

Kform 54 Instructions

The process to prepare the Consultant Interview letter (Kform 54) includes the following:

- 1) Review the A&E Procurement Schedule for interview date(s) and confirm with A&E Coordinator and Caltrans Contract Manager.
- 2) Request the following from the Caltrans Contract Manager and A&E Coordinator:
 - Shortlist
 - Interview location
 - Interview schedule including order of consultants to be interviewed
 - Interview format
 - Final version of the Example Task or Phase Order, if not received
- 3) Fill in the information required in the red-highlighted areas of the form then delete red- highlighted text.
- 4) Assemble forms to be attached (e.g. Example Task or Phase Order and Draft Scope of Work/Deliverables).
- 5) Send letter with required attachments by email to the consultant after the shortlist has been distributed; bcc the Caltrans Contract Manager and A&E Coordinator.

DEPARTMENT OF TRANSPORTATION

ADMINISTRATION

DIVISION OF PROCUREMENT AND CONTRACTS

1727 30th STREET, MS-65

SACRAMENTO, CA 95816-7006

PHONE (916) 227-6000

FAX (916) 227-6155

TTY 711

<http://www.dot.ca.gov/dpac>*Making Conservation a
California Way of Life.*

[Date]

Contract Number: [##A####]

[Consultant's Contact Person, Title]

[Consultant's Name]

[Street Address]

[City, State Zip Code]

This is to confirm that [prime consultant's name] is scheduled for an interview with the Consultant Selection Committee for Agreement Number [##A####] for [Insert Type and General Title of Service]. The interview will be held on [Day of Week, Month, Day, Year,] at [Time am/pm], at the California Department of Transportation (Caltrans), located at [Street Address, Suite/Floor, City]. If the consultant's team has a conflict with the scheduled date and time, our office is under no obligation to accommodate the consultant's request for changes.

It is the State's policy that every visitor is required to present a driver's license or other form of photo identification to the security guard before being admitted into a State building. Please ensure that each member of your team has the appropriate identification.

The final evaluation interview process will include the following:

A. Example [Select Task or Phase] Order Presentation:

Consultants will be required to demonstrate their approach to performing the work, challenges, alternate solutions, key staff's availability, and ability to deliver the services. This will include a discussion of a maximum [Insert Number (#) of firms submitted by Caltrans Contract Manager or Coordinator] proposed employees (prime and subconsultants) with different classifications from your Statement of Qualifications (SOQ) that would be assigned to work on the Example [Select Task or Phase Order].

You are required to email a list of a maximum [Insert Number (#) of firms submitted by Caltrans Contract Manager or Coordinator] proposed employees' names, with their proposed contract role no later than 10:00 AM on [xx/xx/xxxx] to [DPAC Contract Analyst Name] at [e-mail address] and to [Contract Manager Name Contract Manager] at [e-mail address]. The proposed employees are not required to attend the interview as part of your presentation; however, the consultant Contract Manager is expected to attend. Absence of the consultant Contract Manager may limit the consultant's ability to answer all questions.

Your presentation should be no longer than [##] minutes and should address the evaluation criteria listed on the Consultant Evaluation Form, Presentation and Interview, ADM-2028a. Exhibits are permitted during the presentation.

B. Technical Scenario Questions Review:

Consultants will be provided [##] minutes to review the Technical Scenario Questions (TSQ) prior to providing oral responses. Two (2) copies of the TSQs will be provided for review and note taking that must be returned to the Consultant Selection Committee Chairperson at the end of the session. This review session will be closed book with no white boards, easels, or electronic devices permitted.

C. Technical Scenario Questions Oral Responses:

All questions will be read aloud individually by a Consultant Selection Committee (Panel) member and responses provided by the consultant. Panel members will not ask follow up questions or seek clarification of consultant oral responses. You are responsible to manage the time used when responding to each question, ensuring all questions are answered within the total [##] minute time period allocated.

D. Closing Statement:

Consultants will be allowed two (2) minutes to augment their answers to the TSQs only.

E. Initial Evaluation Score:

The consultant's Initial Evaluation score will account for 25 percent (25%) of the final evaluation score used to determine the highest qualified consultant.

The Consultant Selection Committee will use the evaluation criteria in forms ADM-2028a, ADM- 2028b, and ADM-2028c as the basis for the evaluation, scoring and ranking of consultants interviewed. These forms are available on [Procuring A&E Contracts](#) website or may be obtained by contacting the DPAC A&E Contract Analyst named in the Request for Qualifications (RFQ) Notice.

The Consultant Selection Committee members will evaluate the interviewed consultants independently, and submit the scores to the Consultant Selection Committee Chairperson for compilation. The Consultant Selection Committee members will then collectively document the strengths and weaknesses of each consultant, prepare the Consensus Ranking form (ADM-2028c) and certify the final evaluation.

Only individuals that are listed on your organizational chart and meet the minimum requirements stated in the RFQ will be allowed to attend the interview. An exception will be made for staff required to operate any audiovisual (AV) equipment. An AV operator who is not listed on the organizational chart or does not meet the minimum requirements listed in the RFQ will only be allowed to operate the AV equipment and cannot participate in any other manner. Caltrans does not provide AV equipment (i.e. screens, projectors, extension cords, etc.) for presentations.

A total time of [##] minutes has been allowed for your interview, structured as follows:

Schedule	Minutes Allowed
1. Consultant Interview Set up	5
2. Example [Select Task or Phase] Order Presentation (Part A)	[##]
3. Consultant's Technical Scenario Questions Review	[##]
4. Consultant's Oral Responses to Technical Scenario Questions (Part B1)	[##]
5. Consultant's Closing Statement on Technical Scenario Questions (Part B2)	2
6. Caltrans Closing Statement	1
7. Consultant's Removal of Equipment and Exit	2

It may be necessary for Caltrans to change the interview format. Changes made will apply to all consultants to be interviewed.

If applicable to your team's circumstance, the following documents must be provided to the Consultant Selection Committee Chairperson in a sealed envelope upon arrival at the interview:

- Safe Harbor Rate (SHR) Questionnaire and Certification – SHR documents are available on the [A&E Contract Information](#) website.
- Sole proprietor proposed hourly rated documentation – Applicable to sole proprietor firms only, documentation supporting the proposed hourly rate(s) must be provided. Such documentation includes previous Federal taxes, market research of like classification hourly rates, invoiced hourly rates for previous work of same classification(s), etc.

It is mandatory that all requested documents be placed in a sealed envelope that shows your firm's return address. Only the envelope provided by the highest qualified consultant will be opened. Sealed envelopes provided by other consulting firms will be returned by mail once the contract has been executed.

Financial Documents required from the highest qualified consultant:

- If you are the highest qualified consultant, be prepared to submit a complete financial document package to DPAC no later than [Day of the Week], [Month, Day, Year]. The required Financial Documents are listed on the appropriate Financial Documents Submittal Checklist available on the [Independent Office of Audits and Investigations](#) website
 - Files MUST clearly identify the name of the prime and the subconsultant(s), the Agreement number, and column title of document per checklist. Example: ABC- 55A0333-Prev Wage Policy.
 - Files MUST NOT be password protected

The Draft Scope of Work/Deliverables is enclosed to assist you in preparing a number of these documents.

Interview Letter

[Addressee]

[Date]

Page 5 of 5

If your firm is determined to be the highest qualified consultant, you will be invited to attend a negotiation meeting currently scheduled for [Day of the Week], [Month, Day, Year] at [Time am/pm], in the Headquarters/District/Conference Room [number] of Caltrans, located at [Street Address, Suite/floor, City], California.

Please confirm your attendance and contact me if you have any questions concerning the interview.

Sincerely,

[CONTRACT ANALYST NAME]

DPAC A&E Contract Analyst

E-mail Address: [\[xxxxx.xxxxx@dot.ca.gov\]](mailto:[xxxxx.xxxxx@dot.ca.gov])

Enclosures:

- (1) Example [Select Task or Phase] Order
- (2) Draft Scope of Work/Deliverables

c: Caltrans Contract Manager

A&E Coordinator

Kform 54 (Rev. 05/10/18)

By E-mail: