

PRE RFQ-SUBMITTAL MEETING MINUTES  
Request for Qualifications (RFQ) No. 10-31-079-00  
for  
Construction Management, Materials Testing, and Construction Surveying Services  
for  
Construction of the I-215 Widening Project  
Murrieta Hot Springs Road to Scott Road  
in Murrieta, California  
March 9, 2010 at 2:00 p.m.

1. GREETINGS/INTRODUCTIONS (Greg Moore)

The purpose of this meeting is to provide a forum for potential offerors to discuss the project, to introduce attendees to the RCTC project team, and respond to any questions that potential offerors may have. Please be advised that any response provided by RCTC during this meeting is preliminary and does not qualify, change or amend any portion of the RFQ. The Commission's formal responses to questions presented to staff will be addressed in a formal written response and posted on the RCTC website. Any changes to the RFQ will be made with the issuance, if necessary, of an addendum. Any addenda issued by RCTC will be posted on the website.

Introduction of Project Team

Lisa Da Silva	Capital Projects Manager - RCTC
Greg Moore	Procurement and Assets Manager - RCTC
Marlin Feenstra	Capital Projects Delivery Director - RCTC
Bob Wunderlich	Program Manager – Bechtel
Stephen Bennett	Construction Manager – Bechtel
Rosemarie Stevens	Project Administrator – Bechtel

Any communications or questions that you might have regarding this RFQ must be sent to Greg Moore, Procurement and Assets Manager. You may contact Greg via email ([gmoore@rctc.org](mailto:gmoore@rctc.org)) or fax (951-787-7906) and he will ensure that your questions are addressed by the appropriate technical staff. Please do not contact any of the other team members.

2. PROJECT OVERVIEW (Lisa DaSilva)

The 215 widening project between Murrieta Hot Springs Road and Scott Road in the City of Murrieta is approximately 6.7 miles long. The existing interstate has two asphalt lanes in each direction. The project will add a third general purpose lane in each direction within the existing center median, which is 26 feet wide. This project is one of three I-215 segments. The central segment, which is between Scott and Nuevo, is in final stages of preliminary engineering and the third segment, northern segment, is between Nuevo and Box Springs which has not begun preliminary design. This will be the only I-215 project under construction until it is completed.

The work consists of some minor drainage improvements. The structural work is contained to the gap closure at the Keller undercrossing. There are no soundwalls, retaining walls, or other MSE walls. There is no landscaping only erosion control. Because all the work is contained in the median and within the state right-of-way, no right-of-way in either fees or TCEs were acquired. The work mainly consists of

adding the new structural section in the center median. In the northbound direction, the project is responsible for both crown correction and modification to the 1-1/2% cross fall. The existing crown in the northbound is between existing No. 1 and No. 2 lane. The project will correct the crown plus modify the cross fall to 2%. In the southbound direction the crown and cross fall only need to be corrected in a few minor locations.

The staging for the project is involved due to the large crown and cross fall corrections. Since the project is fairly long, the construction is divided into three main phases. This allows traffic to have a break to get to a shoulder/safe place. It requires quite a bit of staging and K-rail movement. The existing freeway has a topper of an inch open grade. The project will remove the existing open grade and replace it over the final 3-lanes in each direction.

The CM team is responsible for the construction surveying, materials testing, and any necessary public outreach.

The PS&E is being done by URS and is at the 95% complete stage. Plan approval is anticipated in the June/July 2010 time frame with construction advertisement in the August/September time frame. Construction will begin the first part of 2011. The construction is funded by CMIA Proposition 1B funds and RIP money. Our 95% engineers estimate is \$51 million.

### 3. PROCUREMENT ISSUES (Greg Moore)

This will be a cost plus fixed fee contract.

Some of the highlights of the RFQ are:

- The Project Description (page 5).
- Addenda (page 6). After this meeting we will be issuing the meeting minutes. They will be posted on our website at [www.rctc.org](http://www.rctc.org). Responses to your questions will be modified, reviewed and posted on the website in the form of an addendum to the RFQ.
- Requests for Clarification/Exceptions/Deviations (page 7). The Requests for Clarification are on a pretty tight time line. We are looking for Requests for Clarifications, that is, any questions that you might have by Friday, March 12<sup>th</sup>.
- Submittals of RFQ (page 9) are due by 2:00 p.m. on March 25, 2010.
- SOQ Format and Content (page 12). We are requiring a letter of transmittal, which will include an acknowledgement of any addenda that have been issued by RCTC. If you don't acknowledge the addenda that are issued by RCTC, your submittal could be deemed nonresponsive and eliminated from consideration. Make sure that you reference the website ([www.rctc.org](http://www.rctc.org)) frequently and look for any addenda associated with this RFQ.
- Technical Proposal - Qualifications, Experience and References (page 13). Brief profile of the firm. Include a general description of your firm's financial conditions, experience, identify consultants, project references and the like.

- Proposed Staffing and Project Organization (page 14). We would like to see education, experience, credentials, your proposed staff, resumes, and organization chart.
- Project Understanding and Approach (page 14). We would like a narrative and a staffing plan. Describe your approach and any ideas or issues we may not have considered would also be appreciated.
- Insurance Requirements (page 15). We need proof that you are able to provide adequate coverage as described in the sample contract form.
- Once we collect your submittal, we will be evaluating them based on the stated Evaluation Criteria (page 16). The criteria includes: Corporate Qualifications of the Offeror and Team, Qualifications of Key Team Personnel, Construction Management Organization and Staffing, Project Understanding, Materials Testing and Construction Surveying Services.
- The interview portion is heavily weighted. Initially, we will be scoring based on your submittal, we will shortlist to an acceptable number of firms, and then we will interview those firms. The interview will be scored based on the same criteria; however, it will be weighted 70% of the total point value.
- Negotiations will be opened with the highest ranked firm. If we can't come to the meeting of the minds with the highest ranked firm, RCTC will terminate negotiations with the highest ranked firm and open negotiations with firm No. 2.
- Exhibit A – Scope of Work (page A-2). Provides the background information, which includes the 95% Plan Set, Special Provisions and Engineer's Estimate. A tentative construction schedule is included on the first page of the SOW.
- Equipment and Materials to be provided by Offeror (Page A-18). Make sure to review this portion. Some of these elements include office space, telephones, desks, chairs, computers, and the like.
- Exhibit B – Model Professional Services Agreement (page B-3). This is essentially the cost plus fixed fee contract that we will be entering into with the successful firm. In that model agreement you will find the insurance requirements on page B-13. Again, with your submittal we will need to see proof that you are able to provide the levels of coverage that are outlined therein.
- Exhibit C – Disclosure of Campaign Contributions (page C-2). Make sure you include this form with your submittal.
- Because we are entering into negotiations soon after the ranking occurs, a pre-award audit will be required. We will be auditing your overhead rates so you might want to make that any subs you have are aware of this. We have an audit firm that we will utilize to do the audit.

4. QUESTION AND ANSWER SESSION

Question No. 1: Is that \$51 million for this segment?

**Answer: Yes, the 95% PS&E engineer's estimate is \$51mill for construction between Murrieta Hot Springs Road and Scot Road.**

Question No. 2: How much constructability review has been done on the URS plans?

**Answer: Some. The PS&E has and is going through the detailed Caltrans oversight review. The CM team will be asked to complete a constructability review prior to advertisement. There won't be a huge amount of time, but approximately 6 weeks.**

Question No. 3: In regards to the pre-award audit, if the firm or firms have recently been audited by RCTC for another contract is that valid or do they have to go through it again?

**Answer: We will have to look at the facts and circumstances for a particular firm, but, as a general rule, if the certified financials are less than a year old, we could utilize them. We would have to look at this issue on a case by case basis. So, if you have certified financials that are less than a year old, there is some chance that they could be substituted for the pre-award audit.**

Question No. 4: Regarding the aircraft insurance, does the prime sub have to have it? Is it required on the contract?

**Answer: You will notice that if you read the Aircraft Liability Insurance details (page B-14), that aircraft insurance is contingent on actual need on this project. Otherwise it does not apply. Make sure that you go through all the insurance information as you respond to the requirements.**

Question No. 5: Regarding the \$2 million liability insurance, in regards to the subs, would a letter from their insurance company saying that they could provide it be adequate? Normally they would not carry so much coverage.

**Answer: A letter would work when you are submitting your Statement of Qualifications but when the work is awarded we will need to have that secured.**

Question No. 6: Regarding Project References, is it a problem if they are all public agencies?

**Answer: Not a problem as long as it is relevant experience in terms of what you are doing out there. Not a big issue.**

Question No. 7: Is it possible for the primes to identify themselves?

**Answer: The meeting sign in sheet is available on the RCTC web site. Although there is no DBE goal associated with this side of the project, the sign-in sheet only requested that certified DBE firms to identify themselves. RCTC strongly encourages the use of small businesses and DBE firms.**

OPEN DISCUSSION/NEW ISSUES

Over the last few weeks, RCTC has advertised several projects and there has been a bit of confusion regarding the difference between the Riverside County Transportation Commission (RCTC) and the Riverside County Transportation Department (RCTD). RCTC does not fall under the county and as such does not follow the county policies. It needs to be understood that this project will follow RCTC's practices for awarding and selecting professional services and for administering contracts even on project that involve Caltrans oversight.

5. REVIEW OF CALENDAR OF EVENTS

Request for Qualifications Issued	Monday-February 22, 2010
Pre-Submittal Meeting	Tuesday – March 9, 2010
Request for Clarifications Due	Friday – March 12, 2010
Qualifications Submittal	Thursday – March 25, 2010
Short Listed Firms Notified	*Thursday – April 8, 2010
Interview and Selection	*Thursday – April 22, 2010
Commission Approval	*Wednesday – June 9, 2010

\*Tentative Date

Meeting Adjourned: 3:25 p.m.