

Welcome to Division of Engineering Services

A&E Structure Construction Inspection

LAR #59SCD1122

Presentation to begin shortly

Friday June 17, 2022

10:00AM – 12:00PM

Virtual Outreach via WebEx

Non-Discrimination Policy title VI

Caltrans ensures that no person in the State of California is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in Caltrans programs, policies, procedures, activities, and services on the grounds of race, color, national origin, sex, age, or disability.

Disclaimers

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

For the outreach, the scope of work, personnel classifications, duties, contract amount, schedule, and all aspects of the contract are not final. Information provided is preliminary and subject to change.

Agenda

- 10:00AM Welcome & Purpose of the Outreach
- 10:10AM Roundtable Introductions
- 10:30AM Office of Civil Rights & Small Business Liaison
- 10:40AM Calmentor
- 10:50AM DPAC Updates
- 11:15AM Contract Overview
- 11:30AM Questions & Answer Session
- *Official responses to be posted to DPAC website.
- 12:00PM Adjourn

Purpose of this Outreach

General Information Sharing

Office of Civil Rights – Opportunities for DBEs

Calmentor Program

DPAC Updates – SOQ Instructions

Networking & Partnering Opportunities

Question & Answer Session – Please send questions to Logan Frazer in the chat box.

Consultant Roundtable Introduction

During your introduction, feel free to share:

Participant's name and firm title

Services your firm provides/Personnel Current Certifications

Are you a DVBE Consultant/Sub-Consultant?

Are you planning to be a

Prime or sub-consultant and

Primes to possibly host teaming WebEx?

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

Tentative Schedule

District 11

RFQ Advertisement – August (Early)/2022

SOQ Due – September (Early)/2022

Interview – September (Mid)/2022

Cost Negotiation – December (Early)/2022

Award & Execution – December (Mid)/2022

General Information

Location: Structure Construction Office District 11

Scope: Structure Construction Engineering and Inspection services, as required on an as-needed basis)

District 11

DBE Goal 13-20%

Cost: Contract estimated value is \$5-\$7 million

Duration: Contract term is 3 years

Look Ahead Report#: 59SCD1122

General Information

Existing Contract

Existing Contract #: 59A1095

Location: District 11

Current Consultant: TRC Engineers, Inc.

Cost: Value is \$4,000,000

Duration: February 14, 2020 – February 13, 2023

DBE Goal: 13%

Work Performed: Structure Construction Engineering and inspection services.

CALTRANS SMALL BUSINESS

Maecel Mathis
District 11 Small Business Liaison
Phone: 619-688-3151
Email: [Small Business](#)

For the list of all District Small Business Liaisons (DSBLs), visit:
[District Small Business Liaisons Contact List](#)

Districts & Counties

District 1	Eureka (Del Norte, Humboldt, Lake, and Mendocino)
District 2	Redding (Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity)
District 3	Marysville/Sacramento (Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba)
District 4	Bay Area/Oakland (Sonoma, Napa, Solano, Marin, San Francisco, Contra Costa, Alameda, San Mateo, and Santa Clara)
District 5	San Luis Obispo/Santa Barbara (Santa Barbara, San Luis Obispo, Monterey, San Benito and Santa Cruz)
District 6	Fresno/Bakersfield (Madera, Fresno, Tulare, Kings, Kern)
District 7	Los Angeles (Los Angeles and Ventura)
District 8	San Bernardino/Riverside (Riverside and San Bernardino)
District 9	Bishop (Inyo, Mono, and eastern Kern)
District 10	Stockton (Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus and Tuolumne)
District 11	San Diego (San Diego and Imperial)
District 12	Santa Ana (Orange)

District Small Business Liaison (DSBL)

Services We Offer:

One-on-One Assistance – To discuss strategies on working with our agency and how best to work with us.

Technical Assistance – Provide technical assistance to our Small Businesses on a variety of topics, including certification applications, navigating our online portals and resources, and connecting businesses to other subject matter experts within Caltrans.

Public Outreach Opportunities – Districts host and participate in outreach opportunities to increase the visibility of our department, including mandatory pre-bid meetings, procurement fairs, and contractor bootcamps.

Event Calendar: [Caltrans Events Calendar](#)

Resource for Caltrans Staff – We are a resource for our Caltrans staff who have purchasing and contracting needs and are trying to source small businesses to solicit bids from.

Statewide DSBL Contact List:

[District Small Business Liaison Contact List](#)

Certifications Recognized by Caltrans

State Certifications

- Small Business (SB)

- Small Business – Public Works (SB-PW)

- Disabled Veterans Business Enterprise (DVBE)

Federal Certifications

- Disadvantaged Business Enterprise (DBE)

SB & SB-PW Eligibility Requirements

Small Business (SB)

Independently owned and operated

Not dominant in field of operation

Principle office located in California

Owners must live in California

Have 100 or fewer employees and average annual gross receipts of \$15M or less over the last 3 tax years

Small Business – Public Works (SB-PW)

Independently owned and operated

Not dominant in field of operation

Principle office located in California

Owners must live in California

Have 200 or fewer employees and average annual gross receipts of \$36M or less over the last 3 tax years.

Disadvantaged Business Enterprise (DBE) Eligibility Requirements

Must be at least 51% owned by one or more socially & economically disadvantaged individual

Must be a for-profit small business

Personal net worth of \$1.32M or less

Must be managed/controlled by DBE individual and a U.S. Citizen

Average annual gross receipts for the 3 previous fiscal years cannot exceed \$28.48M

DBE Certification

For more information, visit:

[DBE Information](#)

Caltrans – Office of Civil Rights

Small Business Advocate

[link to Small Business Advocate email address](#)

(916) 324-1700

Outreach & Supportive Services Branch

[DBE Services Branch](#)

Annual Caltrans Small Business Goals

Small Business (SB)/Small Business – Public Works (SBPW)

25%

Disabled Veterans Business Enterprise (DVBE)

5%

Disadvantaged Business Enterprise (DBE)

22.22%

Calmentor Program

Erik Ocampo

A&E Manager, Program/Project Management (District 11)

Phone: 619-955-2376

Email: [Eric Ocampo](#)

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 Region.

Voluntary participation in the program is through acceptance and screening of completed applications from mentors and proteges.

Calmentor Program

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 points 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 first to obtain certification from appropriate agencies.

Increase the pool of small businesses.

Calmentor Program

Participants

Participants of the Program are Mentors, Proteges, 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.

Proteges are small emerging 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

Steering Committee

Public Sector Members

San Diego region (D11)

Erick Ocampo, Caltrans A&E Manager, Program/Project Mgmt.

Email: [Erik Ocampo](#)

Kristina Young, Caltrans Consultant Services Unit

Email: [Kristina Young](#)

Jeannie Cortez, Caltrans Consultant Services Unit

Email: [Jeannie Cortez](#)

ACEC – CA Members

Clark Fernon, Co-Chairperson (T.Y. Lin) – [Clark Fernon](#)

Hany Haroun, Co-Chairperson (Jacobs) – [Hany Haroun](#)

Karen Kosup, Steering Committee (WSP) – [Karen Kosup](#)

Edgar Camerino, Steering Committee (Rick Egnng.) [Edgar Camerino](#)

Dennis La Salle, Steering Committee (La Salle Solutions, LLC) [Dennis La Salle](#)

Calmentor Program

Steering Committee

SANDAG (San Diego Association of Governments)

Elaine Richardson, Steering Committee

Alexia Spivey, Steering Committee

Caltrans Small Business

Maecel Mathis, Caltrans

Alex Aguirre, Caltrans

City of San Diego

Claudia Abacca, Steering Committee

Damian Singleton, Steering Committee

Christian Silva, Steering Committee

Calmentor Program Website

San Diego Region – [Calmentor Program Website](#)

OVERVIEW CURRENT A&E CONTRACT PROCESS

Division of Procurement and Contracts (DPAC)
Anup Singh, P.E. Sr. Transportation Engineer

New Process

A&E STREAMLINE CONTRACT PROCUREMENT

Division of Procurement and Contracts

Contract Planning – District or Program

Contract Need Identified

60 Calendar Days – Develop Scop of Work – Look Ahead Report

Contract Request Submitted

75 Business Days

22 Business Days – Advertise

5 Business Days – Evaluate SOQs

5 Business Days – Interview

40 Business Days – Negotiate – Execute

DPAC New Procurement 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

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 (See DPAC website for upcoming Prevailing Wage Interpretive Guidance)

SOQ Submittal Instructions

(Update)

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. SF330 Resume will include both key and non-key personnel

SOQ Submittal Instructions

(Clarification)

All proposed personnel (Key and Non-key) 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 Submittal Instructions

(New Requirements)

(Section E of SOQ)

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.

Consultant Contract Manager vs. Project Manager

A&E Streamline Negotiation

A&E STREAMLINE NEGOTIATION PHASE ONE

Stage A (Ready to Do Business) – 8 Days

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

Stage B (Remaining Financial Documents) – 6 Days

Consultant submits Remaining Financial Documents (RFDs)

Is Financial Package Complete?

If Yes – Proceed to Phase C

If No – Terminate Negotiations

Stage C (Audits & Investigations' Review) – 15 Days

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

Stage D (Comment Resolution & Execution) – 11 Days

Comment Resolution meeting with consultant, if necessary

Consultant submits Final Cost Proposal & supporting documentation

Does Cost Proposal address all issues?

If Yes – Contract execution

If No – Terminate Negotiations

Debrief after Contract Execution

Caltrans debriefs Consultant

A&E Streamline Negotiation Phase Only (Stage A)

Ready to Do Business

Consultant provided Readily Available Documents (RADs)

Are RADs complete?

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

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 Costs 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)

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

Financial & Cost Accounting Requirements

(DPAC Updates)

Remaining financial Documents (RFDs)

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

PPP – Paycheck Protection Program

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

Websites

Caltrans, Division of Procurement and Contracts (DPAC) A&E Website:

[AE Contract Information](#)

Look Ahead Report:

[Look Ahead Report](#)

Procuring A&E Contract

[AE Contract Procurement](#)

Questions can be sent to the AE Customer Service

Email: [AE Customer Service](#)

Websites

Caltrans Website

[Caltrans](#)

Caltrans, Division of Procurements and Contracts (DPAC) A&E website:

[Procurement and Contracts](#)

Look Ahead Report:

[Look Ahead Report](#)

STRUCTURE CONSTRUCTION ENGINEERING AND INSPECTION SERVICES

Scope of Services

Deliverables include the following type of work, but not limited to:

Types of Services include but are not limited to

- Ensure contractor compliance with construction contract requirements including verification of field dimensions, vertical and horizontal field control for structures
- Prepare daily Assistant Resident Engineer and Extra Work diaries per the Caltrans Construction Manual

- Review submittals including shop drawings, product data, samples, test samples, quality control plans, work plans, material sources, test data, test results, and evaluation reports as required by the contract and/or submitted by the construction contractor

Scope of Services Continued

Deliverables include the following type of work, but not limited to:

Review construction contractor's requests for information (RFI) and recommend sound engineering solutions in a timely manner

Ensure compliance with applicable regulations controlling the work being inspected including California Division of Occupational Safety and Health (Cal/OSHA), Storm Water Pollution Prevention Plans (SWPPP), and other applicable regulations

Maintain an awareness of safety and health requirements and enforce applicable regulations and contract provisions for the protection of the public and project personnel

Perform calculations (stress and deflection) of temporary structures as used in the construction of bridges (falsework, temporary shoring, working platforms, temporary supports)

Scope of Services continued

Deliverables include the following type of work, but not limited to:

Take samples and perform field-controlled tests of construction materials for quality assurance in accordance with California Test Methods (CTMs) and/or American Society for Testing Materials (ASTM) and/or American Concrete Institute (ACI) procedures

Obtain and maintain certification and applicable CTMs, ASTMs and/or ACI procedures as required

Record and file necessary documents pertaining to construction progress including Daily Assistant Resident Engineer Diaries, monthly pay estimates, job expenditures, field measurements, and test data

Identify actual and potential problems associated with the construction project work and recommend sound engineering solutions in a timely manner

Scope of Services Continued

Deliverables include the following type of work, but not limited to:

- Prepare construction contract progress and final payment quantity documents
- Assist in the preparation of change orders, contract pay estimates, and other documents, such as responses to Construction Contractor's claims, reports and letters related to the construction of large civil engineering projects
- Prepare calculations, records, reports, and correspondence related to project activities, change orders, and claims issues
- Assist in the preparation of final as-built plans and reports
- Maintain all OSHA mandated safety trainings

Structure Construction Engineering and Inspections 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 classification and task complexity.

The Consultant's personnel shall be knowledgeable about, and comply with, all applicable Federal, State, and Local laws and regulations.

Structure Construction Engineering and Inspections Personnel requirements:

Consultant Contract Manager

The Consultant Contract manager must coordinate work-related matters and consultant's operations under this contract with the Caltrans Contract manager in coordination with the Caltrans Task Order Manager.

The Consultant Contract Manager must have a minimum of five (5) years of responsible experience performing the duties as a contract manager for similar construction inspection services contracts, of which three (3) of those years must be for similar structure construction inspection services contracts. The Consultant Contract Manager must be knowledgeable about all Caltrans policies and procedures. The Consultant Contract Manager must be accessible to Caltrans at all times. The Consultant Contract Manager must be an employee of the prime consultant.

The Consultant Contract Manager must be a registered professional engineer licensed in the State of California in good standing with the California State Board for Professional Engineers, Land Surveyors, and Geologists at all times during the contract period, to perform the tasks described in this contract and in the Task Orders and must have a documented minimum ten (10) years of demonstrated experience acceptable to Caltrans.

Consultant Contract Manager must be responsible for all matters related to the consultant's personnel, subconsultants, structures construction inspection services work, and consultant's and subconsultants' operations are outlined in the Contract Statement of Work (SOW).

Structure Construction Engineering and Inspections personnel requirements:

Consultant Task Order Manager

The Consultant Task Order Manager must have a minimum of five (5) years of responsible experience performing the duties as a task order manager. The consultant Task Order Manager must be a registered professional engineer licensed in the State of California and in good standing with the California State Board for Professional Engineers, Land Surveyors, and Geologists at all times during the contract period, to perform the tasks described in his contract and in the Task Orders and must have a documented minimum ten (10) years of demonstrated experience acceptable to Caltrans.

The Consultant Task Order Manager must be accessible to the Caltrans Contract Manager and their appointed designee at all times during normal Caltrans working hours that Task Order work is underway.

Consultant Task Order Lead Person

The Consultant Task order lead person (who may not be the Consultant Contract manager) must be assigned to conduct, or direct the conduct of, all work assigned under a single Task Order. The Consultant Task Order Lead person must be the primary contact for the assigned Task Order and be available as needed for communication with Caltrans.

Structure Construction Engineering and Inspections personnel requirements:

Structure Representative

The Consultant Structure Representative must have a minimum of four (4) years of responsible experience performing the duties as a Structure Representative for similar construction inspection projects.

The Consultant Structure Representative must be a registered professional engineer licensed in the State of California in good standing with the California State Board for Professional Engineers, Land Surveyors, and Geologists at all times while assigned to work on this contract and in the Task Orders.

The Consultant Structure Representative must possess a valid Driver's License. Must Possess a valid Standard First Aid Certificate a all times. Must possess a valid American Society for Testing Materials (ASTM) or California Test Methods (CTM), or American Concrete Institute (ACI) as required and applicable prior to reporting to work.

Structure Construction Engineering and Inspections personnel requirements:

Assistant Structure Representative

The Consultant Assistant Structure Representative must possess a two (2) year degree from pre-engineering program and have a minimum of two (2) years' experience performing the duties and tasks of an Assistant Structure Representative or possess a four (4) year bachelor's degree in engineering and have one (1) year experience performing the duties and tasks of an Assistant Structure Representative for similar construction inspection projects.

The Consultant Assistant Structure Representative must possess a valid Driver's License. Must possess a valid Standard First Aid Certificate at all times. Must possess a valid American Society for Testing Materials (ASTM) or California Test Methods (CTM), or American Concrete Institute (ACI) as required and applicable prior to reporting to work.

Structure Construction Engineering and Inspections personnel requirements:

Transportation Engineering Technician

The Consultant Transportation Engineering Technician must possess a two (2) year degree from pre-engineering program and have a minimum of three (3) years' experience performing the duties and tasks of an Engineering Technician on similar construction inspection projects.

The Consultant Transportation Engineering Technician must possess a valid American Society for Testing Materials (ASTM) or California Test Methods (CTM), or American concrete Institute (ACI) as required and applicable prior to reporting to work.

The Consultant transportation engineering Technician must possess construction surveying knowledge and experience necessary for control lines and grades as required by established Structure Construction Practices Policies and Procedures. Must possess a valid Driver's License.

STRUCTURE CONSTRUCTION DISTRICT 11 PROJECT HIGHLIGHTS

SR-56 Old Carmel Valley Rd middle widen

SR94/SR125 Interchange Project

I-805 Intelligent Transportation Systems, CMS, Slope paving

I-805 Sound Wall unit 2

CMGC I-5, HOV Seg 4C package

Otay Mesa East CVEF and POE

I-8 El Cajon OH Bridge Rehab

Imperial Bridge Structure Rehab (Palo Verde and All-American Canal)

I-8 CRCP Pavement Rehab, 4 Structure Barrier Rail Replacement and approach slabs

I-8 Yuma, Replace Bearing Pads, Place Polyester Concrete

Ongoing Polyester Overlay, Bridge Rehab throughout the District

Questions & Answer Session

Compose your questions in the chat box to Logan Frazer.
Outreach information including questions and answers will be posted on DPAC A&E website:

[DPAC A E Website](#)