

Surveying Engineering Services On-call A&E Contract Outreach District 10

January 7, 2020

9:30AM -11:30AM

District 10 - Stockton Office

1976 East Charter Way

Stockton, CA 95205

Agenda

- 9:30 am – Welcome & Purpose of the Outreach
- 9:35 am – Roundtable Introductions
- 9:55 am – Office of Business and Economic Opportunity (OBEEO)
- 10:05 am – Calmentor
- 10:10 am- Contract Overview & 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

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-consultant?
- Goal for attending this event (for non-Caltrans participants)

Purpose of this Outreach

- General Information Sharing
- Office of Business & Economic Opportunity
- DPAC Updates
- Networking & Partnering Opportunities
- Question & Answer Session

Disclaimers

- 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 13%
- Voluntary Use of Small Businesses
- How to find a DBE firm
- Referral information for certification: <https://dot.ca.gov/programs/business-and-economic-opportunity>

Bob Adams, Small Business Liaison
Office of Business & Economic Opportunity
(209) 948-7855

General Information

- **Location:** District 10 - Stockton
- **Cost:** Contract estimated value is \$2.4 to \$3.9 million
- **Duration:** Contract term is 3 years
- **Target DBE goal: 13%**
- **Existing Contract #: 06A2332**
- **Current Consultant:** Chaudhary & Associates
- **Work Performed:** The Consultant shall perform consultation, professional and technical services required for Land Surveying Services.

District 10 County Locations

- Amador
- Alpine
- Calaveras
- Mariposa
- San Joaquin
- Stanislaus
- Tuolumne

Scope of Work

- **Required Services:**
- Provide Land Surveying Services on an “as-needed” basis to support the California Department of Transportation, Central Region, Division of Project Development, District 10.
- **Perform consultation**, professional and technical services required for Land Surveying Services.
- Provide necessary personnel to augment the Caltrans work force through the issuing of task orders describing the services to be performed.

Typical Scope of Required Services

- The Consultant shall perform Land Surveying Services on an On-Call and as-needed basis.
- Land Surveying Services includes all necessary personnel, material, transportation, lodging, instrumentation, and equipment required for completion of task orders.
- Provide qualified personnel for completing Land Surveying tasks.
- Responsible for delivery of all deliverables developed under each task order, which must conform to Caltrans current software platforms and standards.
- Manage task order cost, scope, schedule and quality.

Typical Scope of Required Services (continued)

The Consultant shall perform Land Surveying Services on an On-Call and as-needed basis (continued).

- Perform contract management.
- Produce right of way engineering products, such as appraisal maps, right of way record maps, monumentation maps, and record of surveys.
- Produce survey products for project design, such as DTM/Topos, stationary scans, utility surveys, etc.
- Produce control surveys and record of surveys, monument perpetuation surveys, and land net surveys.
- Provide construction staking services for Caltrans construction projects which includes rough grade stakes, final grade stakes, drainage system stakes, and stakes for structures.
- Perform monumentation of state right of way.

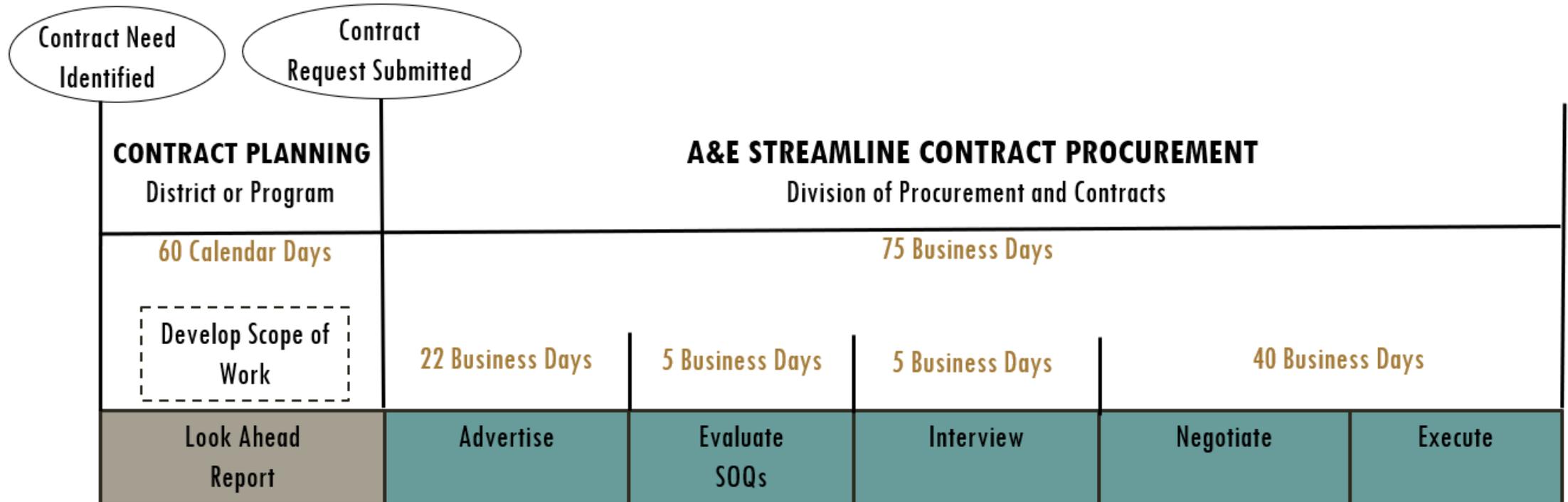
Tentative Schedule

Item	Week of
Advertisement	2/9/2020
SOQ Due	3/8/2020
Interview	3/22/2020
Cost Negotiation	4/5/2020
Award & Execution	4/12/2020

Updates

- **Caltrans Website ADA Compliance**
 - With Section 508 of the Federal Rehabilitation Act for persons with disabilities.
- **Safe Harbor Rate Program**
 - Continues at a rate of 110% until California's proposal is approved by FHWA.
- **Personnel Additions**
 - Additions will not be allowed within 6 months of Request for Qualifications (RFQ) start date, regardless of execution date.
- **Advertisement Period**
 - All advertisements will be for 30 calendar days.
- **Main Contact for Documents and Questions:**
AE.Customer.Service@dot.ca.gov

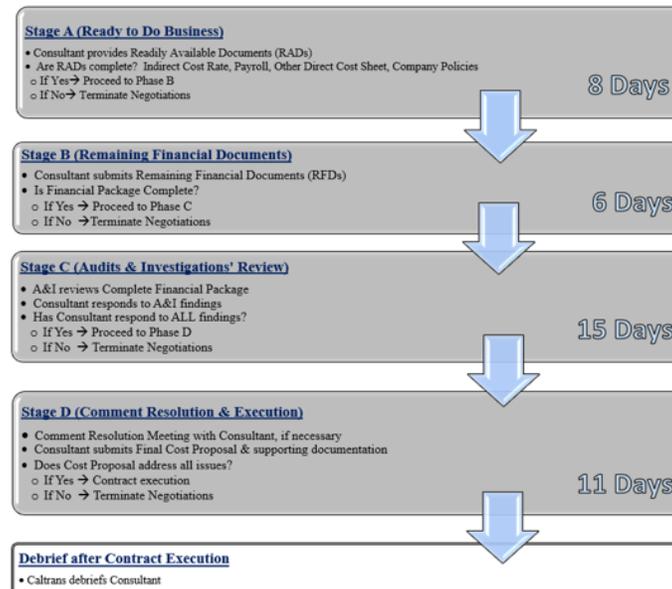
New Process and Updates



DPAC A&E Streamline Procurement Process



A&E STREAMLINE NEGOTIATION PHASE ONLY



New A&E Streamlined Procurement Process Major Changes

- Returning to Business Days
- Statement of Qualification (SOQ) Instructions Update
- New Negotiation Phase Process
- Caltrans Financial Requirements and Instructions document
- Financial Document Structure (FDS)
- New Cost Proposal

SOQ Submittal instructions update

- **New Definition: *Key Personnel***
 - Key Personnel are individuals who are essential to the work being performed under this contract. Key personnel shall be representative of required and advertised classifications. Together, key personnel shall compose a complete team of various classifications, to perform required work for substantial period.

SOQ Submittal instructions update (continued.)

- **New Definition: *Vendor Services Vendor***
 - services will require a minimum of three bids to be submitted to the Caltrans Contract Manager when these services are required at the task order level. The vendor services must be listed in the SOQ transmittal letter. The name of vendors should not be listed in the SOQ. For example, you may list “Traffic Handling Services Vendor”; however, you may not include the name of a vendor.

SOQ Submittal instructions update (continued..)

- **New Clarifications:**

- All proposed personnel to be utilized on the contract must be listed in the Organizational Chart.
- The consultant is required to identify the key personnel in the Organizational Chart with a symbol (i.e. such as a star or picture of a key).
- Resumes for all proposed personnel listed on the Organizational Chart shall be included in the SOQ.

SOQ Submittal instructions update (continued...)

- **New Requirements:**

- Resumes must be grouped by firm.
- Resumes must be arranged by classification and numbered for each individual firm.
- Each consultant shall represent and warrant that proposed personnel meet the requirements specified in the RFQ for their corresponding classification, including but not limited to: education, licensing, certifications and experience.

DPAC Updates – Financial & Cost Accounting Requirements

- **Readily Available Documents (RADs) – required by Day 5:**
 - Indirect Cost Rate- ICR
 - Contractor Cost Certification - CCC
 - Internal Control Questionnaire (AASHTO Appendix B) - ICQ
 - Payroll
 - Other Direct Costs, with Unit Rate justification(s) - ODC
 - Company Policies - Policies
 - Safe Harbor Rate documents - SHR

DPAC Updates – Financial & Cost Accounting Requirements (continued)

- **Remaining Financial Documents (RFDs) - Required by Day 11:**
 - Complete Cost Proposal (CCP)
 - Executive Compensation Analysis - ECA
 - Labor Summary Report - LSR
 - Post-Closing Trial Balance – PC TB
 - Income Statement - IS
 - Chart of Accounts - CoA
 - Other Reviews/Audits (if applicable) - Other

Cost Proposal

- **GOALS**

- Streamline A&E contract procurements
- Reduce contract execution timelines
- Develop a simpler cost proposal for all stakeholders
- Utilize a consistent method of reimbursement of costs to all firms

Cost Proposal (example)

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION							Consultant/Subconsultant Name:			
COST PROPOSAL							Agreement Number: XXXXXX			
ON-CALL CONTRACT							Attachment 2			
ADM 2033 (Rev. 11/19)							Tax ID No.: 1-96123456			
							Date Prepared: 6/16/2018			
							Page No.: X of XX			
Home Office Indirect Cost Rate:			Fringe Benefit %	Overhead %	General Administration %	=	180.00%			
			50.00%	70.00%	60.00%	=				
Field (Project Specific) Indirect Cost Rate:			Fringe Benefit %	Overhead %	General Administration %	=	150.00%			
			50.00%	40.00%	60.00%	=				
						Fee	=	10.00%		
						FCCM	=	0.250		
						Home Office Multiplier	=	3.08		
						Field or Project Specific Multiplier	=	2.75		
Name & Work Information	Home/ Field/ Project Specific	Straight	Actual Total Fringe Paid by Firm	Straight & Overtime Loaded Hourly Billing Rates			Effective Date of Hourly Rate [Start with RFQ Advertisement Date]		% Escalation Increase	Actual Hourly Rate
				Straight	OT (1.5x)	OT (2x)	From	To		
1. Saad Ghonim, PE, BSCE	FIELD	\$ 49.50	\$ 9.85	\$ 136.25	\$ 161.00	\$ 185.75	7/1/2018	6/30/2019	0.00%	\$ 49.50
Desgin Engineer		\$ 50.24	\$ 9.85	\$ 138.29	\$ 163.41	\$ 188.53	7/1/2019	6/30/2020	1.50%	\$ 50.24
		\$ 51.75	\$ 9.85	\$ 142.44	\$ 168.32	\$ 194.19	7/1/2021	6/30/2021	3.00%	\$ 51.75
Non-Exempt/Full Time		\$ 53.30	\$ 9.85	\$ 146.71	\$ 173.36	\$ 200.01	7/1/2021	6/30/2022	3.00%	\$ 53.30

Websites

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