qualification Submittal RFQ # 2017-07**" and addressed as follows:

Kate Miller
Executive Director
Napa Valley Transportation Authority
625 Burnell Street.
Napa, CA 94559

RFQ No. 2017-07

Submittals 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 submittal must be received prior to 4:00 P.M., **October 26, 2017.**

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

This RFQ does not commit the NVTa 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 NVTa reserves the right to accept or reject any or all SOQs 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 RFQ if it is in the best interests of the NVTa to do so. Furthermore, a contract award may not be made based solely on price.

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

Pre-contractual expenses include any expenses incurred by Consultant in:

1. Preparing proposals in response to this RFQ
2. Submitting proposals to NVTa
3. Negotiations with NVTa on any matter related to proposals.
4. Other expenses incurred by a Consultant or proposer prior to the date of award of any agreement.

In any event, NVTa shall not be liable for any pre-contractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFQ. NVTa shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFQ.

Until award of a contract, the statements of qualifications shall be held in confidence and shall not be available for public review. All statements of qualifications shall become the property of NVTa, except as set forth herein. Upon establishing a master on-call list, all statements of qualifications shall be public records.

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

PROCUREMENT SCHEDULE

Issue Date:	SEPTEMBER 28, 2017
Deadline for Submitting Written Questions:	OCTOBER 12, 2017, 5PM (LOCAL)
Answers to Written Questions Posted:	OCTOBER 19, 2017
Deadline for Statement of Qualifications Submittal:	OCTOBER 26, 2017, 4PM (LOCAL)
SOQ Review and Evaluation	Week of October 30, 2017
Oral Interviews, if any	November 6, 2017, 10am to 2pm

	(LOCAL)/None scheduled
Cost Negotiation:	November 8, 2017
Contract Award:	NOVEMBER 15, 2017

Any questions related to this RFQ shall be submitted in writing to the attention of **Herb Fredricksen** at the following email address: hfredricksen@nvta.ca.gov. Response to all questions submitted will be answered in accordance with the Procurement Schedule for this RFQ.

We look forward to receiving your proposal.

Sincerely,

Kate Miller
Executive Director

DRAFT

REQUEST FOR PROPOSALS

To provide

ON-CALL ENGINEER/ARCHITECT AND PROJECT DELIVERY SERVICES

RFP No. 2017-07

Issued by:

Napa Valley Transportation Authority

ANNOUNCEMENT DATE (MONTH, DAY, YEAR)

RESPONSES DUE:

TIME (LOCAL), MONTH, DAY, YEAR

at the

Napa Valley Transportation Authority
625 Burnell Street
Napa, CA 94559

Release of RFP authorized by:

Kate Miller, NVTA Executive Director

Date

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Request for Qualification (RFP No. 2017-07)

ON-CALL ENGINEER/ARCHITECT AND PROJECT DELIVERY SERVICES

I. GENERAL INFORMATION

The Napa Valley Transportation Authority (NVTa) is a joint powers authority established in June of 1998 with members including the cities of American Canyon, Calistoga, Napa, St. Helena, the Town of Yountville, and the County of Napa. The work activities of NVTa are defined by the joint powers agreement and overseen by the Board of Directors made up of elected officials from the respective member agencies, and an ex-officio member from the Paratransit Coordinating Council (PCC).

NVTa serves as the countywide transportation planning body for the incorporated and unincorporated areas within Napa County and is responsible for programming State and Federal funding for transportation projects within the county. NVTa is charged with coordinating short and long term planning and funding within an intermodal policy framework in the areas of highways, streets and roads, transit and paratransit, and bicycle improvements. NVTa partners with Caltrans to deliver projects on the State highway system.

NVTa also operates the Napa VINE transit services. Napa VINE provides inter-county/city transit services between Napa Valley Cities, towns and the Counties of Sonoma, Solano, and Contra Costa. Napa VINEGo is the companion paratransit service for Napa County's residents. In addition, the VINE suite of services includes American Canyon Transit, St. Helena Transit, the Yountville Trolley, and the Calistoga Shuttle. The fleet consists of 75 vehicles and provides roughly 900,000 trips per year.

NVTa is also the Abandoned Vehicle Abatement Authority, Green Business Coordinator, regional housing needs allocation (RHNA) Napa sub-regional coordinator, and van pool coordinator (in partnership with Solano County).

The Napa Valley Transportation Authority (NVTa) is the local transportation sales tax authority. NVTa is responsible for the oversight and administration of Measure T, the ½% sales tax for street and road improvements approved by the voters on November 6, 2012.

II. PROJECT DESCRIPTION AND BACKGROUND

The NVTa has established the following categories for federal and state funded projects:

PROJECT CATEGORIES

Highways, Roads and Intersection Infrastructure
Bicycle and Pedestrian Infrastructure
Transit Infrastructure
Corridor Technology and Intelligent Transportation Systems
Land Surveying
Construction Management
Project Management and Administration (service in management support role)

The consultant shall provide technical services and follow all pertinent State, Federal, and Local Agency rules and regulations.

This solicitation is not for specific projects, but for specific services. The services are to be rendered for the duration of the contract term. The NVTA does not guarantee a specific number or dollar amount of projects to be issued.

All phases of the capital project delivery process are included in this RFQ, preliminary engineering, right of way and utility relocation, preparation of plans and specification, construction and construction management.

Task Orders will be issued for specific projects based on competitive mini-RFP's. The consultant shall indicate in their proposal which categories they want to be considered for. The NVTA will establish a short list for each category. **The successful firm in the specified category for consideration shall be contacted for RFP opportunities.**

III. SCOPE OF SERVICES

A. PURPOSE OF WORK

The NVTA constructs a limited number of infrastructure projects every year that are state and federally funded. In order to comply with state and federal regulations and due to limited staffing and expertise, certain services are contracted out. The selected Consultant shall perform consultation, research, professional and technical services. Samples of the range of services that may be required include, but shall not be limited to, the following:

Engineer/Architect Highways, Roads and Intersections

- Perform Preliminary Engineering Studies and Prepare Draft Project Report - work involved in conducting preliminary engineering studies used in the development of a draft project report.
- Prepare System Engineer Management Plan (SEMP) and other efforts related to the project.
- The management of the project, federally or locally funded, from initiation through completion using the Caltrans Project Development Process and/or the Caltrans Local Assistance Process. The services provided include initiation, planning, execution, control, and close out of projects.
- Project Initiation Document (PID) - Work involved in the preparation, review, and approval of a Project Initiation Documents, including Project Study Report (PSR).
- Data Collection – Base mapping, surveying, utility and geotechnical investigation, data synthesis. Work involved in the preparation of geometric base maps and functional base plan sheets, including review of existing project information, gathering appropriate mapping, and conducting additional studies in support of accurate plan sheets. This activity includes distribution of maps for right-of-way support and plan sheet preparation for other agencies and Caltrans functional units review.
- Prepare Structures Site Plans - Work involved in the preparation of various structure site plans, including site geometries, contours, location of utilities and other surface and underground obstacles.
- Coordinate Utilities - Work involved in the identification, positive location (potholing), protection, removal and/or relocation of utility facilities necessary to clear and certify right-of-way. Includes coordination with utility companies and review of utility plans.
- Obtain Permits and Agreements - Work involved in obtaining necessary permits and agreements from stakeholders that are needed for project delivery.
- Prepare Storm Water Pollution Prevention Plans – In compliance with Regional Water Quality Control Board requirements for project delivery.
- Prepare Preliminary Structures Design Data - Work involved in gathering/ verifying data needed to begin structures design activities. Sub products of this activity include structures preliminary reports, foundation plans, and updated scope of work / estimates for transportation related structures, and preliminary geology reports.

- Prepare Structures General Plans - Work involved in the preparation of preliminary plans and related estimates, including structures general plans.
- Perform Right of Way Engineering - Work involved in performing right-of-way engineer work in advance of appraisal and acquisition activities. Includes preparing appraisal maps.
- Obtain Right of Way Interests for Project Right of Way Certification – Work involved in assuring that the state and local jurisdictions have legal and physical possession and right to enter on all land for the project necessary for deliverance of the right-of-way certification.
- Prepare Draft PS&E - Work involved in the preparation and review of draft roadway plans, specifications and estimates. Includes roadway design and preparation of functional PS&E's. Also includes incorporation of the draft Structures PS&E into draft PS&E.
- Mitigate Environmental Impacts and Clean-up Hazardous Waste - Work involved in the identification and mitigation of environmentally sensitive or hazardous waste sites as required to construct a capital outlay project. Includes long term mitigation monitoring efforts if necessary, within overall project scope.
- Prepare Draft Structures PS&E - Work involved in the development of the final design and preparation of draft structures plans, specifications, and estimate. Include foundation review.
- Prepare Final Structures PS&E Package - Work involved in addressing comments on the draft structures PS&E and incorporating them into the final structures PS&E EXPEDITE package.
- Circulate, Review, and Prepare Final PS&E Package - Work involved in the circulation and review of the draft PS&E package. Includes addressing review comments and preparing the final PS&E package.
- Conduct before and after project studies, including traffic modeling, traffic simulation, level of service analysis for evaluation of potential project mitigations and varying project scenarios.

Engineer/Architect Bicycle and Pedestrian Infrastructure

- Perform Preliminary Engineering Studies and Prepare Draft Project Report - work involved in conducting preliminary engineering studies used in the development of a draft project report.
- Prepare System Engineer Management Plan (SEMP) and other efforts related to the project.
- The management of the project, federally or locally funded, from initiation through completion using the Caltrans Project Development Process and/or the Caltrans Local Assistance Process. The services provided include initiation, planning, execution, control, and close out of projects.
- Data Collection – Base mapping, surveying, utility and geotechnical investigation, data synthesis. Work involved in the preparation of geometric base maps and functional base plan sheets, including review of existing project information, gathering appropriate mapping, and conducting additional studies in support of accurate plan sheets. This activity includes distribution of maps for right-of-way

support and plan sheet preparation for other agencies and Caltrans functional units review.

- Prepare Structures Site Plans - Work involved in the preparation of various structure site plans, including site geometries, contours, location of utilities and other surface and underground obstacles.
- Coordinate Utilities - Work involved in the identification, positive location (potholing), protection, removal and/or relocation of utility facilities necessary to clear and certify right-of-way. Includes coordination with utility companies and review of utility plans.
- Obtain Permits and Agreements - Work involved in obtaining necessary permits and agreements from stakeholders that are needed for project delivery.
- Prepare Storm Water Pollution Prevention Plans – In compliance with Regional Water Quality Control Board requirements for project delivery.
- Prepare Preliminary Structures Design Data - Work involved in gathering/ verifying data needed to begin structures design activities. Sub products of this activity include structures preliminary reports, foundation plans, and updated scope of work / estimates for transportation related structures, and preliminary geology reports.
- Prepare Structures General Plans - Work involved in the preparation of preliminary plans and related estimates, including structures general plans.
- Perform Right of Way Engineering - Work involved in performing right-of-way engineer work in advance of appraisal and acquisition activities. Includes preparing appraisal maps.
- Obtain Right of Way Interests for Project Right of Way Certification – Work involved in assuring that the state and local jurisdictions have legal and physical possession and right to enter on all land for the project necessary for deliverance of the right-of-way certification.
- Prepare Draft PS&E - Work involved in the preparation and review of draft roadway plans, specifications and estimates. Includes roadway design and preparation of functional PS&E's. Also includes incorporation of the draft Structures PS&E into draft PS&E.
- Mitigate Environmental Impacts and Clean-up Hazardous Waste - Work involved in the identification and mitigation of environmentally sensitive or hazardous waste sites as required to construct a capital outlay project. Includes long term mitigation monitoring efforts if necessary, within overall project scope.
- Prepare Draft Structures PS&E - Work involved in the development of the final design and preparation of draft structures plans, specifications, and estimate. Include foundation review.
- Prepare Final Structures PS&E Package - Work involved in addressing comments on the draft structures PS&E and incorporating them into the final structures PS&E EXPEDITE package.
- Circulate, Review, and Prepare Final PS&E Package - Work involved in the circulation and review of the draft PS&E package. Includes addressing review comments and preparing the final PS&E package.

Engineer/Architect Transit

- Perform Preliminary Engineering Studies and Prepare Draft Project Report - work involved in conducting preliminary engineering studies used in the development of a draft project report.
- Prepare System Engineer Management Plan (SEMP) and other efforts related to the project.
- The management of the project, federally or locally funded, from initiation through completion using the Caltrans Project Development Process and/or the Caltrans Local Assistance Process. The services provided include initiation, planning, execution, control, and close out of projects.
- Project Initiation Document (PID) - Work involved in the preparation, review, and approval of a Project Initiation Documents, including Project Study Report (PSR).
- Data Collection – Base mapping, surveying, utility and geotechnical investigation, data synthesis. Work involved in the preparation of geometric base maps and functional base plan sheets, including review of existing project information, gathering appropriate mapping, and conducting additional studies in support of accurate plan sheets. This activity includes distribution of maps for right-of-way support and plan sheet preparation for other agencies and Caltrans functional units review.
- Prepare Structures Site Plans - Work involved in the preparation of various structure site plans, including site geometries, contours, location of utilities and other surface and underground obstacles.
- Coordinate Utilities - Work involved in the identification, positive location (potholing), protection, removal and/or relocation of utility facilities necessary to clear and certify right-of-way. Includes coordination with utility companies and review of utility plans.
- Obtain Permits and Agreements - Work involved in obtaining necessary permits and agreements from stakeholders that are needed for project delivery.
- Prepare Storm Water Pollution Prevention Plans – In compliance with Regional Water Quality Control Board requirements for project delivery.
- Prepare Preliminary Structures Design Data - Work involved in gathering /verifying data needed to begin structures design activities. Sub products of this activity include structures preliminary reports, foundation plans, and updated scope of work / estimates for transportation related structures, and preliminary geology reports.
- Prepare Structures General Plans - Work involved in the preparation of preliminary plans and related estimates, including structures general plans.
- Perform Right of Way Engineering - Work involved in performing right-of-way engineer work in advance of appraisal and acquisition activities. Includes preparing appraisal maps.
- Obtain Right of Way Interests for Project Right of Way Certification – Work involved in assuring that the state and local jurisdictions has legal and physical possession and right to enter on all land for the project necessary for deliverance of the right-of-way certification.
- Prepare Draft PS&E - Work involved in the preparation and review of draft roadway plans, specifications and estimates. Includes roadway design and

preparation of functional PS&E's. Also includes incorporation of the draft Structures PS&E into draft PS&E.

- Mitigate Environmental Impacts and Clean-up Hazardous Waste - Work involved in the identification and mitigation of environmentally sensitive or hazardous waste sites as required to construct a capital outlay project. Includes long term mitigation monitoring efforts if necessary, within overall project scope.
- Prepare Draft Structures PS&E - Work involved in the development of the final design and preparation of draft structures plans, specifications, and estimate. Include foundation review.
- Prepare Final Structures PS&E Package - Work involved in addressing comments on the draft structures PS&E and incorporating them into the final structures PS&E EXPEDITE package.
- Circulate, Review, and Prepare Final PS&E Package - Work involved in the circulation and review of the draft PS&E package. Includes addressing review comments and preparing the final PS&E package.
- Design Intelligent Transportation Systems (ITS) to support the planning, design and operations along transit corridors.
- Conduct traffic studies to assess signal coordination on transit corridors. Prepare inventory of existing equipment and assess its capacity to support traffic signal coordination, prepare third party signal coordination agreements.

Land Surveying

- Perform boundary line adjustments
- Prepare maps or plats
- Prepare Right of Way, Engineering and/or construction surveys

Construction Management

- File management – organize and maintain project files per federal, state and local requirements.
- Construction – Oversight, support services, civil rights compliance, record keeping, invoicing, and construction management through project close out.

Project Management

- Agency, Public and Stakeholder Outreach – Organize and conduct the engagement process in support of project delivery.
- Prepare Project Award Documents - Work involved in the preparation of contract bid documents for project advertisement, support and award.
- Develop third party maintenance and use agreements and memorandums of understanding between the NVTa and the State of California and other authorities with jurisdiction in project area.
- File management – organize and maintain project files per federal, state and local requirements.

The Consultant shall only perform work that is assigned in an authorized Task Order. This Contract does not guarantee that a Task Order shall be issued. The consultant must follow the **NVTa adopted Quality Assurance Plan (Attachment 2).**

B. LOCATION OF WORK

Field work may be required and may include night work or in remote areas within the County of Napa.

C. REQUIRED SERVICES

All work performed under this contract will require approval by NVTa Contractor Administrator and issued through a Task Order. A task order shall be requested from the Consultant to identify and refine the scope of services prior to issuing the task orders. The task order shall detail the tasks required for particular projects, schedule, and projected costs. The costs will be based on the specified rates of compensation in the contract. The Contract Administrator shall confer with the consultant to establish the maximum fee, including expenses, for the specific project and to establish the completion date.

Pursuant to an authorized Task Order, the Consultant shall provide Engineer/architect and project delivery services within the geographical jurisdiction of this Contract set forth in "Location of Work" Section, and all necessary personnel, material, transportation, lodging, instrumentation, and the specialized facilities and equipment necessary to satisfy all appropriate agencies and required to ensure compliance with all applicable Federal, State, and Local statutes, laws, codes, regulations, policies, procedures, ordinances, standards, specifications, performance standards, and guidelines, applicable to the Consultant's services and work product. The consultant is responsible for supplying and providing all necessary equipment and protective clothing in accordance with Local Agency standards.

The potential projects may vary in scope and size, and may encompass any type of improvement for the transportation system including, but not limited to widening and/or realignment of existing facilities, relocation of existing facilities, and construction of new facilities. The project location, project limits, purpose, expected results, project deliverables, period of performance, project schedule, and scope of work to be performed shall be described in each Task Order.

The consultant shall only perform work that is assigned in an authorized Task Order and an award of a contract does not guarantee any Task Orders will be issued. Work shall not begin until the Task Order has been approved by the Contract Administrator or NVTa Board of Directors.

D. GENERAL PERSONNEL REQUIREMENTS

The Consultant's personnel shall be capable, competent, and experienced in performing the types of work in this Contract with minimal instruction. Personnel skill level should match the specific job classifications, as set forth herein or in the Consultant's Cost Proposal and task complexity. The Consultant's personnel shall be knowledgeable about, and comply with, all applicable Federal, State, and Local laws and regulations.

The Consultant engineer shall be signing analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, other documents, other items, and deliverables under this Contract requiring the signature of an engineer shall be currently employed by the Consultant or its Subconsultants at the time the deliverables are submitted to the Local Agency for consideration under the review and acceptance process.

The Consultant is required to submit a written request and obtain the Local Agency Contract Manager's prior written approval for any substitutions, additions, alterations, or modifications to the Consultant's originally proposed personnel and project organization, as depicted on the proposed Consultant's Organization Chart or the Consultant's cost proposals. The substitute personnel shall have the same job classification, as set forth herein or in the Consultant's Cost Proposal not exceed the billing rate, and meet or exceed the qualifications and experience level of the previously assigned personnel, at no additional cost to Local Agency. The substitute personnel shall have significant experience in the work involving similar projects for at a minimum two (2) previous projects, unless otherwise approved by the Local Agency Contract Manager.

In responding to Local Agency Task Order and in consultation with the Local Agency Contract Manager, the Consultant shall identify the specific individuals proposed for the task and their job assignments. The Consultant shall provide documentation that proposed personnel meet the appropriate minimum qualifications as required by this Contract.

The Consultant's personnel shall typically be assigned to and remain on specific Local Agency projects/deliverables until completion and acceptance of the project/deliverables by Local Agency. Personnel assigned by the Consultant shall be available at the start of a Task Order and after acceptance of the project/deliverable by Local Agency.

After the Local Agency Contract Manager's approval of the Consultant's personnel proposal and finalization of a Task Order, the Consultant may not add or substitute personnel without the Local Agency Contract Manager's prior written approval.

Resumes containing the qualifications and experience of the Consultant's and Subconsultant's personnel, which include existing, additional, and substitute personnel, and copies of their minimum required certifications, shall be submitted to the Local Agency Contract Manager for review before assignment on a project or Task Order. The resume and copies of current certification for each candidate shall be submitted to the Local Agency Contract Manager within one (1) week of receiving the request.

The Local Agency Contract Manager may interview the Consultant's personnel for the qualifications and experience. The Local Agency Contract Manager's decision to select the Consultant's personnel shall be binding to the Consultant and its Subconsultants. The Consultant shall provide adequate qualified personnel to be interviewed by the Local Agency Contract Manager within one (1) week of receiving the request.

The Local Agency Contract Manager shall evaluate the adequacy (quality and quantity) of the work performed by the Consultant's personnel, and determining whether the deliverables satisfy the acceptance tests and criteria. The Local Agency Contract Manager may reject any Consultant personnel determined by the Local Agency Contract Manager to lack the minimum qualifications. If at any time the level of performance is below expectations, the Local Agency Contract Manager may direct the Consultant to immediately remove Consultant personnel from the project specified in a Task Order and request another qualified person be assigned as needed. The substitute personnel shall meet the qualifications required by this Contract for performance of the work as demonstrated by a resume and copies of current certifications submitted by the Consultant. Substitute personnel shall receive prior written approval from the Local Agency Contract Manager. Invoices with charges for personnel not pre-approved by the Local Agency Contract Manager for work on the Contract and for each Task Order shall not be reimbursed.

The Consultant shall not remove or replace any existing personnel assigned to Task Orders without the prior written consent of the Local Agency Contract Manager. The removal or replacement of personnel without the written approval from the Local Agency Contract Manager shall be violation of the Contract and may result in termination of the Contract.

When assigned consultant personnel is on approved leave and required by the Local Agency Contract Manager, the Consultant Contract Manager shall provide a substitute employee until the assigned employee returns to work from the approved leave. The substitute personnel shall have the same job classification, as set forth herein or in the Consultant's Cost Proposal, not exceed the billing rate and meet or exceed the qualifications and experience level of the previously assigned personnel, at no additional cost to Local Agency. Substitute personnel shall receive prior written approval from the Local Agency Contract Manager to work on this Contract.

Other project personnel not identified on the Consultant's cost proposal, including, but not limited to, field and laboratory technicians, shall also satisfy appropriate minimum qualifications for assigned Task Orders. Local Agency prior written approval is required for all personnel not identified on the Consultant's organization chart or the Consultant's cost proposals before providing services under this Contract.

The Consultant is responsible to provide fully trained personnel to efficiently perform the work. The Consultant's personnel may be asked to attend certain special training if recommended by the Local Agency Contract Manager. On such occasions, with the approval of the Local Agency Contract Manager, Local Agency shall compensate the Consultant for the Consultant's actual cost for time spent in training only. All other costs, fees, and expenses associated with the training, including any transportation costs and training fees, shall be the Consultant's responsibility. In addition, services to train the Local Agency personnel shall not be provided by the Consultant under this Contract.

In location(s) where the Consultant personnel is expected to work for extended period(s) of time, the Consultant shall either relocate the personnel or make every effort to hire local persons.

In addition to other specified responsibilities, the Consultant Contract Manager shall be responsible for all matters related to the Consultant's personnel, Subconsultants, and Consultant's and Sub-Consultants' operations including, but not limited to, the following:

- a. Ensuring that deliverables are clearly defined, acceptance tested and that criteria are specific, measurable, attainable, realistic and time-bound; and that the deliverables satisfy the acceptance tests and criteria.
- b. Supervising, reviewing, monitoring, training, and directing the Consultant's and Sub-Consultants' personnel.
- c. Assigning qualified personnel to complete the required Task Order work as specified on an "as-needed" basis in coordination with the Local Agency Contract Manager.
- d. Administering personnel actions for Consultant personnel and ensuring appropriate actions taken for Subconsultant personnel.
- e. Maintaining and submitting organized project files for record tracking and auditing.
- f. Developing, organizing, facilitating, and attending scheduled coordination meetings, and preparation and distribution of meeting minutes.
- g. Implementing and maintaining quality control procedures to manage conflicts, insure product accuracy, and identify critical reviews and milestones.
- h. Assuring that all applicable safety measures are in place.
- i. Providing invoices in a timely manner and providing monthly Contract expenditures.
- j. Reviewing invoices for accuracy and completion before billing to Local Agency.
- k. Managing Subconsultants.
- l. Managing overall budget for Contract and provide report to the Local Agency Contract Manager.
- m. Monitoring and maintaining required DBE involvement.
- n. Ensuring compliance with the provisions in this Contract and all specific Task Order requirements.
- o. Monitor the health and safety of personnel working in a hazardous environment in accordance with all applicable Federal, State, and Local regulations.
- p. Knowledge, experience, and familiarity with prevailing wage issues and requirements in State of California.

E. DELIVERABLES

As agreed upon by the NVTa and consultant in a Task Order for each project.

F. SCHEDULE

As agreed upon the NVTa and consultant in a Task Order for each project.

If Local Agency determines that the work cannot be performed during normal business hours or the work is necessary at off hours to avoid danger to life or property, the Consultant's operations may be restricted to specific hours during the week. Night work may be required on projects involving high traffic areas. The Local Agency construction contractor's operations may be restricted to specific hours during the week, which shall become the normal workday for Consultant's personnel. Changes in hours or schedules shall be documented by amendment of Task Orders. Any shift differential rate pay shall be reimbursed in accordance with the applicable Department of Industrial Relations (DIR) determination.

G. METHOD OF PAYMENT

Consultant shall be paid based on the approved specific rate of compensation.

H. GENERAL REQUIREMENTS

1. The Consultant shall begin the required work within two (2) working days after receiving a fully executed Task Order and the issuance of the Notice to Proceed (NTP) from the Local Agency Contract Manager to the Consultant Contract Manager or on the date specified in the Task Order. Some work, however, may require Consultant personnel to mobilize within 24-hour of notifications. Once the work begins, the work shall be performed diligently until all required work has been completed to the satisfaction of the Local Agency Contract Manager or Local Agency designee.
2. The work shall not be performed when conditions prevent a safe and efficient operation, and shall only be performed with written authorization by Local Agency.
3. The Consultant Contract Manager may direct the Consultant's employees to work overtime to meet Task Order schedules at the request of the Local Agency Contract Manager. All overtime shall be pre-approved by the Local Agency Contract Manager. Overtime shall be worked only when directed in writing by the Local Agency Contract Manager and specifically required by the Task Order, and shall only be paid to persons covered by the Fair Labor Standards Act.
4. All Consultant personnel are required to sign a confidentiality and nondisclosure agreement.

Local Agency shall not reimburse the Consultant for costs to relocate its personnel to the service area of this Contract. Local Agency shall not reimburse the Consultant for per diem costs, unless preapproved by the Local Agency Contract Manager. Local Agency shall not reimburse the Consultant for out-of-state travel without prior written approval from the Local Agency Contract Manager.

Local Agency shall not incur costs beyond the funding commitments in the Contract and each Task Order. If the Consultant anticipates that funding for work will be insufficient to complete work, the Consultant shall promptly notify the Local Agency Contract Manager.

The Consultant may claim reimbursement for providing equipment or supplies. However, such claimed costs shall be in compliance with 48 Code of Federal Regulation (CFR), Chapter 1, Part 31 (Federal Acquisition Regulation - FAR cost principles) and 2 CFR, Part 200, and be consistent with the Consultant's company-wide allocation policies and charging practices with all clients including federal government, state governments, local agencies, and private clients.

The Consultant shall have and provide adequate office equipment and supplies to complete the work required by this Contract. Such equipment and supplies shall include, but not be limited to, the following:

- a. Office Supplies.
- b. Computers with appropriate software, printers, plotters, fax machines, calculators, data collectors and their necessary attachments and accessories.
- c. Data processing systems, software packages, reference materials, or other tools, including hardware and software, used in providing transportation engineering deliverables. This includes, but not be limited to, the following:
 - i. Microsoft Office Software (including, but not limited to, Word, Excel, PowerPoint).
 - ii. Adobe Acrobat Professional version 5 or later.

The Consultant shall provide all necessary tools, instruments, equipment, materials, supplies, and safety equipment required to perform the work identified in each Task Order and this Contract accurately, efficiently, and safely. The Consultant's personnel shall be fully trained in the use of such necessary tools, instruments, equipment, materials, supplies, and safety equipment. The Consultant shall not be reimbursed separately for tools of the trade, which may include, but not be limited to, the above-mentioned equipment.

If the Consultant fails to submit the required analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by this Contract and any approved Task Order, Local Agency shall have the right to withhold payment and/or terminate this Contract in accordance with the termination provisions of this Contract. If

the Contract is terminated, the Consultant shall, at Local Agency' request, return all materials recovered or developed by the Consultant under the Contract including, but not limited to, photos, field notes, computer data files, maps, artifact collections, catalogs, analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by this Contract.

I. MATERIALS TO BE PROVIDED BY THE CONSULTANT

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.

Local Agency shall not pay the Consultant for the Consultant's work under this Contract and the charges incurred by the Consultant that does not conform to the requirements specified in this Contract and to the applicable Task Order, and such work shall be corrected at the Consultant's sole expense at no additional cost to Local Agency.

APPENDIX A – SUBMITTAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Statement of Qualifications (SOQ's) by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their qualifications, to simplify the review process, and to help assure consistency in format and content.

WEBSITE REGISTRATION: Proposers must register on NVTAs website as a condition of submittal to insure receiving notification of any potential addendums or other pertinent information, as well as notification of closing and award even if this was a manually processed bid invitation. Go to <http://www.nvta.ca.gov/welcome-nvta-procurements> and register to receive this procurement. The system will lead you through the registration process. You will get a confirmation email of your registration that you must acknowledge and then you are a confirmed registered vendor. If any addendums or notifications for this solicitation or future solicitations of similar items are posted to the NVTAs website, you will receive email notification.

SOQ's shall contain the following information in the order listed:

1. Introductory Letter

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

Kate Miller
Executive Director
Napa Valley Transportation Authority
625 Burnell Street.
Napa, CA 94559

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 must also include a statement acknowledging that the Consultant or consulting firm has reviewed and accepted NVTAs Standard Agreement with or without qualifications.

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

The NVTAs will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects within one or more of the following six categories:

Engineer/Architect - Highways, Roads and Intersections
Engineer/Architect - Bicycle and Pedestrian Infrastructure
Engineer/Architect - Transit Infrastructure
Land Surveying
Construction Management
Project Management and Administration

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 within each of the categories in which the Consultant would like to perform work 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.

6. Schedule of Work

Project Schedule – In order to assess duration and resources, the project planning and scheduling of tasks should be done using a Gantt chart.

7. Conflict of Interest Statement

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 Agency 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 Agency 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 Department's projects' listed in this Scope of Work. The submitted documentation will be used for determining potential conflicts of interest. Local Agency will use this documentation to determine whether the firm may work on specific projects.

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

Some examples of conflict of interest are the following:

- 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.

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 3.

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 49 CFR Part 18, 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 4 – 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 4.

This solicitation is financed in whole or in part and therefore subject to Title 49, Code of Federal Regulations, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". To ensure equal participation for Disadvantaged Business Enterprise (DBE) groups specified in 49 CFR 26.5, a DBE participation is required. Only participation by certified DBEs will count toward the contract goal for this solicitation. In order to count toward a contract goal, a firm must be certified by the California Unified Certification Program (CUCP) and possess the work codes applicable to the type of work the firm will perform on the Agreement by the SOQ submittal due date. For a list of work codes, go to http://www.dot.ca.gov/hq/bep/find_certified.htm.

It is the proposer's responsibility to verify that the DBE firm is certified as a DBE by the specified SOQ submittal due date and time. For a list of DBEs certified by the CUCP, go to: http://www.dot.ca.gov/hq/bep/find_certified.htm.

Reference "Statement of Qualifications Submittal Requirements" for detailed information and references to the required forms. Required forms will be made part of the agreement. Failure to meet the DBE goal or Good Faith Effort requirements and provide required DBE participation at due date and time of SOQ submittal may result in the SOQ submittal being rejected as non-responsive.

Federal and/or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft Agreement.

- Local Agency Proposer DBE Commitment (Consultant Contracts); (LAPM 10-O1). **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 FFE 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 Local Agency Local Assistance and Local Assistance Procedures Manual.

11. Cost Proposal

The consultant performs the specific items of work for services stated in the contract. The method of payment is specific rate of compensation. Items not categorized shall be reimbursed using specified rates of compensation.

In order to assure that the NVTa 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 the LAPM Exhibit 10-H. Consultant shall use Exhibit 10-H (Example 2) to specify rate of compensation.

Selected Consultant shall comply with Chapter 10 of the Caltrans Local Assistance Procedures Manual regarding the A&E Consultant Contract Audit and Review process. A pre-award or post-award may be performed on any contract issued as a result of this RFQ. Each proposer shall also complete and submit with its cost proposal the attached LAPM Exhibit 10-K: Consultant Certification of Contract Costs and Financial Management System.

APPENDIX B – PROPOSAL EVALUATION

Evaluation Process

All submittals will be evaluated by NVTAs Selection Committee. The Committee may be composed of NVTAs 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 NVTAs 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 submittal meeting the qualification requirements set forth in this RFQ. Proposers should bear in mind that any submittal 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 NVTAs requirements as set forth in this RFQ.

The selection process may 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 the 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 submittal 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 RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of submittal.
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 RFQ.

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 RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of submittal 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 RFQ 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 RFQ 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
Subtotal:		75

(only necessary if we are going the interview routes)

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

1. Completeness of Response (Pass/Fail)

- a. Responses to this RFQ must be complete. Responses that do not include the proposal content requirements identified within this RFQ 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 engineering, architecture and project delivery services on both federal and non federal-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 NVTA 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 NVTA
 - 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 NVTA 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 NVTa 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 RFQ.

6. Conflict of Interest Statement (Pass/Fail)

- a. Discloses any financial, business or other relationship with the NVTa 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) (only necessary if we are going the interview routes)

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

10. Q&A Response to Panel Questions (15 points) (only necessary if we are going the interview routes)

11.

- 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		Pass/Fail	
7	Local Presence		5	
8	References		10	
9	Presentation by Team		10	
10	Q&A Response to Panel Questions		15	
Total:			100	

Any bid protests are subject to NVTA's adopted bid protest procedure. To obtain a copy of NVTA's bid protest procedure please contact [REDACTED].

APPENDIX C –PROJECT SCHEDULE

Schedules will be required for each Task Order issued. In order to assess duration and resources, the project planning and scheduling of tasks should be done using a Gantt chart.

DRAFT

Attachment 1: Work Proposal Form

Attachment 2: Quality Assurance Plan (QAP)

Attachment 3 Sample Contract Agreement

NVTA SAMPLE PROFESSIONAL SERVICE AGREEMENT
Or MASTER PROFESSIONAL SERVICES AGREEMENT

Please refer to our website www.nvta.ca.gov for Professional Service Agreement (PSA) OR Master Professional Services Agreement (MPSA).

Attachment 4: Required Local Assistance Procedures Manual Exhibits

10-K Consultant Certification of Contract Costs and Financial Management System

10-H Sample Cost Proposal (Example #2) Specific Rate of Compensation

10-O2 (issued with each Task Order)

10-U Consultant Management Support Role Conflict of Interest and Confidentiality Statement

OTHER?