

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

Presented By: Anup Singh & Kuldip Hundal

Date: January 26, 2022

Time: 1:30 PM

District 10 - Virtual Webex

1976 East Charter Way

Stockton, CA 95205

Title VI

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Agenda

1:30 PM – Welcome & Purpose of the Outreach

1:35 PM – Roundtable Introductions

1:45 PM – Office of Business & Economic Opportunity (OBEO)

2:00 PM – Calmentor

2:10 PM – Contract Overview and DPAC Updates

2:35 PM – Networking & Partnering Opportunity

2:45 PM – Questions and Answer Session

- *Official responses to be posted on the DPAC Website

3:00 PM – Adjourn

Consultant Roundtable Introduction

- Participant's name and firm title
- Services your firm provides/Personnel Current Certifications
- Are you a DBE/DVBE Consultant/Sub-Consultant?
- About Your Firm:
 - Prime or sub-consultant and
 - Primes to possibly host teaming WebEx?
- Goal for attending this event (for non-Caltrans participants)

Purpose of this Outreach

General Information Sharing

Office of Business & Economic Opportunity

Cal-mentor program

DPAC Updates

Networking and Partnering Opportunities

Question and 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.

General Information

- **Location:** District 10 - Stockton
- **Cost:** Contract est. value is \$7.2 – 11.7 Million
- **Duration:** Contract term is 3 years
- **Target DBE goal:** 17%
- **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

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

Office of Business & Economic Opportunity (OBE0)

DBE Eligibility Process

DBE Certification Process

DBE Participation Goal – 17%

Voluntary Use of Small Business

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

DBE Program Overview

DBE Eligibility

- The business must be at least 51% owned by a socially and economically disadvantaged individual(s): Asian-Pacific, Black, Hispanic, Native American, Subcontinent Asian, Women
- The business's last 3-year average gross receipts cannot exceed \$23.98 million (varies by industry)
- Personal net worth of the disadvantaged owner(s) cannot exceed \$1.32 million
- Owner(s) duties must include managerial and operational control of the business
- Must be independently owned and operated

DBE Program Overview

DBE Certification Process

- DBE paper application and the personal net worth statement
- OCR website for instructions and mailing address:
<https://dot.ca.gov/programs/civil-rights/dbe-certification-information>
- For DBE certification questions, call: (916)-324-1700 - ask to speak to the Analyst of the Day .
Or email them at: DBE.Certification@dot.ca.gov
- DBE Program Overview, Certification and Contracting Video:
<https://www.youtube.com/user/CaltransD5>

Calmentor Program

Overview

- Caltrans Regional/District Consultant Services Unit (CSU) has implemented an Architectural & Engineering (A&E) mentor-protégé program, also known as “Calmentor”.
- Partnering with the American Council of Engineering Companies (ACEC), the Calmentor Program promotes partnership with the private consulting industry
- The Calmentor Program is consistent with the Governor’s Executive Order No. S-11-06 to encourage new businesses, grow existing businesses, and promote small and emerging business contracting with the State of California.
- Calmentor supports the participation of certified Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), and Disabled Veterans Business Enterprises (DVBE) firms in the Central Region.
- Voluntary participation in the program is through acceptance and screening of completed applications from mentors and protégés. Not a requirement of this RFQ solicitation

Calmentor Program: Mission and Goals

Mission Statement

The mission of the Calmentor Program is to increase the pool of small firms participating in transportation projects by providing them opportunities to network and partner with larger, established firms.

Goals and Objectives

- Establish a mentoring Program that pairs small firms with larger, established firms in the same field of expertise
- Enhance the growth potential of small firms
- Ensure that both small and large firms have equal opportunities to participate in transportation projects
- Establish a clear, accessible entry point for small firms that want to do business with Caltrans or other public agencies
- Develop business relationships that foster new opportunities for both large and small firms
- Encourage small firms to obtain certification from appropriate agencies
- Increase the pool of small businesses

Calmentor Program: Participants

- Participants of the Program are Mentors, Protégés, Sponsors, and/or Steering Committee members.
- Mentors are large, established firms who are typically prime consultants willing to commit time to help small firms achieve their growth potential.
- Protégés are small firms who are seeking A&E contracts with Caltrans or other public agencies.
- Caltrans Region District CSU is the program's primary sponsor whose aim is to facilitate the growth of small firms.
- Any public or local organization may join to co-sponsor the Program.

Calmentor Program:

Contact Information for Central Region

Public Sector Members

- Camillo Prandini – Consultant Services, Caltrans CR
 - Camillo.Prandini@dot.ca.gov

Private Sector Members

- Lori Goodwin (Chairperson)
 - Lori.Goodwin@nv5.com
- Julianita Jauregui (Co-Chairperson)
 - Julianita.Jauregui@stantec.com

Central Region Calmentor Program

- <https://dot.ca.gov/caltrans-near-me/district-6/district-6-programs/d6-calmentor>

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 service 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 Lan 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 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.

Survey Engineering Personnel Requirements

Consultant Contract Manager

- 5 years of responsible experience as a Consultant Contract Manager
- Must be a Professional Land Surveyor or pre-January 1, 1982 Registered Civil Engineer licensed in the State of California and be in good standing with the California State Board of Professional Engineers, Land Surveyors, and Geologists (BPELSG) during the contract period.
- Shall be an employee of the Prime

Consultant Task Order Manager (Cannot be Consultant Contract Manager)

- Must be a Professional Land Surveyor or pre-January 1, 1982 Registered Civil Engineer licensed in the State of California and be in good standing with the California State Board of Professional Engineers, Land Surveyors, and Geologists (BPELSG) during the contract period.

Survey Engineering Personnel Requirements Cont.

Consultant Personnel and Team Member Qualifications

- Chief of Party – A Profession Land Surveyor licensed in the State of California. A pre-January 1, 1982, Registered Professional Civil Engineer licensed in the State of California. A documented minimum of five years of field surveying experience who serves as chief.
- Instrument person – must be union certified as an instrument person or have a minimum six years of qualifying experience in land surveying.
- Chainman/Rodman – must have a minimum two years of qualifying experience in land surveying.
- Chainman/Rodman Apprentices – must have a minimum one year of qualifying experience in land surveying.

Tentative Schedule

- Advertisement – Week of 02/28/2022
- SOQ Due – Week of 04/05/2022
- Interview – Week of 04/20/2022
- Cost Negotiation – Week of 06/07/2022
- Award & Execution – Week of 06/15/2022

Division of Procurement and Contracts (DPAC)

YOUR PROCUREMENT PARTNER

Caltrans Website ADA Compliance

With Section 508 of the Federal Rehabilitation Act for persons with disabilities.

Safe Harbor Rate Program

Field Rate = 90%, Home Rate = 120%, 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

DPAC New Process

Contract Planning – District or Program = 60 Calendar Days

- Contract Need Identified
- Develop Scope of Work
- Look Ahead Report
- Contract Request Submitted

A&E Streamline Contract Procurement – Division of Procurement and Contracts = 75 Business Days

- Advertisement – 25 Business Days
- Evaluate SOQs – 5 Business Days
- Consultant Interviews – 5 Business Days
- Negotiate and Execute – 40 Business Days

DPAC A&E Streamline Negotiation Phase Only (Stage A)

Ready to Do Business

- Consultant provides Readily Available Documents(RADs)
- Are RADs complete? Indirect Cost Rate, Payroll, Other Direct Cost Sheet, Company Policies
 - If Yes → Proceed to Phase B
 - If No → Terminate Negotiations

8 Days

A&E Streamline Negotiation Phase Only

(Stage B)

Remaining Financial Documents

- Consultant submits Remaining Financial Documents (RFDs)
- Is Financial Package Complete?
 - If Yes → Proceed to Phase C
 - If No → Terminate Negotiations

6 Days

A&E Streamline Negotiation Phase Only (Stage C)

Audits and Investigations' Review

- A&I reviews Complete Financial Package
- Consultant responds to A&I findings
- Has Consultant responded to ALL findings?
 - If Yes → Proceed to Phase D
 - If No → Terminate Negotiations

15 Days

A&E Streamline Negotiation Phase Only

(Stage D and Debriefing)

Comment Resolution and Execution

- Comment Resolution Meeting with Consultant, if necessary
- Consultant submits Final Cost Proposal and Supporting documentation
- Does Cost Proposal address all issues?
 - If Yes → Contract execution
 - If No → Terminate Negotiations

11 Days

Debrief after Contract Execution

- Caltrans debriefs Consultant

Financial & Cost Accounting Requirements (DPAC Updates)

Readily Available Documents (RADs) – required by Day 5.

1. Indirect Cost Rate – ICR
2. Contractor Cost Certification – CCC
3. Internal Control Questionnaire (AASHTO Appendix B) – ICQ
4. Payroll
5. Other Direct Costs, with Unit Rate justification(s) – ODC
6. Company Policies – Policies
7. Safe Harbor Rate documents - SHR

Financial & Cost Accounting Requirements

(DPAC Updates continued)

Readily Available Documents (RADs) – required by Day 5.

1. Complete Cost Proposal – CCP
2. Executive Compensation Analysis - ECA
3. Labor Summary Report – LSR
4. Post-Closing Trial Balance – PC-TB
5. Income Statement – IS
6. Chart of Accounts – CoA
7. Other Reviews/Audits (if applicable) – Other
8. PPP Loan forgiveness program

DPAC

(Updates)

New A&E Streamline 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

Key Personnel

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 and non-key personnel shall compose a complete team of various classifications, to perform required work for substantial period.

SOQ Submittal Instructions

Vendor Services

New Definition: Vendor Services

The vendor services must be listed in the SOQ transmittal letter.

The name of vendors should be listed in the SOQ. **For example, you may list “Traffic Handling Services Vendor” and include the name of the vendor.**

SOQ Submittal Instructions

(New Clarification)

- 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 (examples such as a star or a picture of a key).
- Resumes for all proposed personnel (key and non-key) listed on the Organizational Chart shall be included in the SOQ.
- SOQ is now included as an attachment in the executed contract.

SOQ Submittal Instructions

(New Requirements)

(Section 2, Part One, Sub-Section E of SOQ):

- Resumes must be grouped by firm.
- Resumes must be arranged by classification and numbered for each individual firm.
- Each consultant (Prime & all Subs) shall include a warrant letter certifying that proposed personnel meet the requirements specified in the RFQ for their corresponding classification, education, licensing, certifications and experience.
- *Firms' warrant Letter shall be placed prior to SF330 Resume

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

Websites

- New Caltrans Website:

<https://dot.ca.gov/>

- Caltrans, Division of Procurement 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 the DPAC A&E website:

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