

REQUEST FOR PROPOSALS AND QUALIFICATIONS
ENGINEERING DESIGN SERVICES
2022 AND 2023 PAVEMENT RECONSTRUCTION PROJECT
(CIP 22-401)



RESPONSES DUE:

Thursday, August 19, 2021, at 2:00 PM PDT

Town of Moraga

Public Works Department/Engineering

329 Rheem Boulevard, 2nd Floor

Moraga, CA 94556

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Attachments:

- A – StreetSaver Street PCI List
- B – Map for Mandatory Site Walk – meeting location
- C – Sample Consultant Services Agreement

**TOWN OF MORAGA
REQUEST FOR PROPOSALS AND QUALIFICATIONS
ENGINEERING DESIGN SERVICES
2022 AND 2023 PAVEMENT RECONSTRUCTION PROJECT
(CIP 22-401)**

SECTION 1 INTRODUCTION

Notice is hereby given that the Town of Moraga (Town) solicits technical proposals and associated qualifications (RFP/Q) for engineering design services for the 2022 and 2023 Pavement Reconstruction Projects. The Town is seeking to retain a consultant or team of consultants (Consultant) to deliver a multi-year pavement reconstruction project that includes: ADA improvements at intersections where existing improvements are inadequate, damaged curb & gutter replacement, full depth pavement reconstruction, striping and markings on new pavement surfaces, pavement rehabilitation, and any other ancillary work to the Project. Attachment A contains the StreetSaver Database showing the most current PCI as of late 2020.

This RFP/Q is available on the Town's website. It is the Consultant's responsibility to check the Town website to obtain any addenda and any other documentation pertinent to this RFP/Q that may be issued. Attendance of a least one site walk is mandatory for any prime consultant seeking to submit a proposal and wishing to be considered. Failure to attend any of the two site walks will be deemed non-responsive. The Town will hold two opportunities for Consultants to attend a mandatory site walk:

- Site Walk (1st opportunity) – Tuesday, August 3, 2021, at 10:00 AM PDT
- Site Walk (2nd opportunity) - Wednesday, August 4, 2021, at 2:00 PM PDT

Site Walks will be held in the field at Town Council Chamber located at 335 Rheem Boulevard, Moraga, CA (Map in Attachment B). The deadline to submit questions regarding this RFP/Q is Tuesday, August 10, 2021, by 5:00 PM PDT. The deadline to submit the technical proposals and cost proposals is **Thursday, August 19, 2021, by 2:00 PM PDT**. Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered non-responsive and rejected. Proposals received after the time and date specified above will be considered non-responsive and will be returned to the Consultant. Proposals shall be submitted in the format described in the Format and Content for Proposal section of this RFP/Q to:

Sharon Chan, Assistant Engineer
Town of Moraga
Engineering Division (2nd Floor)
329 Rheem Boulevard
Moraga, California 94556.
(925) 888-7028

SECTION 2 PROJECT DESCRIPTION

The Town of Moraga is a small suburban, semi-rural community of 17,416 located in Contra Costa County, California. It is nestled between Oakland and Walnut Creek, in the East Bay region of the greater San Francisco Bay Area. The Town is responsible for the maintenance and repair of 55.95 centerline miles of paved public streets, which includes 13.8 miles of arterial, 15.8 miles of collector, and 26.3 miles of residential streets.

Moraga's 2022 and 2023 Paving Reconstruction Project is proposed to implement the Town's annual Pavement Management Program over two consecutive years. The Town's goal is to rehabilitate all streets with a PCI of 50 or less by 2024.

It is the intent of this RFP/Q to obtain proposals and cost proposals for a Project consisting of two phases of construction. It is anticipated that the Town will execute one single Contract for engineering services that encompasses both Phase 1 and Phase 2 work by September 2021.

For planning purposes, the Town has assumed a full-depth pavement reclamation treatment for all street segments included in Phase 1 and Phase 2 and has planned for a total construction contract budget for each phase of approximately \$2,245,000. The budget for the services to be provided in response to this RFP/Q was established in the 2021/22 Town of Moraga CIP at about \$240,000 for the initial contract, with an additional \$610,000 to be amended in the following fiscal year for services and \$60,000 to be amended in 2023/24 FY for construction during 2023 Phase 2.

The selected Consultant will complete the design and provide complete sets of bid documents, including plans, specifications, and estimates (PS&E), for the 2022 Pavement Reconstruction Project (Phase 1) to advertise for bids by **April 2022**. The bid package for the 2023 Pavement Reconstruction Project (Phase 2) shall be completed and ready for bid advertisement by **February 2023**.

SECTION 3 PRELIMINARY SCOPE OF SERVICES

A preliminary scope of services is described below for the engineering, design, and related services for the Phase 1 - 2022 Pavement Reconstruction Project and Phase 2 – 2023 Pavement Reconstruction Project. Proposers are encouraged to supplement/augment this preliminary scope of services as needed to deliver two complete, separate construction projects. The final scope of services will be refined during contract negotiations with the selected Consultant. The Consultant will be required to submit all electronic files generated during the course of the Project to the Town, including but not limited to design files (AutoCAD format), GIS shapefiles, and all design calculations and models prepared for the Project (Word and/or Excel format).

At a minimum, the scope of work shall include the following activities:

1. Project Management

The intent of this task is for the Consultant to manage this Scope of Services such that the work is completed within the fee and schedule limitations of the Contract while ensuring all services and deliverables by the Consultant meet Town and Project requirements.

The Consultant shall perform all necessary project management activities for the design of the Project including, but not limited to, the following:

1. Manage Integration - identify, define, combine, unify, and coordinate the processes and activities internal to the project and those external that effect the project.
2. Manage Scope – ensure that the project includes all the work necessary to ensure successful development and completion of the project.
3. Manage Schedule – ensure timely completion of milestones and the project as a whole.
4. Budget and Costs - plan, estimate, budget, and control costs so that the project can be completed within the contracted budget.
5. Manage Quality – implement activities, procedures, practices, and policies to ensure control and assurance of the quality of products and deliverables meets or exceeds client’s expectations, industry standards, and contractual obligations.
6. Manage Resources – efficiently and cost-effectively utilize human resources and equipment to optimal effect to meet or exceed other management objectives and project needs.
7. Manage Communications (internal and external) - ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information

8. Manage Risk - conduct risk management planning, identification, analysis, response planning, and controlling risk, or potential for exposure to risk, to the Owner and Public on the Project.
9. Manage Procurement - purchase or acquire products, services, or results needed to complete the Project. Processes in this area include Procurement Planning, Solicitation Planning, Solicitation, Source Selection, Contract Administration, and Contract Closeout.
10. Manage Stakeholder Engagement - identify all key persons or organizations significantly impacted by the project, analyzing stakeholder expectations and impact on the project, and develop appropriate management strategies to effectively engage stakeholders in project decisions and execution.

The Consultant will maintain effective communications among the Town and Consultant team members, obtain Stakeholder input on work in progress, and provide a forum for consensus-building and decision-making.

The Consultant shall assist the Town with coordination and communication with appropriate regulatory or other agencies, as necessary, to execute this Scope of Services. This task includes support in drafting correspondence to external agencies related to the Consultant's Project activities.

The Consultant shall meet with the Town on a periodic basis (initial kickoff meeting and once a month at a minimum) according to a Project Communications Plan (Communication Plan) and shall provide Scope, Schedule, and Budget baselines to be tracked and updated continuously throughout both phases of the project. For each meeting and workshop, the Consultant will prepare the meeting agenda and meeting minutes and submit them for review by the Town. The Consultant will lead the meetings.

The Consultant shall hold a kickoff meeting with the Town at the start of the project. The purpose of the kickoff meeting is to introduce key Town and Consultant team members, acquaint all participants with the purpose of and expectations of the Project, describe team members' roles and responsibilities, describe Project procedures, and summarize scope and schedule.

The Consultant shall organize and lead meetings with the Town to go over and resolve all the Town's comments and edits to the Project Work Plan and Scope of Work. The Consultant and the Town shall meet periodically to discuss the status of the scope, schedule, and budget for the Project, at least once a month.

Additionally, the Consultant shall hold, organize and lead workshops with the Town to discuss PS&E development and comments at periodic phases, 30%, 60 %, 90% design development phases. The Consultant shall be responsible for gathering and documenting all comments, incorporating them into the PS&E where appropriate, and documenting where they were incorporated or justification for not including in a table.

The Consultant shall prepare a Project Work Plan outlining activities necessary to meet the expectations of the Town to complete the project. Project management processes shall consider all the following activities: Initiation; Planning; Executing; Monitoring & Controlling; and Closing. The Project Work Plan shall include Project objectives, a discussion of the Consultant's approach to work, a copy of the final scope of work, requirements, constraints, a detailed Project Schedule (showing major tasks and deliverables), a breakdown of the Consultant's costs for the major tasks, a list of the Consultant's team members and their roles and responsibilities, communication protocols (internal and external), document control procedures, and other administrative procedures. The Project Work Plan shall include a Project Quality Assurance and Quality Control (QA/QC) Plan documenting the Consultant's procedures to ensure the Consultant's services and deliverables meet the Town's requirements and accepted practices and standards of the Consultant's profession. The Town reserves the right to request and review the Consultant's Project documentation demonstrating its adherence with their own quality assurance procedures. The Consultant shall identify the primary contact for the Town in the Work Plan. The Town will review and provide comments on and request edits to the Project Work Plan, including details of the work required for the project. The Consultant will issue an updated Project Work Plan, including finalized task scope details, for the Town's review and approval, prior to the beginning of each task scope.

The Consultant will lead the Town's public outreach activities as related to coordination, preparation, and participation including, preparing presentation materials, attendance at meetings, preparation of newsletters, graphics, updates to the Project website, developing responses to questions, and performing other tasks as directed by the Town.

The Consultant will prepare a baseline project schedule with milestones and update regularly, at a minimum monthly, and achieve completion of the project on schedule. The Project Schedule shall show all meetings and activities to be performed, include critical paths, milestones, and activities to be performed by or dependent upon by others (externally) that will affect the schedule. The Consultant shall coordinate with external agencies and the Town to determine the timeline for those activities to be performed by others. These external activities might include agency review for various agencies approvals, Town review, Town Council approval, or processes. The project schedule shall track progress on all tasks at the subtask level. The schedule shall not incorporate labor hours or costs. Updates to the project schedule shall include an indication of the progress for each task, anticipated work during the next month, and potential changes to the project schedule or scope.

Task 1 – Deliverables:

1. Attend a kickoff meeting.
2. Regularly Coordinate and Communicate with Town.
3. Prepare Project Schedule (Baseline and Monthly Updates).
4. Prepare a Project Work Plan including QA/QC Plan (Draft, Final Draft, and Final), which describes all the consultant's project management activities outlined above,

the methods of implementation and product delivery, and mitigation measures to meet project objectives.

5. Attend regular weekly project management meetings.
6. Prepare look-ahead schedules and project schedule updates.
7. Prepare meeting agendas, minutes, and presentations.
8. Coordinate and communicate with external agencies, as necessary.

2. Research and Data Review

The Consultant shall gather and review any available information, reports, data, as-builts, and record drawings. The Consultant shall request and gather available project related information from various available sources, including, but not limited to, the Town, East Bay Municipal Utilities District (EBMUD), Central Contra Costa Sanitation District (CCCSD), Pacific Gas and Electric Company (PG&E), Contra Costa County, and any other appropriate utilities or sources of information.

The intent of this task is to prepare research, gather, collect and review relevant data to support the basis of the Pavement Design Report, the preparation of PS&Es for Phase 1 and Phase 2 work, and the coordination with Owner, the Town, or utility company future projects and potential relocations.

As an initial task, the Consultant shall review and analyze data from the Town's Pavement Management Program (PMP), including StreetSaver, to develop an initial list of proposed street segments with a PCI of 50 or less in 2024 to be rehabilitated. These street segments will be the subject of the Consultant's Pavement Design Report which will also recommend which street segments to be included in each of the two phases. Ultimately, the Town will approve individual street segments and specific pavement rehabilitation/reconstruction treatments to be included in each phase.

The Consultant shall gather any available maps, record drawings, geotechnical reports, and other available data from utility companies and Contra Costa County or from the Town of Moraga for roads constructed under the jurisdiction of the Town of Moraga, within the Town of Moraga at the time of construction and after 1974. The intent, to the degree possible, is to accurately identify utility depths and locations, possible utility conflicts for further investigation, the structural section of pavement, right-of-way and easements, existing soils conditions underlying the pavement, and any other conditions or facilities that may impact the project design or construction.

The Consultant shall screen data gathered for conflicting facilities that may require relocation. Project areas where initial screening shows no conflicts exist or no planned project shall be included in Phase 1. Project areas where conflicts exist that require additional time for relocation shall be included in Phase II. Streets where there are planned utility projects, shall be coordinated with the respective utility companies or owners.

Task 2 – Deliverables:

1. Copies of all data requests submitted.

2. A summary spreadsheet showing the data gathered and source of data
3. Copies of Data Gathered

3. Site Investigation and Surveys

The Consultant shall perform all necessary field investigations to assess the existing conditions at the Project site and gather the necessary information to support the design and permitting processes. The intent of this task is to conduct any field investigation or surveys necessary to support the basis of the Pavement Design Report and the preparation of PS&Es for Phase 1 and Phase 2 work, and the coordination with the Town or utility company relocations. This task includes, but is not limited to:

- a. Conduct field investigations and site assessments to determine existing conditions and information necessary for design, including geotechnical investigations, road geometries, topographic conditions, special features, existing terrain, existing utilities, and any other existing features or elements. Review of previous pavement management studies and information. Perform visual inspections and document any additional changes and/or deficiencies of the current condition of the various street segments. In addition, visual inspection of the curb and gutter, sidewalk, striping and markings, signage, signalizations, and landscaping shall be noted and shall be addressed with the fronting property owner.
- b. Survey the various street segments, curb and gutter, sidewalk, monuments, utility appurtenances, street trees, signals, signs, light poles, and any other adjacent facilities or features to obtain topographic survey data, including accurately locating street facility and utility features. Establish project control monumentation for the survey and future construction surveys. Project control monuments shall be established in stable locations to remain throughout and after construction. Surveys shall conform to the California Department of Transportation Surveys Manual and the Federal Geographic Data Committee, Geospatial Positioning Accuracy Standards, where applicable. Local survey accuracy shall be no worse than 0.07 ft. Land surveys shall use NAD83 horizontal and NAVD88 vertical datum. Surveys shall clearly identify and delineate existing surface topography, buildings, facilities, structures, pavement, survey monuments, utilities, significant trees, and other features that are visible from the surface. Surveys of utilities may require accessing through manholes to measure inverts and verify pipe sizes and locations.
- c. Survey right-of-way boundaries adjacent to the project areas to define and delineate the existing limits within or immediately adjacent to the proposed project boundaries and construction areas within Town-owned right-of-way.
- d. Survey all monumentation within the construction limits or to be used to control monumentation for construction. Monumentation to be documented on the construction plans. Monumentation to be disturbed by

construction shall be re-established upon completion of construction and clearly identified in construction plans and specifications.

- e. Locate and survey utilities within the project areas. Field mark utilities to identify potential conflicts. Determine the accurate location and depth of the various utilities mains and laterals that could constitute a conflict during construction. In locations where potential utilities conflicts are identified from field markings, maps, and other information gathered by the Consultant from the owners, utility companies, electromagnetic detection, ground-penetrating radar, and other utilities locating techniques shall be utilized to accurately determine the depth and location of conflicts. If discrepancies exist between utilities maps and field marking, collaborate with the utility to resolve the discrepancies. For utilities shallower than 2 feet, or within 6-inches of the precision achievable by the locating technique, whichever is greater, of the base of construction, potholing shall be utilized by the Consultant to confirm the conflict (location and depth). In locations where shallow utilities are identified, the crown of identified utilities pipes or conduits shall be accurately surveyed with an accuracy level of no worse than 0.07 ft, as discussed in the topographic surveying above.
- f. Investigate the existing conditions of pavement to evaluate performance and structural section using available record plans, geotechnical reports, and data from the Town and Contra Costa County related to the road section being reconstructed. Conduct limited coring where data is insufficient and as necessary to provide geotechnical recommendations regarding the structural section of the pavement sufficient for existing function. As needed, perform field evaluations, falling weight deflection tests, pavement coring, and identify base/pavement failure locations.
- g. Prepare topographic maps of the various project street segments to the extent necessary to support the project needs. Identify and include all facilities, structures, trees, utilities, public and private right-of-way boundaries, and easements in the topographic survey map.
- h. Identify and evaluate any facilities or features that potentially conflict with the future construction and may need to be relocated or addressed in some manner to abate the conflicts, including but not limited to public and private utilities, rights-of-way (including easements), sidewalks, curb & gutter, tree canopy or roots, fences, mailboxes, Telephone poles, etc. Recommend solutions to address the conflicts.
- i. Identify and evaluate any other parameters necessary for a robust design that protects existing facilities or infrastructure, including but not limited to public and private utilities, sidewalks, curb & gutter, trees, fences, etc.
- j. Identify and document damaged or substandard public and private facilities (such as walls, fences, curb ramps, sidewalks, driveway, curb, and gutter). Notification of the damaged or substandard facilities shall be

sent to the fronting property owners for repair. The Consultant shall work with the Town to notify the fronting property owner.

Further screen data gathered for facilities conflicts requiring relocation. Project areas where additional screening shows no conflicts exist shall be included in Phase I. Project areas where conflicts exist that require additional time for relocation shall be included in Phase II.

Task 3 – Deliverables:

1. Maps, reports, and details showing the utilities locations and depths, existing conditions, topography, existing features and physical characteristics, survey monuments, property boundaries, Engineering recommendations, and any other details necessary to support the development of the basis of design memorandum and accurate and precise PS&Es.
2. Documentation in the form of a table shall be provided of all damaged or substandard public and private facilities. Pictures shall be included of these facilities.
3. Notification letters to the fronting property owner of all damaged or substandard public facilities to be sent out.

4. Basis of Design Memorandum (Pavement Design Report)

Consultant shall prepare a comprehensive Pavement Design Report for pavement rehabilitation options for both Phase 1 and Phase 2 street segments. In preparing the report, the Consultant shall meet with the Town to discuss the various options to be considered in the report. Selected streets shall be identified in the report, along with the estimated cost for repairs to each street. Additionally, other repair costs shall be included for each street, such as mandatory ADA improvements, drainage, and stormwater treatment. Any need for Temporary Construction Easements shall be stated, and recommendations included in the Report. A total cost of repair for each street shall be provided for prioritization and final selection within budgetary limits. The report shall be draft for administrative review by the Town.

The intent of this task is to prepare a report that provides concurrence regarding the streets to be addressed, priorities, probable cost estimates, and other information supporting the preparations of PS&Es and ultimately construction of cost-effective, high quality streets and associated infrastructure.

The draft report shall include results and findings from the research, data gathering, field investigations, and surveys; recommendations relating to utilities or other facility conflicts, existing conditions, pavement sections, preferred materials or construction techniques or technologies; easements and construction needs; and the preferred street list for each phase of the project. The draft pavement design report shall include streets selected for Phase 1 and Phase 2 and be submitted for the Town's review. The Consultant shall document comments from the review with the Town and incorporate comments into the report as appropriate prior to beginning work on design the project.

Upon receiving and incorporating final comments from the Town regarding the draft report, a final report shall be prepared. The final Pavement Design Report shall comprise the basis for the design and shall be accepted by the town prior to beginning work on the design of the project.

Pavement Design Report shall include an existing conditions base map drawing showing the existing utilities and site conditions to be used for preparing the design drawings to show existing conditions. The Consultant shall communicate with the various utilities and facilities owners to acquire data, including maps, necessary for preparing the base map. Existing utilities or facilities conflicts shall be shown on the base map for use in coordinating relocation activities with the owners/utilities. Streets where utilities conflicts exist which preclude construction in 2022, shall be shown for 2023 construction. The memorandum shall include recommendations, including but not limited to, street list for Phase 1 and Phase 2, pavement structural sections, ancillary repairs requirements, and special pavement requirements or considerations, etc.

The Consultant shall hold a workshop with the Town to go over and resolve all the Town's comments and edits to the Pavement Design Report.

Task 4 – Deliverables:

1. Draft Pavement Design Report
2. Draft Utilities, facilities, and existing conditions base Map
3. Workshop to discuss Memorandum, Maps, and Town Comments
4. Final Pavement Design Report
5. Final Utilities, facilities, and existing conditions base Map

5. Plans, Specifications, and Estimates (PS&E)

The Consultant shall prepare Plans, Specifications and Engineer's Estimates (PS&Es) and deliver for each of the Project phases (Phase 1 and Phase 2), for the Town's review: draft construction contract document, including PS&Es, submittals at the 30%, 60%, and 90% stages. The PS&Es shall include all information relevant to bidding and construction gathered from the Research and Data Review and the Site Investigation and Surveys activities.

The intent of this task is to prepare PS&E's for bidding and construction of sufficient detail and scale, including all design elements necessary to construct the project to meet the full life expectancy of a newly rehabilitated street and fully comply with regulatory requirements, including but not limited to pavement section reclamation/restoration, curb & gutter repairs and street drainage improvements, required ADA improvements and stormwater treatment, raising iron, monumentation restoration, striping and marking restoration, and any other improvements necessitated by design. The PS&Es shall be coordinated with and show the relocation of utilities and other conflicts.

During the Phase 1 design, the Consultant shall identify and initiate correspondence with the owners/utilities/jurisdictions/agencies with potential infrastructural conflicts, rights, or authorities effecting the project, such as utilities like CCCSD, PG&E, and EBMUD. The

Consultant shall identify conflicts and coordinate relocation of conflicts with the owners/utilities/jurisdictions/agencies.

During the Phase 2 design, the Consultant shall correspond with the owners/utilities/jurisdictions/agencies to coordinate design documents to reflect any infrastructure, rights, or authorities that may have changed during the intervening period. Changes, such as utility relocations, shall be incorporated into the existing conditions for Phase 2 design.

The Consultant shall prepare draft PS&Es and submit for review by and receive comments from the Town and other utilities, agencies, or jurisdictions having authority or rights that may impact the design, cost, or schedule. All comments received shall be compiled into a tabular list that includes the comments, stage of design development, agency and person commenting, and resolution to comment incorporated into plans or justification for not addressing plan revisions.

Additionally, the Consultant shall provide final construction contract documents, including PS&Es, for bidding and conformed construction contract documents following bidding for construction. All contract plans, specifications, and estimates will be submitted in the formats specified by the Town and incorporate Town standards.

a. Conceptual 30% Plans

The Consultant shall prepare 30% design draft PS&Es. The 30% PS&Es shall, at a minimum, include plans, profiles, some preliminary detail drawings, outline/TOC of specifications, preliminary specifications, and a preliminary engineer's estimate of probable cost.

The Consultant shall prepare and deliver draft PS&Es for each of the Project phases. Due to the need to locate shallow utilities and other conflicts in approximately half of the street involved, it is anticipated that 30% of design Phase1 documents may be delivered prior to Phase 2 documents being completed. The draft PS&Es (30% design), including plans, profiles, some preliminary detail drawings, outline/TOC of specifications, some preliminary specifications, and an engineer's estimate of probable cost.

The Consultant shall identify and initiate correspondence with the owners/utilities/jurisdictions/agencies with potential infrastructural conflicts, rights, or authorities effecting the project, early on to coordinate the development of the PS&Es with any owners/utilities for relocation of conflicting utility/infrastructure and any jurisdictions/agencies for permitting requirements.

The Consultant shall submit 30% Plans to owners/utilities/jurisdictions/agencies for their review and comment, where deemed appropriate by said the Town and owners/utilities/jurisdictions/agencies. The Consultant shall compile and document comments and meet with owners/utilities/jurisdictions/agencies to discuss any comments received to resolve any conflicts.

The Consultant shall address all comments into the PS&Es, where appropriate, prior to proceeding to the next stage of PS&E development.

The Consultant shall hold a workshop with Town staff to discuss the draft 30% design, any comments received, and any potential conflicts or issues that need to be resolved, and recommended cost-effective solutions.

The 30% design set shall be clearly marked as “Draft 30% Design” on each sheet in the footers or text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the 30% design set. All design files shall be in AutoCAD, and technical specifications shall be in the Caltrans format. All drawings elements, including lines, fonts, and scales, shall be sized appropriately to be clearly visible and properly utilized on half-sized drawing sheets.

Deliverables shall be published and submitted as electronic copies ready for printing by the Town. Provide electronic copies of the draft plans on ANSI B half size (printable to 11”x17” paper) sheets ready for printing by the Town, and 8-½” x 11” sheet size for specifications and estimates ready for printing by the Town. Electronic copies shall be submitted in Portable Document Format (PDF). Specifications, draft bid schedule, and other front-end documents shall also be submitted in MS Word Format for ease of reviewing, redlining, and commenting. Additionally, all AutoCAD (CAD) drawings shall be submitted as ETRANSMIT files, including all external references, images, line weights, and other associated files. Deliverables to other agencies shall conform to their requirements.

The Consultant shall assist staff in preparing a presentation of the 30% design and incorporation of comments from the prior workshop and council meeting. At the Town’s discretion, the Consultant shall attend a Town Council meeting to support staff, answer questions, and receive comments.

Task 5a – Deliverables:

1. 30% design package for Phase 1 – 2022 Pavement Reconstruction Project
2. Tabulation of comments and any permitting requirements.
3. Workshop to discuss draft 30% design Phase 1 PS&Es and Town comments.
4. 30% design package for Phase 2 – 2023 Pavement Reconstruction Project
5. Tabulation of comments and any permitting requirements.
6. Workshop to discuss Draft 30% design Phase 2 PS&Es and Town comments.

b. 60% PS&E

The Consultant shall prepare the 60% draft PS&Es (60% design). The 60% design shall, at a minimum, include plans, profiles, details developed to a state of near completeness pending review, and any minor modifications derived from subsequent design activities. Additionally, the 60% design shall include at least some preliminary specifications, draft front-end contract and bidding documents, and refined engineer’s estimate of probable cost. Comments from 30% design review shall have been addressed and incorporated in 60% design, as appropriate. Upon addressing the

comments received on the 30% design, the Consultant will advance the Project design to the 60% design phase, which is a point where all major design, bidding, and construction issues are resolved, and solutions are represented in the plan documents. The plans, profiles, and details shall be nearly completed pending Town and Agencies review comments and any minor modifications derived from subsequent design activities. The engineer's estimate shall be updated to reflect the refinements from the 30% design to the 60% design submittal. A draft of the technical specifications shall be included in the submittal. The Consultant will update the technical details to conform with Town standards.

The Consultant shall correspond with any owners/utilities/jurisdictions/agencies with potential utility/infrastructural conflicts, rights, or authorities affecting the project and identified during previous development stages. The Consultant shall submit 60% design to owners/utilities/jurisdictions/agencies for their review and comment, where deemed appropriate by the Town and said owners/utilities/jurisdictions/agencies. The Consultant shall compile and document comments and meet with owners/utilities/jurisdictions/agencies to discuss any comments received to resolve any conflicts.

The Consultant shall address comments into the PS&Es, where appropriate, prior to proceeding to the next stage of PS&E development.

The Consultant shall hold a workshop with the Town staff to discuss the draft 60% design, any comments received, and any potential conflicts or issues that need to be resolved and recommended cost-effective solutions.

The 60% design set shall be clearly marked as "Draft 60% Design" on each sheet in the footers or text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the 60% Design set. All design files shall be in CAD, and technical specifications shall be in the Caltrans format. Copies of the plans, specifications, and preliminary engineer's estimates shall be submitted to the Town for review.

Deliverables shall be published and submitted as electronic copies ready for printing by the Town. Provide electronic copies of the draft plans on ANSI B half size (printable to 11"x17" paper) sheets ready for printing by the Town, and 8-½" x 11" sheet size for specifications, estimates, and tables ready for printing by the Town. Electronic copies shall be submitted in PDF. Draft specifications, bid schedule, and other front-end documents shall also be submitted in MS Word Format for ease of reviewing, redlining, and commenting. Additionally, all CAD drawings shall be submitted as ETRANSMIT files, including all external references, images, line weights, and other associated files. Deliverables to other agencies shall conform to their requirements.

The Consultant shall assist staff in preparing a presentation of the 60% design and incorporation of comments from the prior workshop and council meeting. At the Town's discretion, the Consultant shall attend a Town Council meeting to support staff, answer questions, and receive comments.

Task 5b – Deliverables:

1. 60% design for Phase1 – 2022 Pavement Reconstruction Project Phase 1
2. Tabulation of Comments
3. Workshop to discuss draft 60% design Phase 1 PS&Es and Town Comments
4. 60% design for Phase 2 – 2023 Pavement Reconstruction Project Phase 2
5. Tabulation of Comments
6. Workshop to discuss draft 60% design Phase 2 PS&Es and Town Comments

c. 90% PS&E

The Consultant shall prepare the 90% PS&Es (90% design). The 90% design shall comprise a complete set ready for bidding, except any final revisions derived from the final Town and Owners/Utilities/Agencies/Jurisdictions review, and include plans, specifications, front-end bidding and contract documents, notice to bidders, and engineer's estimate of probable cost. This represents the final substantive and content edit of the documents. Upon addressing the comments received on the 60% design and CEQA, the Consultant will advance the Project design to the 90% design phase, which is a point that all major design, bidding, and construction issues are resolved, and solutions are represented in the plan documents.

The Consultant shall request from the Town an approved template of the front-end documents. Front-end documents shall have been incorporated prior to 90% design review. The front-end documents shall be provided in MS Word format for use by the Consultant. The Consultant shall adjust headers and footers to match the convention used and titles, modify the scope and other elements of the documents to conform with the specific nature and requirements of this project. Except for page numerations and file pathways, the Consultant shall not modify any portion of the content of the General Conditions or Agreement without approval from the Town Public Works Director or Town Attorney. No portion of the special conditions and technical specifications shall supersede the provisions of the general conditions or agreement without approval of the Town Attorney. If the Consultant wishes to recommend provisions in the technical specifications or special conditions which supersede the general conditions, they shall notify the Town and clearly, mark said provisions for review by the Town Attorney. The Consultant shall suggest improvements if they feel appropriate to improve the construction or warranty of the project.

The front-end documents will include, but not be limited to, contract documents for bidding, such as:

Signature sheet, Notice Inviting Bids, Instructions, and Information for Bidders, Bid Form/Schedule, Subcontractor List, Bidder's Non-collusion Affidavit, Site Walk Certificate, Bidder's Questionnaire, Town's Liability, and Insurance Requirements, Bidder's Insurance Acknowledgement, Bidder's Workers Compensation Certificate, Bidder's DIR Compliance Affidavit, Bid Bond forms, Contract/Agreement, Payment Bond forms, Performance Bond forms, Town's General Conditions, Supplemental Conditions, Release of Claims Agreement, Guaranty, Substitution Request Form, Technical Specification/Special Provisions, Engineer's Estimate, Plans and any

applicable drawings or documents for a complete bidding package

The Consultant shall update the technical specifications and details to conform with Town standards. Work with the Town and other agencies, such as CCCSD and EBMUD, to resolve any conflicts between the comments of different reviewers.

The Consultant shall correspond with any owners/utilities/jurisdictions/agencies with potential utility/infrastructural conflicts, rights, or authorities effecting the project and identified during previous development stages. The Consultant shall submit 90% design to owners/utilities/jurisdictions/agencies for their review and comment, where deemed appropriate by the Town and said owners/utilities/jurisdictions/agencies. The Consultant shall compile and document comments and meet with owners/utilities/jurisdictions/agencies to discuss any comments received to resolve any conflicts.

The Consultant shall address comments, provisions, or permit requirements into the PS&Es, where appropriate, prior to proceeding to the next stage of PS&E development.

The Consultant shall hold a Workshop with the Town staff to discuss the draft 90% design, any comments received, and any potential conflicts or issues that need to be resolved and recommended cost-effective solutions.

The 90% design set shall be clearly marked as “Draft 90% Design” on each sheet in the footers or text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the 90% Design set. All design files shall be in CAD, and technical specifications shall be in the Caltrans format. Copies of the plans, specifications, and engineer’s estimates shall be submitted to the Town for final review and comment. Along with a stamp block for the Engineer in Responsible Charge to stamp and sign the Plans and Specifications covers, a signature block for the Public Works Director to sign and date the plans and specifications as approved to bid shall be included.

Deliverables shall be published and submitted as electronic copies ready for printing by the Town.

The Consultant shall provide electronic copies of the draft plans on ANSI B half size (printable to 11”x17” paper) sheets ready for printing by the Town, and 8-½” x 11” sheet size for specifications, estimates, and tables ready for printing by the Town. Electronic copies of the 90% PS&Es shall be submitted in PDF, ready for printing. Draft specifications, bid schedule, and other front-end documents shall also be submitted in MS Word Format for ease of reviewing, redlining, and commenting. Additionally, all CAD drawings shall be submitted as ETRANSMIT files, including all external references, images, line weights, and other associated files. Deliverables to other agencies shall conform to their requirements.

Task 5c – Deliverables:

1. A complete package of bid documents ready for final administrative review: Design Drawings, Technical Specifications, Engineers Estimate, Bid Advertisement, and Front-end Contract Documents for 2022 Pavement Reconstruction Project - Phase 1
2. Tabulation of Comments
3. Workshop to discuss Draft Phase 1 PS&Es and Town Comments
4. A complete package of bid documents ready for final administrative review: Design Drawings, Technical Specifications, Engineers Estimate, Bid Advertisement, and Front-end Contract Documents for 2023 Pavement Reconstruction Project - Phase 2
5. Tabulation of Comments
6. Workshop to discuss Draft Phase 2 PS&Es and Town Comments

d. Final Bid Documents

The Consultant shall deliver to the Town Final Bid Documents (100% design) for each phase of work (100% complete for Bid) ready for advertisement for each of Phase 1 and Phase 2 projects. It is anticipated that Phase 1 documents may be delivered ready for bidding prior to Phase 2 documents being completed.

The Consultant shall prepare and deliver the Bid Set contract documents, inclusive of Final PS&Es and front-end documents, after receiving comments from the Town's and agencies review of the 90% design submittal.

The Consultant shall incorporate comments from 90% design review in Contract Documents, inclusive of PS&Es, where appropriate. The 90% engineer's estimate shall have been updated to reflect the refinements from the 90% design to the 100% design. Submit the 100% design for final review by the Town, and address minor revisions as directed by the Town. The Consultant shall perform a final print check of the reproduction proofs and verify that all documents are ready for publication. At this point, all content and substantive edits have been addressed.

The Consultant's Engineer-in-Responsible-Charge shall stamp and sign the approved 100% design, and where appropriate other California-licensed professionals shall also stamp and sign the individual plan sheets under their charge along with the Engineer-in-Responsible-Charge. The Consultant shall then submit the final cover pages of the Plans and Specifications for signature by the Public Works Director.

The 100% design shall be clearly marked as "Bid Set" on each sheet in the footers or in text boxes if in the drawing frames. Clearly mark dates in footers and text boxes to match the new date of issuance of the Bid Documents. Include semi-transparent watermark across sheets behind linework and text as deemed appropriate by Town Project Manager (PM). Clearly mark dates in footers and text boxes to match the new date of issuance of Bid Documents. All design files shall be in CAD, and technical specifications shall be in the Caltrans format. Copies of the full bid set shall be submitted to the Town for final review and comment.

Deliver to the Town the 100% design for Phase 1 and Phase 2, including, but not limited to, the final plan set, specifications, advertisement, bid form/schedule, other project-specific front-end documents, and engineer's estimate.

Additionally, Consultant shall deliver to the Town 100% with "For Bid" markings package ready for advertisement for each of Phase 1 and Phase 2 projects, which will include, but not be limited to, project specific documents for bidding, such as:

Signature sheet, Notice Inviting Bids, Instructions, and Information for Bidders, Bid Form/Schedule, Subcontractor List, Bidder's Non-collusion Affidavit, Site Walk Certificate, Bidder's Questionnaire, Town's Liability, and Insurance Requirements, Bidder's Insurance Acknowledgement, Bidder's Workers Compensation Certificate, Bidder's DIR Compliance Affidavit, Bid Bond forms, Contract/Agreement, Payment Bond forms, Performance Bond forms, Town's General Conditions, Supplemental Conditions, Release of Claims Agreement, Guaranty, Substitution Request Form, Technical Specification/Special Provisions, Engineer's Estimate, Plans and any applicable drawings or documents for a complete bidding package

It is recognized that Phase 1 will be delivered approximately one (1) year prior to Phase 2, while relocation activities by Owners/Utility Companies are occurring along the Phase 2 street.

Along with hard copies maintained at the town offices for review, the Town utilizes electronic bidding services, such as E-Bid and Contractor Exchanges. Deliverables shall be published and submitted as bound hard copies (3 sets) and an electronic copy in (PDF) ready for printing by the Town or prospective bidders. The Consultant shall provide electronic copies of the draft plans on ANSI B half size (printable to 11"x17" paper) sheets ready for printing by the Town, and 8-1/2" x 11" sheet size for specifications, estimates, and tables ready for printing by the Town. Additionally, all CAD drawings shall be submitted to the Town as ETRANSMIT files, including all external references, images, line weights, and other associated files. MS Word documents for bid specifications, inclusive of front-end contract documents, shall be delivered to the Town.

The Consultant shall prepare and submit to owners/utilities, permitting, and other agencies, as required, any Bid Set contract documents, inclusive of plans and specifications, in a number and format appropriate to agencies requirements.

Task 5d – Deliverables:

1. A completed package of 100% design for the 2022 Pavement Reconstruction Project - Phase 1 incorporating comments from final administrative review, final print checked and ready for bid advertisement: Design Drawings, Technical Specifications, Engineers Estimate, Bid Advertisement, and front-end Contract Documents

2. A completed package of 100% design for the 2023 Pavement Reconstruction Project - Phase 2 incorporating comments from final administrative review, final print checked and ready for bid advertisement: Design Drawings, Technical Specifications, Engineers Estimate, Bid Advertisement, and front-end Contract Documents

6. Utility and Public Coordination

The intent of this task is to:

- a) coordinate with the owners and utility companies to have utilities and infrastructure which conflicts with construction to be relocated and incorporate changes into the PS&Es for construction; and
- b) to collaborate with the community and local stakeholders to receive public/stakeholder input and inform the public/stakeholders.

The Consultant shall prepare a communications plan that describes the activities necessary to communicate with owners/utility companies with infrastructure/utility conflicts and with the public and key stakeholders to receive feedback and inform them of the planned activities and schedule.

In developing the Pavement Design Report and the PS&Es, the Consultant shall coordinate with the various utility companies to obtain utility maps for all street candidates to verify utility conflicts with the pavement project. This information shall be utilized to determine the streets for construction in Phase 1 and Phase 2 and incorporate said information into the Pavement Design report and PS&Es, as appropriate. Also, the Consultant shall communicate on the Town's behalf directly with the utility companies and coordinate any locating services and adjustment or relocation of facilities that may be necessary to facilitate construction of the projects.

The Consultant shall collaborate with owners/utility companies to identify infrastructure/utilities to be relocated and coordinate the design of Phase 2 accordingly to reflect the conditions after relocation that will likely be encountered during construction. Communication with owners/utility companies is to be included in the communications plan.

The Consultant will be required to perform and lead all coordination with utility companies, residents, businesses, and permitting agencies. Additionally, the Consultant shall attend Council meetings as requested by the Town (with a minimum of one).

The Consultant shall aid the Town in preparing presentations to inform the public about the project. The Consultant shall prepare and distribute all correspondence with residents and businesses that may be affected by the project work at various stages of the design process. The information included in correspondence will pertain to project scope, tentative schedules, and impacts to access, parking and traffic. In addition, residents with any substandard improvements (sidewalk, curb, and gutter) or landscaping (overgrown or root intrusion) that will affect construction shall be notified to perform correction prior to pavement project construction commencing.

Task 6 – Deliverables:

1. Communications Plan
2. Organize, lead and or attend meetings with utility companies and owners
3. Attend at least one meeting with Town Council to present

7. Permitting Support

While the Town does not anticipate permits are required, the intent of this task is to address any permit requirements that may arise out of the design prepared by the Consultant. It is anticipated that generally, this type of project should be exempt under CEQA, depending upon the design. The Consultant shall fully understand and assist the Town with any permitting or CEQA, beyond a notice of exemption filing, that may be required due to the design prepared by the Consultant. Along with all the other tasks herein, any costs anticipated by the Consultant for this task shall be included in their cost proposal.

Task 7 – Deliverables:

1. As needed.

8. Bid Phase Support

The Consultant shall assist the Town as requested during the bidding process. It is anticipated that the bid phase support would occur following the design and completion of the bid documents and would occur for each phase separately, as each phase will go to bid about one (1) year apart. The work may include answering questions regarding design issues, providing consultation and interpretation of the construction documents, and coordinate with Town and prepare addenda to the PS&E during the advertisement period. The Consultant shall attend pre-bid meetings and bid opening and review bids if requested. The Town will advertise the Project for bidding and distribute the plans to prospective bidders.

a. Addenda

The Consultant shall prepare draft addenda for the Town review and comments as needed. Comments shall be incorporated by the Consultant. The final addenda shall be prepared and stamped by the engineer in responsible charge for the Consultant and dated. Final addenda shall be submitted for signature by the Public Works Director prior to publication. Final addenda shall be delivered to the Town as a publishable set in a single file with all documents included and ready for publication in a PDF format.

b. Contractor Questions

The Consultant shall assist the Town by providing responses to technical questions regarding the project of the PS&Es elicited during the Bidding process.

c. Attend Pre-Bid Meetings

The Consultant shall attend two (2) pre-bid meetings during the bidding period for each phase (4 pre-bid meetings total) and assist the Town by providing a comprehensive technical presentation of the project, including any key considerations for bidding or construction, during the pre-bid meetings. Contractor questions related to the technical details of the project or bidding process should not be answered during the pre-bid meetings but rather documented and addressed as part of a written response to questions.

d. Conform Bid Documents

The Consultant shall prepare and submit the Draft Conformed Set contract documents, incorporating addenda and copies of bid document, appropriately. Along with all documents modified by addenda, the Conformed Set shall include copies of all final bid documents as submitted by the Contractor. The Consultant remove "Bid Set" from footers and text boxes in the drawing frame from each sheet of the contract documents and clearly mark with "Conformed Set." Remove all watermarks as deemed appropriate by Town PM. Modify dates in footers and text boxes to match the new date of issuance of conformed set. The Consultant's Engineer-in-Responsible-Charge shall stamp and sign the approved final Conformed Set and appropriate the California-licensed professionals shall also stamp and sign the individual plan sheets under their charge. The Consultant shall then submit the final cover pages of the Plans and Specifications for signature by the Public Works Director. This will comprise the Draft Conformed Set ready for execution. The Draft Conformed Set shall be prepared prior to award of Contract.

The Town will submit copies of the Draft Conformed Set to the Contract immediately following award for execution. Upon receiving the signed agreement, insurance certificates, and bonds, the Consultant shall incorporate copies of the signed documents into the Draft Conformed Set, which will then Comprise the Final Conformed Set for publication.

The Consultant shall deliver the final Conformed Contract (incorporating modifications by addenda), including the final plan set, specifications, advertisement, other front-end documents, and engineer's estimate. Deliverables shall be published and submitted as bound hard copies and an electronic copy in PDF format ready for printing by the Town, Construction Manager, or Contractor.

The Consultant shall provide electronic copies of the draft plans on ANSI B half size (printable to 11"x17" paper) sheets ready for printing by the Town, and 8-½" x 11" sheet size for specifications, estimates, and tables ready for printing by the Town.

Additionally, the Consultant shall provide ten (10) bound hard copies of the final Conformed Specifications, inclusive of front-end contract documents, documents, three (3) hard copies of bound D-sized (24"x36" sheet) final Conformed Plans, and ten (10) copies of bound half-sized (11"x17" sheet) final Conformed Plans for use during construction process.

Additionally, the Consultant shall deliver all final conformed CAD drawings to the Town as ETRANSMIT files, including all external references, images, line weights, and other associated files. MS Word format electronic documents for conformed specifications, inclusive of front-end contract documents, shall be delivered to the Town also.

The Consultant shall prepare and submit to permitting and other agencies, as required, any conformed contract documents, inclusive of plans and specifications, in a number and format appropriate to agencies' requirements.

Task 8 – Deliverables:

1. Addendas
2. Attend pre-bid meetings
3. Response to technical questions
4. Conformed Set of contract documents, inclusive of plans, specifications, bid sheet/schedule, and any other front-end documents that need to be conformed to incorporate changes from issued addenda

9. Construction Support

The intent is to assist the Town as requested with technical issues related to the project or the PS&Es arising during and immediately after Project construction – Phase 1 and Phase 2. It is recognized that some or all construction may not occur simultaneously on each phase and that Construction support on both phases may be separated by about one (1) year. Construction of Phase 1 may be ongoing while Design or Bidding for Phase 2 occurs.

The Consultant shall provide engineering support during construction to ascertain that construction conforms with the PS&Es and the design intent of the Engineer. The work shall include: attending construction kickoff meeting (precon), attending weekly construction meetings (approximately ½ of the time), intermittent site inspections for conformance with design intent, reviewing contractor technical submittals, addressing requests for information, providing consultation and interpretation of the construction documents, assisting the Town in the preparation of contract change orders during construction, attending a punch list walk and final inspection walk, assisting Town in resolving potential contractor claims which purport technical deficiency/defect/error/omission, and developing construction record drawings. The Consultant will attend the preconstruction and other job site meetings if requested. Consultant shall monitor and review development of any as-built drawing prepared by the contractor and/or the construction management consultant.

Task 9 – Deliverables:

1. Attend precon meeting.
2. Attend weekly construction meetings.
3. Provide technical advice to Town regarding project or PS&Es.
4. Review and response to RFIs regarding PS&Es or technical issues.
5. Review and response to submittals

6. Intermittent site inspections
7. Attend punch list and final inspection walks.
8. Review as-Builts and prepare record drawings

SECTION 4 FORMAT AND CONTENT OF PROPOSAL

Provide a proposal that includes services for engineering design services for pavement rehabilitation of multiple street segments throughout the Town of Moraga. Proposals shall be a maximum of 40 pages. The transmittal letter, resumes, and certificates are included in the maximum page count; section dividers do not count as a page. The minimum acceptable font size is 10.

1. Transmittal Letter

Describe the firm's interest in the Project and commitment of personnel to the Project. The letter shall state that the technical proposal and cost proposals for Phase 1 and Phase 2 are valid until April 2024. The letter shall also contain a statement that the proposer has no exceptions to the Town's Consultant Services Agreement or will list any exceptions that they may request if selected. Note that listing exceptions does not indicate that the Town will agree to said exceptions if selected, and the proposer may be required to accept the Consultant Services Agreement without modifications. The Consultant shall clearly state in the letter the date and time of the mandatory site-walk they attended. There will be two opportunities held by the Town for Consultants to attend a site walk, attendance of a least one site walk is mandatory for any prime consultant seeking to submit a proposal and wishing to be considered. Failure to attend at least one of the two site walks will be deemed non-responsive.

2. Executive Summary

Include a one-page summary of how the firm plans on managing multiple phase projects. Briefly describe the Consultant's experience and qualifications dealing with similar projects and why the Consultant should be selected for this Project.

Describe staffing and resources needed, key staff experience, and how staff will be utilized throughout the project durations.

3. Project Understanding and Approach

Describe the Firm's understanding and approach to the project and provide detail on the Firm's possible vision for how this Project, or project elements, may look and perform. Identify any innovative solutions for the Project. Include a comprehensive scope of work that needs to be performed to deliver a complete project. Identify any scope items not identified in the RFP/Q. The scope of work shall include both Phase 1 and Phase 2 of the Project. Provide enough information about how the project will be completed and provide information on Project constraints or coordination issues including, but not limited to: utility location and protection during construction, traffic, and construction impacts to residents and businesses, construction costing, constructability, pavement engineering, geotechnical engineering, utilities

coordination and relocation, and other anticipated work items. Describe site evaluation and assessment, project management approach, and each sub-consultant's responsibilities.

4. Project Management and Team Summary

Provide a description of the project team, including the Project manager. Provide any project management credentials and past project management experience on similar projects. Provide a preliminary (draft) Project Work Plan. The plan shall include the tools, techniques, and methods that will be used for tracking the project budget, schedule, and scope (e.g., Earned Value Management, Critical Path Analysis, etc.). Include a description of the project team, key staff, and subconsultants and a discussion of the relevance of their experience as it relates to this project.

Include a project organization chart that clearly delineates communication/reporting relationships among the project staff, including any subconsultants and technical line of responsibility.

Provide a minimum of three (3) references who have previously utilized your firm for work of similar scope and scale and can discuss the firm and project team's qualifications to deliver the project Scope of Services. The references shall be knowledgeable and able to discuss the qualifications of the firm and key project team members. Reference contacts in this section shall have knowledge of the company proposing's work performance and experience on the reference project and knowledge about specific project team members on the proposing project team who had worked on the reference project. Reference projects shall also be shown as experience under the appropriate proposed team members' resumes and correlate with the work experience cited under the resumes. Furnish the name, title, address, and telephone number of the person(s) at the client organization who are most knowledgeable about the work performed. Provide a list of past joint work by the offeror and each sub-consultant, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party.

5. Experience/Project Team

This section of the Proposal should discuss and identify key personnel, qualifications, and assignments. Highlight the firm's and key personnel's experience with related projects of similar complexity and scope, completed within the last ten (10) years by key members of the proposed project team. Describe the experience of the Consultant, including all sub-consultants, and list other similar type projects worked on by the key project team members. If subconsultants comprise a significant portion of the work such that they may have key personnel involved in the project, Project team members shall include any subconsultants' personnel to be used and the subconsulting company for whom they work clearly identified. Describe the organization of the team and identify key personnel, firm affiliation, and responsibility and title. Provide client references for projects completed by the Consultant with similar scopes of work. Include the person's name, current location, proposed position for this project, proposed project assignment, level of commitment to that assignment,

availability for that assignment, and how long each person has been with their respective firms. Identify key personnel who are specially licensed or certified to work on the Project. Include a statement that key personnel will be available to the extent proposed for the duration of possible projects, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior approval of the Town.

Furnish brief resumes [not more than four (4) pages each, or two (2) sheet front and back if double-sided] for the proposed Project Manager, Engineer in Charge, and other key personnel shown on the project organization chart in Section 4 above. Identify key personnel or subcontractor's personnel proposed to perform the work in the specified tasks. Resumes shall include qualifications and experience relevant to this Project as well as education, experience, and applicable professional credentials of project staff. Resumes should clearly identify each person's current employer for this project. Resumes should highlight and discuss the individual team member's experience on projects of similar nature as this Project, including project references to demonstrate experience. Expertise applicable to the work specified in Section 3 is to be emphasized.

References for the Proposer's company listed in the team summary should correlate with project experience shown on individual resumes. References should be able to speak to the capabilities, and quality of work performed and outcomes of projects for both the company proposing and some of the key personnel proposed for this project and involved in their project. Projects performed by the company but performed as part of the experience of the key personnel, or projects listed only by key personnel as experience but not performed by the proposing company or their subconsultants should not be included in the references submitted as part of the team summary. Resumes should be provided for only key personnel substantially involved in the project (performing more than 5% of the billable work, not counting project management and administrative activities). Resumes shall include a copy of all applicable professional licensure or certification relevant to this project for project team personnel as an attachment (this does not count towards page count limit). Do not include extraneous certifications, those not relevant to this project scope.

6. Task Summary

Present a table of tasks and proposed related man-hours for each of the Project team members, including subtotals for major tasks.

7. Schedule

Prepare and submit a preliminary schedule of tasks, subtasks, and milestones for Phase 1 and Phase 2. Show the proposed beginning and duration to complete each task and subtask, including the critical path, dependencies, and any float. Show key tasks, subtasks milestones, include submittal of draft deliverable for review by Town and other agencies, meetings, and presentations. Assume two (2) weeks for Town staff review time to provide comments regarding draft submittals and allow sufficient

time for minor revisions prior to submitting for presentation to the public or Town Council.

Assume at least two (2) weeks lead time between submittal of deliverables to Town and any comments to be received for the review of the Pavement Design Report and the 30%/60%/90% designs. Assume one (1) week following completion of Bid Set PS&Es for publish to advertisement sites and five (5) weeks bidding period. Final Conformed Set of PS&Es, inclusive of front-end documents, incorporating all addenda are to be prepared prior to award of contract, and appropriate time shall be considered in the schedule. Copies of the signed agreement, bonds, and insurance certificates are to be incorporated into the conformed PS&Es after award and executions. Assume ten (10) days for signatures to be completed and appropriate time for incorporation of final documents. Assume Notice to Proceed (NTP) will be issued on a Monday two (2) weeks after award of design contract. Project must be accepted by Town Council Resolution following final completion.

Additionally, where public or Town Council presentations are required, assume at least three (3) weeks lead time between submittal of final deliverables to town and any Town Council meeting for presentation or reports to be added to agendas. Town Council typically meets on the second and fourth Wednesday of each month, except Holidays. Assume presentations at 30%, 60%, and 90% design after Town staff has reviewed and comments addressed. Town meetings/presentations, public outreach, owner/utility company coordination meetings, bid advertisement, bid opening, NTP, substantial completion, final completion, and acceptance shall be included in the schedule.

8. Non-Collusion Statement

The Consultant shall include within their Proposals a statement of Noncollusions that clearly states the following:

“The Consultant declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Consultant has not directly or indirectly induced or solicited any other Consultant to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Consultant or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Consultant has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Consultant or any other Consultant, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Consultant, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Consultant has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any

corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.”

9. Certification of Insurance Requirements

Provide verification from your insurance agent that they understand and can comply with the Town’s insurance requirements and form types. Include a written statement that the contract form, conflicts of interest provisions, and insurance are understood. The individual authorized to negotiate the final contract must sign the letter.

10. Questions

Any questions related to this RFP/Q shall be submitted in writing to the attention of Sharon Chan, Assistant Engineer, via email at the following emails: publicworks@moraga.ca.us and schan@moraga.ca.us. The subject line of emails must read: **ENGINEERING AND DESIGN SERVICES FOR 2022 and 2023 PAVEMENT RECONSTRUCTION PROJECT (CIP 22-401)**. All questions must be submitted before 5:00 PM PDT Tuesday, August 10, 2021. Questions received after the deadline will remain unanswered. No oral questions or inquiries about this RFP/Q will be accepted.

11. Proposal Submittal

Consultants shall submit all information as stated in this section. Consultant is required to indicate the Designated Contact in the proposal package. Include the designated contact individual’s name, address, phone number(s), and email address. The Consultant shall submit four (4) hard copies and one (1) PDF copy on USB (Flash drive) of the technical Project proposal that includes both Phase 1 and Phase 2. The Consultant shall include:

- a. The proposal shall be signed by an authorized official of the firm. The proposal shall clearly state the Project being considered.
- b. Cost proposal for Phase 1 in a separate sealed envelope.
- c. Cost proposal for Phase 2 in a separate sealed envelope.

Cost proposals shall include at a minimum cost for each task included in the scope of services above and a cost breakdown for individual staff involved on the project, whether Consultant or subconsultant. Cost breakdowns shall show estimated hours of work and labor rates by individual staff. All overhead markups shall be included in the labor rates shown. Costs for travel, reproduction, materials purchases, equipment rentals, and other nonlabor costs may be itemized separately by task to provide a subtotal cost by task for services. Subconsultant labor shall be clearly delineated from prime consultant labor.

Proposals shall be received by the Town of Moraga Town Hall no later than 2:00 PM PDT on Thursday, August 19, 2021. Proposals received after the time and date

specified above will be considered non-responsive and will be returned to the Consultant.

Proposals shall be submitted to:

Town of Moraga
Public Works, Engineering
Attn: Sharon Chan
329 Rheem Boulevard, 2nd Floor
Moraga, CA 94556
(925) 888-7028

Failure to provide all required submittals in completed form and/or a clearly marked original with original signatures may result in a proposal being found non-responsive and given no consideration. Proposals must be neat, complete, and fully address cost, consultant qualifications, and references.

SECTION 5 CONSULTANT SELECTION

The basis for the selection of a consultant shall include the ability to follow proposal directions and requirements, professional excellence, and demonstrated competence in managing complex environmental and engineering projects within budget and on time. Selection will also be based on team member experience and quality, technical knowledge, staffing capability, current workload, ability to meet Town agreement and insurance requirements, and familiarity with Town project requirements.

The ideal Consultant will have the experience to fulfill the Town's needs and deliver complete Projects (Phase 1 and 2) on time and within budget, including at least five (5) years of experience with pavement rehabilitation treatments and civil engineering, including utility coordination. The Project team may need to include members with experience with the following technical disciplines: topographic surveys, pavement analysis, and civil engineering. Additionally, the Consultant's Project Manager must have demonstrated experience providing satisfactory services to a public agency of similar size to the Town within the last five (5) years.

The proposals will be evaluated and ranked by a Consultant Selection Committee consisting of Town staff by the following criteria.

No.	Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualification & Specific Experience of Key Team Members	25
3	Project Understanding & Approach	25
4	Experience with Similar Types of Projects	25
5	Schedule and Capacity to Provide Qualified Personnel	10
6	References/Satisfaction of Previous Clients	15
	Subtotal	100

The following will apply during the proposal process:

- a. No information regarding the identity of the Selection Committee will be provided.
- b. No additional project information will be provided during the RFP/Q proposal process. In the case of conflicting information within the RFP/Q, Consultants may provide a written request to clarify conflict to Sharon Chan, Project Manager, at email schan@moraga.ca.us. Copy all emails to: publicworks@moraga.ca.us.
- c. Only the identity of the top-ranked Consultant will be disclosed. Information regarding the ranking of consultants will not be made available.
- d. The Town reserves the right to schedule oral presentations, as necessary, with the highest ranked firms.

The Town may begin contract negotiations immediately with the top-ranked firm. If negotiations are unsuccessful, the Town will attempt to negotiate a contract with the second-ranked firm, and so on, until an agreement is reached.

This RFP/Q does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure a contract for services. The Town reserves the right to accept or reject any or all proposals received as a result of this request or to negotiate with any qualified Consultant to modify or cancel in part or its entirety the RFP/Q if it is not in the best interests of the Town to do so.

The prospective Consultant is advised that should this RFP/Q result in a recommendation for award of a contract, and the contract will not be in force until it is approved and fully executed by the Town. The total amount payable to the Consultant shall not exceed the agreed contract amount and with a performance period date approved by the Town Council to the completion of construction listed in the Contract, whichever is less.

The anticipated schedule for consultant selection and for the Project is given below. It should be noted that the Town reserves the right to make changes to the schedule and that the following dates are considered tentative.

- Mandatory Site Walk (1st opportunity) – Tuesday, August 3, 2021, at 10:00 AM PDT

- Mandatory Site Walk (2nd opportunity) – Wednesday, August 4, 2021, at 2:00 PM PDT
- Written Question Deadline - Tuesday, August 10, 2021, at 5:00 PM PDT
- Submission RFP/Q Deadline – Thursday, August 19, 2021, at 2:00 PM PDT
- Consultant Presentation/Interviews (Tentative) - Week of August 30, 2021
- Town Selects Consultant (Tentative) - Week of September 6, 2021
- Consultant Submits Signed Contract (Tentative) – September 13, 2021
- Town Council to award Contract (Tentative) – September 22, 2021

SECTION 6 DELIVERABLES REQUIRED OF SUCCESSFUL CONSULTANT

The successful Consultant(s) shall enter into a Consulting Services Agreement with the Town of Moraga and submit the following items within five (5) days prior to Town Council award:

- A. Copy of Certificate of Insurance which shows compliance with the attached requirements and naming the Town of Moraga as an additional insured.
- B. Completed IRS W-9 tax form.

SECTION 7 CONDITIONS

A. Consultant Records

The selected consultants must maintain auditable records, documents, and papers for inspection by authorized Town representatives.

Before the Town approves a contract, the selected consultants may be required to undergo an audit evaluation to verify proper accounting and financial procedures.

B. Permits and Codes

The selected Consultant will comply with all laws, codes, rules, and regulations of the State, County, and Town, applicable to the work to be performed at the Town's location(s). The Consultant, who shall pay all lawful charges, shall obtain all permits lawfully required.

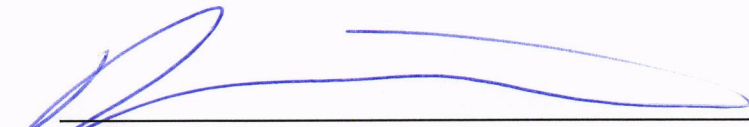
C. Insurance Requirements

Requirements are incorporated in Attachment B, Professional Services Agreement (PSA)

CONCLUSION

Thank you for considering the Town's RFP/Q for this Project. Several documents are provided as attachments to this RFP/Q to facilitate proposers' development of a technical and cost proposal.

Sincerely,



Bret Swain, P.E.,
Senior Engineer/Acting Public Works Director