



Calmentor

NORTH REGION NETWORKING BREAKFAST & EDUCATIONAL FAIR



May 24, 2019



WHAT IS CALMENTOR?

- Promotes small business involvement in A&E Contracts
- Provides Networking & Education
- Facilitates Mentor/Protégé Pairings
- Supports our business community
- Encourages partnerships



CAMPBELL TAYLOR & CO., ACCOUNTING FOR A&E FIRMS

CTC

Campbell Taylor & Company

Certified Public Accountants & Consultants



Calmentor NR A&E
Networking Breakfast

Division of Procurement
and Contracts (DPAC)

May 2019



Caltrans[®]

DPAC

Caltrans Division of
Procurement and Contracts

Your procurement partner



DPAC Update Agenda

- General A&E Contract Information
- A&E Contract Resources
- A&E Contracts Process
- A&E Contracts Contacts
- Questions

General A&E Contract Information

- Legal authority to contract for A&E services is governed by Article XXII of the California Constitution, and California Government Codes [4525](#) et seq.
- Our process is based on Federal Requirements, 23 CFR 172, since the majority of contracts are federally funded

General A&E Contract Information

FY 18/19 To Date	Federally Funded	State Funded
Contracts	51	7
Dollars	\$317.40	\$13.90
DBE	23.0%	
DVBE		9.3%
SB		22.2%

General A&E Contract Information

- CA Gov Code 4526:

Selection of firms is based on demonstrated competence and on the professional qualifications

- Firms submit statements of qualifications (SOQ) not bids

General A&E Contract Information

23 CFR 172.9 Contract Types

- **On-Call:** for the performance of services for a number of projects, under task or work orders issued on an as-needed or on-call basis
- **Project-Specific:** for performance of services using a defined Statement Of Work related to a specific project in a single contract that *may* involve multiple disciplines

General A&E Contract Information

23 CFR 172.9 Contract Types

- **Multiphase:** for multi-discipline services for single or multiple projects in a single contract. Used when level of effort for preceding design phases cannot be defined

Caltrans A&E Contract Resources

DPAC A&E website: <http://www.dot.ca.gov/dpac/viewaeinfo.html>

Independent Office of Audits & Investigations website: <http://ig.dot.ca.gov/>

Office of Business and Economic Opportunity OBEO:
<https://obeo.onramp.dot.ca.gov/>

OBEO Caltrans Upcoming Events Calendar:
<http://www.dot.ca.gov/hq/bep/calendar2.htm>

OBEO Training and Outreach + Small Business Liaisons Contact List
<https://obeo.onramp.dot.ca.gov/training-and-outreach>

Caltrans A&E Contract Resources

<http://www.dot.ca.gov/dpac/viewaeinfo.htm>

A&E Contract Information

Updated 05/23/2019

Welcome to the Caltrans Architectural and Engineering (A&E) Contracts web page. This page offers links to documents and other information to assist **consultants**.

Be informed of updates to our website - [Subscribe to our email notification service](#).

A&E Contracting Process - [Procuring A&E Contracts](#)

What's New?

On July 1, 2019, Caltrans will launch a new website providing enhanced digital accessibility to website visitors, including persons with disabilities in accordance with Section 508 of the federal Rehabilitation Act. During the transition to the new website and web standards, some documents on our webpages may not be available. To request documents that are no longer on our webpages, contact [A&E Customer Service](#).

For executed contracts or currently advertised contracts, contact the contract analyst listed in the contract agreement summary or RFQ.

Caltrans Director

Laurie
Berman

Caltrans



Division Chief,
DPAC

David
Prizmich

Division Website



DPAC Links

- ◊ [Home](#)
- ◊ [Become a Certified Business](#)
- ◊ [Sell to Caltrans](#)
- ◊ [Contract with Caltrans](#)
- ◊ [Architectural and Engineering Contracts](#)
- ◊ [View Payment Information](#)
- ◊ [Submit a Claim](#)

Caltrans A&E Contract Resources

<http://www.dot.ca.gov/hq/dpac/aeinfo.htm>



Look Ahead Report - Anticipated A & E Advertisements as of May 2019



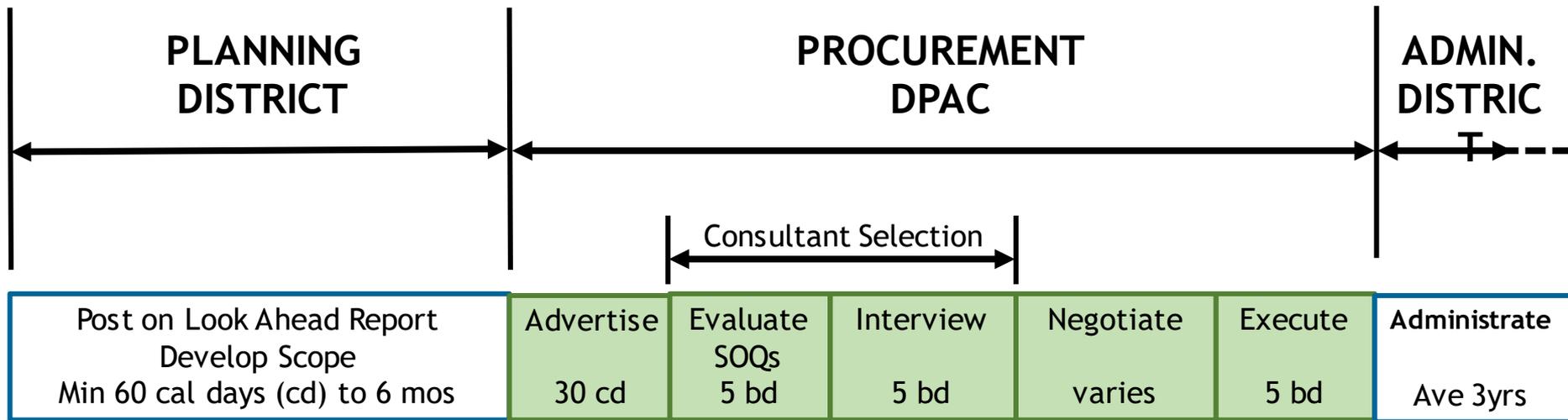
(For Scheduled Outreach Events, go to <http://www.dot.ca.gov/dpac/viewaeinfo.html>)

Navigation													
District	Temporary ID	Advertisement at saleprocure.oa.gov		Status	Estimated Term (Number of Years)	Type of Work	Estimated Amount (\$)	Advertisement Details					
		RFQ Number	RFQ Date					RFQ Title	RFQ Description	RFQ Status	RFQ Date	RFQ Title	RFQ Description
01	01LC088-18	01/18/2019	May 2019	Planning	8	A&E project specific contract for all inclusive design services for PASED phase.	\$31,000,000	PUBLIC OUTREACH, MARCH 1, 2019, 10 AM - 12 PM, CALTRANS, 703 B ST., MARYSVILLE, CA. The Consultant shall perform professional and technical services required to deliver PASED for the Last Chance Grade Permanent Restoration project located in Del Norte county. For more project details, please visit: www.lastchancegrade.com	New				
03	0102DE8-18	04/16/2019	June 2019	Planning	3	A&E "On-Call" for Design Services in the counties of Redding (D2) and Eureka (D1).	\$13,000,000	The consultant shall perform professional and technical services "as needed" for Roadway Design services in both Redding (D2) and Eureka (D1) counties.	Replacement	03A2392	Dokken Engineering		
03	08ENVRWBP20	04/19/2019	July 2019	Planning	5	A&E On Call Biological Services for Willits Bypass projects	\$13,200,000	The Consultant shall perform consultation, research, professional and technical services required for Biological Support Services on an "as needed" basis for support of Caltrans' District 1 Willits Bypass project.	Replacement	03A2377	ICF Jones & Stokes		

- Notes:
- Subject to change without notice.
 - Services listed have not been confirmed to be services that can be acquired under GC& 4525.

- Send questions regarding this report to: AE.LookAhead.Report@dot.ca.gov
- Consultants that intend to submit Statement of Qualifications (SOQ) are strongly encouraged to begin developing their SOQ package and Financial Documents as soon as notice of the impending RFQ is posted to this report.

A&E Contracts Process



A&E Contracts Process

Planning Phase

- All Services in Look Ahead Report for min 60 cal days to 6 months
- Previous Contracts Posted on Internet (Replacements only)
- Consultant Selection Committee Selected
- Preparation of Advertisement Package

A&E Contracts Process

Advertisement Phase

- Visit A&E Procuring A&E Contracts,
<http://www.dot.ca.gov/dpac/procuringaecontracts.html>
- Statement of Qualifications (SOQ) Developed
 - SOQ Submittal Instructions
 - General SOQ Responsiveness Checklist
- Advertised a Set Fee and Escalation

A&E Contracts Process

Consultant Selection Phases

- Train Selection Committee
- Evaluate SOQs and Rank Independently
 - Documents strengths and weaknesses
 - Shortlist top 3 firms
- Interview and Final Ranking
 - Documents strengths and weaknesses
- Procurement Award

A&E Contracts Process

Negotiation

- Financial document package submittal to DPAC
- Financial document package review by IOA&I and DPAC => Paper review recommendations
- Negotiation meeting scope to review A&I's review summary
- Agreement on final cost proposal

A&E Contracts Contacts

Specific RFQ Inquiries:

In writing to the Contract Analyst named in the
RFQ

General A&E Inquiries:

AE.Customer.Service@dot.ca.gov



Questions



INDEPENDENT OFFICE OF AUDITS AND INVESTIGATIONS

ARCHITECTURAL & ENGINEERING
CONSULTANT COMPLIANCE REVIEWS

Overview

Caltrans' Independent Office of Audits and Investigations (IOAI) provides compliance review services to DPAC.

- IOAI reviews cost proposals and Indirect Cost Rates (ICR) on proposed Architectural and Engineering (AE) consultant contracts with Caltrans during the contract negotiation stage of DPAC's procurement process.

COMPLIANCE REVIEWS

IOAI reviews financial documents that support direct and indirect costs on cost proposals to determine if they are allowable, reasonable, and allocable.

CRITERIA USED

- ▶ 23 Code of Federal Regulations (CFR) 172 Final Rule
- ▶ The Federal Acquisition Regulations (FAR 31.2)
- ▶ Contract requirements

COMPLIANCE REVIEW STEPS

- IOAI reviews completed packages of AE prime and sub-consultant's cost proposals, ICRs and supporting financial documents.

COMPLIANCE REVIEW STEPS (cont'd)

- IOAI communicates directly with prime AE consultants to seek clarification about submitted documents or to request financial documents.

COMPLIANCE REVIEW STEPS (cont'd)

- IOAI allows consultants two business days to provide missing documents.
- IOAI provides DPAC with recommendations on adjustments to cost proposals and ICR(s) within 10 business days of receipt from DPAC.

COMPLIANCE REVIEW STEPS (cont'd)

- DPAC may request IOAI to perform a 2nd level review to determine if prime consultant's updated cost proposal reflects the recommendations or when prime provides additional documentation to support costs.

COMMON ISSUES

- ▶ Incomplete package/missing financial documents
- ▶ Outdated Indirect Cost Rate (ICR)
- ▶ Single or combined ICR proposed on a contract requiring a separate field or project specific rate

COMMON ISSUES

- ▶ Unsupported unit rate on other direct costs (ODC)
- ▶ Unsupported hourly rates
- ▶ Inconsistencies in company policies and how Consultant bills the Department

IOAI's New Website

<http://ig.dot.ca.gov>

IOAI's Public Email Account

Afinancial.QandAsupport
@dot.ca.gov



Thank You For Your
Participation!

Q&A

Small Business & Caltrans

Making a Big Deal Out of Small Firms

Stacie Gandy

District 3 Small Business Liaison

What Certifications Do We Recognize?

- SB – Small Business
- SBPW – Small Business, Public Works
- DVBE – Disabled Veteran Business Enterprise
- DBE – Disadvantaged Business Enterprise

Why is this Important?

Caltrans Office of Business & Economic Opportunity (OBEO)

Program Goals:

State-Funded Projects

25% Small Business (Public Works)

5% Disabled Vet. Bus. Enterprise

Federally-Funded Projects

17.6% Disadvantaged Bus. Enterprise
(goals vary per project)

Why Should You Care About These Certifications?

SB, SB-PW, DVBE Benefits

- 5% Bid Preference
- SB/DVBE Option
- Listing in State SB/DVBE Database on Cal-eProcure
- Durable for all State Depts.
- Invitation to procurement fairs and pre-bids

DBE Benefits

- Desired by Primes to fulfill their DBE goal requirements
- Listed in California Unified Cert. Program (CUCP) data
- Recognized by Local agencies
- Invitation to procurement fairs and pre-bids

Eligibility Requirements

Small Business

- Independently owned and operated
- Principal office and owner(s) home in California
- Cannot be dominant in its field of operations
- 100 or fewer employees
- Average annual gross receipts of \$15,000,000 or less for last three tax years

Small Business – Public Works

- Principal office and owner(s) home in California
- 200 or fewer employees
- Average annual gross receipts of \$36,000,000 or less for last three tax years

Eligibility Requirements

Disabled Veteran Business Enterprise

- At least 51% owned by one or more disabled veterans
- Veteran of U.S. military, naval, or air service with service-connected disability of 10% or more
- Veteran(s) must reside in California
- Daily operations managed & controlled by disabled veteran(s)
- Home office located in U.S.

Eligibility Requirements

Disadvantaged Business Enterprise

- At least **51%** owned by one or more **socially and economically disadvantaged individual(s)**: Groups include African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian-Americans, Women, and others
-
- For-profit small business
 - Personal net worth not exceeding \$1.32 million
 - Average AGR for last three fiscal years not exceeding \$23.98 million
 - U.S. Citizen or permanent residence
 - Managerial & operational control of business

Getting Certified

SB, SB-PW, DVBE Process

- Completed through Department of General Services (DGS) Cal-eProcure
- Apply online and submit supporting docs electronically
- SB's renew every 2 years, DVBE 1 year unless also SB

DBE Process

- Completed via Caltrans or other transportation agency
- Submitted after signing & notarizing via mail
- Certification doesn't expire, but requires annual documentation verifying DBE still meets criteria

Using DBE's in Your Bids

- Contracts receiving federal funds must comply with DBE program requirements
- Bidders must meet contract DBE goal %
- If DBE goal isn't met, good-faith effort (GFE) must be demonstrated
- DBE's listed to work as Subs must be used, otherwise Caltrans will not pay for the work

Prime Advice for Primes

- Search for DBE's on CUCP every time you prepare a bid
- Verify your Sub's certification
- Document all outreach efforts to prospective Subs for GFE
- Always submit your GFE documentation to protect your bid
- Start searching for DBE's early
- Ensure your Subs will qualify for participation credit
 - Working under appropriate work codes
 - Licensing is current, registered with DIR and retains the appropriate bonds and insurance
 - Actively in-business
 - Ready & willing to perform

NorCal/CA Capital PTAC

(Procurement Technical Assistance Centers)

- **DBE Supportive Services Contract**
- One-on-one counseling
- Workshops
- Business Plan Writing
- Capability Statement Writing
- Bid Preparation
- Networking

Norcalptac.org (707) 826-3916

Cacapital.org/ptac (916) 442-1729

CalMentor Program

Partnership to foster inexperienced A&E firms with established ones.

For more information contact Steering Committee Chair, Gina Reiland

gina.reiland@dot.ca.gov

(530) 741-4177

www.dot.ca.gov/d3/calmentor

Upcoming Outreach, Workshops and Fairs

- May 29 – Stockton (D10) – Contractor’s Boot Camp Training Series II: Finding Opportunities
- June 13 – Oakland (D4) – OBEO Training Series:

 - Doing Business with Caltrans
 - Subcontractor Training
 - DBE Certification
- Caltrans Event Calendar: <http://www.dot.ca.gov/obeo/>

Where do you go from here?

- Connect with your District Small Business Liaison
 - Get certified
 - Attend outreach events or workshops
-
- Find a Caltrans contract or project to bid/submit a proposal on

Have questions? Need assistance?

Stacie Gandy, *Caltrans District 3 Small Business Liaison*

703 B Street

Marysville, CA 95901

(530) 741-4222

stacie.gandy@dot.ca.gov

www.dot.ca.gov/d3/sbusiness

California Capital Procurement Technical Assistance Center (PTAC)



We build small business capacity for federal, state, and local government contracts.

- **One-on-One Counseling**
- **Workshops and Training**
- **Bid Matching**

Register for services at:

www.cacapital.org/ptac

The California Capital PTAC is funded in part through a cooperative agreement with the Defense Logistics Agency.



Working with your local PTAC

PTACs Help Businesses:

- Understand the opportunities and requirements of becoming a federal, state, or local government contractor.
- Build government contracting capacity and market awareness.
- Provide the best value to the agencies and government entities they serve.
- California Capital Training Calendar
<https://cacapital.org/workshops-events/calendar/>

Services are provided at no cost to our clients.

Preparation: Competitive Intelligence Gathering

The Advantage of Advance Knowledge

- Know the agency mission, historical buying practices, and upcoming solicitations.
- Develop relationships with agency customers *and potential teaming partners*
- Understand the competition and potential bid/no bid decision factors
- Allow enough lead time to prepare and respond to an opportunity



Solicitation Review – Initial Qualifiers

Purpose of the review is to reach a “bid/no bid” decision

- Make sure that you meet the prerequisite requirements, including:
 - Required registrations and certifications
 - Required contract vehicles
 - Required Past Performance
 - Scope of Work aligned to your business products / services.
 - Required capabilities and available capacity



Solicitation Review – Bid / No Bid Decision

Estimate a proposal development budget and timeline.

- Work backwards from the due date. Develop a plan that allows time for completion of all related tasks.
- Proposal costs are a “cost of doing business” and will not be recovered, especially if you don’t win the contract
- Determine a “break-even” amount for your price vs. cost of performance
- Pay attention to the contract type. Different contract types carry different levels of risk for the buyer and the seller.

Proposal Development

- Responding appropriately follows from reading and understanding the government's request
- Answer all questions, provide all information and follow all schedules in the order, time-frame and structure requested
- Business that does not comply with all requirements may be determined to be non-responsive
- This is important

Proposal Development

- Do your homework --- carefully read and reread the solicitation document to clearly understand what is being asked, including clauses and provisions
- If you are not sure about something - ask questions. Pay attention to defined Q&A deadlines.
- Align your response with the government's needs
- Articulate what makes you the best solution provider

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Calmentor North Region

Thank You to Our 2019 Sponsors!!

