

Town of Moraga  
Public Works Department/Engineering Division

Request for Proposals and Qualifications  
Engineering Design Services  
2022 and 2023 Pavement Reconstruction Project (CIP 22-401)  
Questions and Answers  
August 11, 2021

- 1. Does the 10 point font limit count towards graphics, tables, captions, and footers?**  
Yes, the minimum size font of 10 applies to all lettering with the exception of captions and footnotes. Please note that captions and footnotes shall be no smaller than an 8 point.
- 2. Does the 40 page limit include front and back covers, a table of contents, contract exceptions, and the preliminary (draft) Project Work Plan?**  
Yes, all pages apply. The front and back covers, though, do not count towards the page limit.
- 3. Section 4 says certifications are included in the page limit but under 5. Experience/Project team it says that they do not count towards page limit. Can you please clarify?**  
Transmittal letter, resumes, professional licensure and certificates do not count towards page count limit. However, the resumes are limited to "...brief resumes [not more than four (4) pages each, or two (2) sheet front and back if double-sided] for the proposed Project Manage, Engineer in Responsible Charge, and other key personnel shown on the project organization chart in Section 4 above." and the transmittal letter shall not exceed 2 pages.
- 4. On page 27 of the RFP, it states: 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.**

  - **But on page 26, it states: 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.**
  - **Can the Town please confirm how many copies they want in addition to one original proposal?**

In addition to the original proposal, 3 hard copies and one PDF copy on a USB is required for a complete submittal
- 5. Due to COVID-19, are electronic signatures acceptable?**  
An electronic copy of an actual signature inserted into documents is acceptable. It shall be of high quality and resolution, and clear and free of bleeding, distortions, discolorations or other defects.

6. **On page 22 of the RFP, it states: 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.**
- **Is the executive summary limited to one page, or is just the summary of how the firm plans on managing multiple phase projects limited to one page?**  
The executive summary is one page.
7. **Based on the information we gathered yesterday, we need to spend more time on this pursuit so we can prepare a proposal that reflects our specific ideas that would benefit your project.**  
Unfortunately, we are unable to extend the deadline.
8. **Is this a joint project with Orinda?**  
No, currently this is not a joint project with Orinda.
9. **Who did you PTAP 2020 analysis?**  
Quality Engineering Solutions, Inc.
10. **Does the Town have a master bike plan?**  
The Town adopted the 2016 Walk/Bike Plan.
11. **Does the Town have an approved bike plan that will need to be implemented as part of the design?**  
The Town of Moraga has an adopted the 2016 Walk/Bike Plan. The Moraga Walk/Bike Plan is available for your viewing at:  
<https://www.moraga.ca.us/DocumentCenter/View/352/Walk-Bike-Plan-PDF>  
If there is adequate right-of-way, the designer shall consider implementing measures/routes/paths to address items identified in the adopted plan. Such implementation shall be addressed in the Pavement Design Report for Town’s consideration. At this time, the Town would consider striping and accessibility improvements as likely candidates, but cost is also a consideration.
12. **Will the bridge be open before 2022?**  
The bridge project will be substantially completed by the end of the 2021.
13. **Is there a technical reason why hasn’t Canyon Road been done?**  
No, there is no technical reason why Canyon Road has not been rehabilitated.
14. **What’s the budget for construction of each project? Is it expected to cover the cost of construction to reach the Town’s goal?**
15. The total construction budget for both phases is \$5,440,000. No, we do not expect this budget enable the project to reach the Town’s goal. However, it is expected that, along with other prior improvements, the budget will allow the project to achieve close to the Town’s goal.

- 16. The RFP/Q states that the Town planned a total construction budget of \$2,245,000 for Phase 1 and \$2,245,000 for Phase 2. Could additional funding be available to achieve addressing all streets that have a PCI below 50, if needed?**

Please see the revised construction budget for both projects in the response to question #13. There is currently no additional funding available.

- 17. Is there a requirement for certain type of testing to help determine the appropriate treatment?**

No, there are not certain type of testing to help determine the appropriate treatment. The chosen firm shall use their knowledge of necessary tests to help determine which tests are necessary or will help determine the best treatment for each street factoring in the budget and the Town's goal.

- 18. Is the Town expecting FDR for all streets?**

No, the Town is not expecting FDR for all streets as the design consultant will recommend the appropriate treatment for each street.

- 19. Under the first paragraph of Section 4, Format and Content of Proposal section on Page 22 of the RFP/Q, it states that transmittal letter, staff resumes, and certificates of registration/certification are included in the 40-page maximum limit. The second paragraph under Item #5, Experience of Project Team on Page 24 then states that up to 4-page resumes for the key staff should be included, and in the following Paragraph 3 defines key personnel as anyone performing more than 5% of the billable work.**

**Considering these requirements of what is defined as "key staff", our staff resumes and copies/proof of applicable licensure will likely take up a significant portion of the 40-page limit. Would the Town consider moving the key staff resumes and licenses to an appendix that is excluded from the 40-page limit?**

Transmittal letter, resumes, professional licensure and certificates do not count towards page count limit. However, the resumes are limited to "...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 Responsible Charge, and other key personnel shown on the project organization chart in Section 4 above." and the transmittal letter shall not exceed 2 pages.

- 20. May we use 11x17 page size for schedules/charts/etc.? Would this count as 1pg or 2pgs?**

For schedules, 11x17 page size can be used and will count for 1 page for each side that is printed upon. All other 11x17 sheets will count as 2 pages for each side that is printed upon.

- 21. Is the Phase 1 - advertise by April 2022 a firm date?**

Phase 1 advertise date of April 2022 is a target date. However, this project will need to be completely bid, contracts awarded and ready to start construction before July 2022.

- 22. What percentage of the Town's construction budget do you anticipate going to curb upgrades for each phase?**  
The Town has not specified a percentage of the budget going towards curb upgrades for each phase. Curb and gutters shall be improved as appropriate to maintain proper drainage and repair existing defects; along with pavement, curb and gutters shall be investigated and considered during design.
- 23. The RFP/Q states that the Town has assumed a full depth Pavement Reclamation Treatment for all street segments included in Phase 1 and Phase 2, what design life is the Town trying to achieve? What is the minimum service life they can live with?**  
As a full reconstruction project, the Town is expecting a design life of 30 years.
- 24. The Town wants a holistic design approach including correcting drainage problems. Does the Town have a list of identified drainage problems, or is the Town depending on the selected consultant to identify all of the drainage problems during design development?**  
The Town does not have a list of identified drainage problems. It is part of the scope of work to determine if there are any existing defects or issues that need to be resolved to maintain proper drainage of the streets that are being rehabilitated. Currently, it is not a part of the scope of work for the designer to determine if there are any failures of the underground storm drain system.
- 25. On Page 2, the RFP/Q implies that \$240,000 is available for design services associated with Phase 1, \$610,000 is available for design services associated with Phase 2 and \$60,000 is available for Phase 2 construction support services in the third year. Please confirm or clarify.**  
For budgeting purposes, the Town of Moraga has set aside \$910,000 over the three fiscal years for the design contract. The cost proposal will need to be broken out into three areas to include work up to each of the milestones: Pavement Management Report, Phase 1 design, Phase 2 design and construction support. This will allow the Town to issue contracts and amendments based on funding budgeted for each fiscal year.
- 26. On Page 7, the RFP/Q talks about addressing issues with the fronting property owner. Is the Town expecting the design consultant to do the actual coordination or will we be developing a list for the Town and the Town will interact with the property owner?**  
The design consultant will develop a list of locations for the Town and will assist the Town with the coordination. Direct coordination with residents will be done by the Town. The consultant will be responsible for coordination with utility companies, districts, and other public agencies, and the design in conformance with said agencies standards.

**27. Does the Town expect that all the project streets will be surveyed and include ROW boundaries?**

The designer will determine what surveying is necessary to support the basis of the Pavement Design Report and the design of the PS&Es of each phase. Surveying shall be sufficient for the plans to accurately represent the construction activities to the Contractor, and for proper inspection and reconciliation of materials quantities.

**28. Is the Town expecting curb ramp improvements to be designed off a topographic survey and include design elevations/details?**

The Town is expecting the curb ramp improvement to be designed off a topographic survey and include design elevation/details.