Program/Project Management On-call A&E Contract Outreach Districts 5 and 10

Tuesday, August 13, 2019
9:30 AM – 11:30 AM
District 6 – Manchester Office
2015 E. Shields Avenue, Suite 100
Fresno, CA 93726
Agenda

9:30 AM – Welcome & Purpose of the Outreach
9:35 AM – Roundtable Introductions
9:55 AM – Office of Business and Economic Opportunity (OBEO)
10:05 AM – Contract Overview
10:25 AM – DPAC updates
10:45 AM – Networking & Partnering Opportunity
11:05 AM – Question & Answer Session. Official responses to be posted to DPAC Website
11:30 AM – Adjourn
Purpose of this Outreach

• General Information Sharing
• Office of Business & Economic Opportunity
• DPAC Updates
• Networking & Partnering Opportunities
• Question and Answer Session
Consultant Roundtable Introduction

• Participant’s Name and firm title
• Services your firm provides / Personnel Current Certifications
• Are you planning to be a Prime or Sub
• Goal for Attending this Event (for Non-Caltrans Participants)
Disclaimer

• The information provided in this event does not constitute a solicitation or offer of any contract with Caltrans.

• For this outreach, the scope of work, duties, contract amount, schedule, and all aspects of the contract are not final. Information provided is preliminary and subject to change.
Office of Business & Economic Opportunity (OBEO)

- DBE Eligibility process
- DBE Certification process
- DBE Participation Goal: Total of 7%
- Voluntary Use of Small Businesses
- How to find a DBE firm
- Referral information for certification

Damon Dorn Sr.
Statewide Small Business Outreach Specialist
Training and Outreach Branch
Office of Business and Economic Opportunity
(916) 324-8764
General Information

- **Location:** District 5 - San Luis Obispo, District 10 - Stockton
- **Cost:** Contract estimated value is $2.25 million
- **Duration:** Contract term is 3 years
- **Target DBE goal:** 7%
- **Existing Contract #:** 06A2247
- **Current Consultant:** TRC Engineers, Inc.
- **Work Performed:** The Consultant shall perform consultation, research, professional and technical services required for Program/Project Management
County Locations:

• District 5:
  • San Luis Obispo
  • Monterey
  • Santa Barbara
  • Santa Cruz
  • Santa Benito

• District 10:
  • San Joaquin
  • Calaveras
  • Stanislaus
  • Tuolumne
  • Merced
  • Mariposa
  • Amador
  • Alpine
Scope of Work

Required Services:

• Provide Project Management Services for Caltrans transportation programs and projects.

• Perform consultation, research, professional and technical services required for Project Management Services.

• Provide necessary personnel
Typical Scope of Work

The Consultant shall perform Program/Project Management Services on an On-Call and as-needed basis including:

- Updating and analyzing project workplans.
- Manage Project Development Teams (PDT)
- Responsible for the delivery of capital projects.
- Manage project cost, scope, schedule and quality.
- Coordinate with internal and external stakeholders, such as: Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), Local Agencies, and other local project sponsors, advocacy groups, as well as Caltrans staff.
Typical Scope of Work (continued)

• Develop project workplans (historic trends on planning vs. expenditures)
• Analysis functions on expenditure practices and current workplan resource analysis.
• Administer consistent project management practices, and seek opportunities for efficiencies.
• Assist Federal Highway Administration (FHWA) and other review agencies to review documents submitted by Caltrans on projects assigned to the Consultant.
• Develop Project Management Plans (PMPs) and Financial Management Plans (FMPs) in compliance with current FHWA regulations for Major and/or Projects of Division Interest (PoDI).
• Develop, update Risk Management Plans and Risk Registers, including qualitative and quantitative analysis.
Conflict Of Interest
(See SOQ preparation Instructions)

**Post-Government Employment Restrictions:** Former Caltrans employees, including former retired annuitants, designated in a Conflict of Interest Code are subject to post employment restrictions under Government Code Section 87406.

**Follow on Work:** Program/Project Management services for the same project for which the prime consultant and/or subconsultant has performed Project Development work.

**Conflict of Interest Concerning Consultant(s):** Prospective consultants shall disclose any financial, business or other relationship with the State of California, especially Caltrans or the California Transportation Commission, that may have an impact upon the outcome of the contract. Prospective consultants shall also list current clients who may have a financial interest in the outcome of the contract.
Tentative Schedule

Advertisement - Week of 9/23/19
SOQ Due - Week of 10/28/19
Interview - Week of 11/11/19
Cost Negotiation - Week of 12/09/19
Award & Execution - Week of 12/16/19
See SOQ Preparation Instructions

Caltrans
STATE OF CALIFORNIA
Department of Transportation
STATEMENT OF QUALIFICATIONS SUBMITTAL INSTRUCTIONS AND
GENERAL CONTRACT PROCESS INFORMATION

Read carefully as the following revisions were made to this document:

• Affected on 4-15-19:
  • Section I. Definitions, adding definition of Vendor
  • Section II. Requirements for Statement of Qualifications (SOQs), Section 1–Transmittal Letters/Goal Documentation was revised to include Vendor.

• Affected on 10-19-18:
  • Section I. Definitions, adding definition of Supplier and Vendor
  • Section II. Requirements for Statement of Qualifications (SOQs), Section 1–Transmittal Letters/Goal Documentation was revised to include Vendor.
  • New Section XII, Changes to Team Composition was created to address changing team members prior to contract execution.

• Affected on 4-03-18:
  • Section II, Requirements for SOQs, Subsection D was revised for clarification
  • Section VI, Post-Government Employment Restrictions, was revised for clarification

Note: A copy of the selected consultant’s Statement of Qualifications (SOQ) will be included as an attachment to the executed contract.
DPAC Updates

• Enhanced Selection Process (Consensus based)
• Fee & Escalation now advertised; (Caltrans - the Client of choice)
• For On-Call Contracts: FHWA 3 year limit (3 to 5 yrs)
• For Project Specific Multi Phase (Terms are based on Project Specific needs)
• ADA Compliance for outward facing Documents on internet
  • Effective July 1, 2019 (CT applying for one year extension)
  • On July 1, 2019, Caltrans will launch a new website providing enhanced digital accessibility for persons with disabilities in accordance with Section 508 of the federal Rehabilitation Act.
  • During the transition some documents on our webpages may not be available. To request documents that are no longer on our webpages, contact via email: AE.Customer.Service@dot.ca.gov
• Look Ahead Report now showing 6 month planning instead of 4 months
• Financial Negotiation phase effective July 1 (See next slide)
DPAC Updates – Financial Negotiation phase

• Collection of Financials – RADs
  • Readily Accessible Documents
  • Folders setup Financial - RADs
  • Ready to do business

• Collection of Financials - RFD
  • Technical review of Cost Proposal with District CM & FM
  • Submit package to Audits & Investigations

• Audits & Investigations preforms Financial Review
  • May ask for addition supporting documents

• Consultant to revise Cost Proposal based on Findings

• Execute contract
# Financials

## RADs

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<th>2. Contractor Cost Certification (CCC)</th>
<th>3. AASHTO ICQ Appendix B (ICQ)</th>
<th>4. Certified Payroll and/or Offer Letter (Payroll)</th>
<th>5. ODC with Cost Justifications (if applicable) (ODC)</th>
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## RFDs

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DPAC Updates (continued)

Safe Harbor Rate:
- Currently 110%
- FHWA approved continuous implementation
- FHWA Guidance on Safe Harbor Rate: Streamlining for Engineering and Design Services Consultant Contracts
- FHWA allows each State DOT the option to implement its own SHR indirect cost rate
DPAC Website

New Caltrans web site
https://dot.ca.gov/

Caltrans, Division of Procurements and Contracts (DPAC) A&E website
https://dot.ca.gov/programs/procurement-and-contracts

Lookahead Report
https://dot.ca.gov/programs/procurement-and-contracts/ae-contract-information
Networking & Partnering Opportunity

• Meet and Greet
• Give out business contacts
• Form your potential team partners
Question and Answer Session

Outreach information including questions and answers will be posted on DPAC A&E website.

https://dot.ca.gov/programs/procurement-and-contracts/ae-contract-information/a-e-outreach-events