

PRE SOQ-SUBMITTAL MEETING MINUTES
Project and Construction Management Services
for the State Route 91 Corridor Improvements
March 9, 2009 @ 2:00pm
Board of Supervisors' Board Room

1. GREETINGS/INTRODUCTORY COMMENTS

Khalid Bazmi welcomed everyone to the Pre SOQ-Submittal Conference. He then introduced Michael Blomquist, the Toll Program Director, for the opening comments.

Michael stated that on February 6th, the Board took a big step and authorized staff to go forward with the next phase of the SR-91 Corridor, which is the design build phase. After the go ahead, staff immediately prepared this RFQ and we were anxious to get a PCM on board to get things moving. The agenda today is pretty short so it will be brief. We will be making some introductions of the team and we are going to do a short 10 minute presentation of the project overview. We will then go through some procurement particulars and wrap up with some Q&A.

Project Team Introductions

Michael Blomquist	Toll Program Director - RCTC
Jeff Rotman	Project Coordinator - Bechtel
Mark Massman	Program Manager - Bechtel
Karl Sauer	Project Coordinator - Bechtel
Cheryl Johns	Procurement & Assets Manager - RCTC
Khalid Bazmi	SR-91 Toll Project Manager - RCTC
Abunnasr Husain	Toll Project Manager - RCTC
Min Say Say	ROW Manager - RCTC
Gina Gallagher	Senior Staff Analyst - RCTC
Rosemarie Stevens	Administration - Bechtel

2. PROJECT OVERVIEW

Khalid Bazmi gave a brief overview of the project expectations with the PCM contract. The plan is to develop a breakthrough mobility project for SR-91 which meets Measure A commitments, creates a long-term revenue source for transportation improvements, is delivered with businesslike efficiency, and maintains public and agency support. (Please refer to the attached power point presentation.)

3. SCOPE OF WORK

The Scope of Work consists of about 12 miles of construction on the SR-91 and extends about 5 miles south of the I-15. Project limits are from the SR-241 at the west end to Pierce Street at the east end. It will also consider linking the I-15 to the SR-91 which will extend these lanes approximately five miles south along the I-15 to Cajalco one mile north into Hidden Valley.

Alternative 1, the General Purpose Lane (Lane No. 5) with the HOV lane staying as is. Alternative 1 was a Measure A project. RCTC's goal is to supersize Measure A. We feel that toll revenues bonds can generate enough funds to construct the express lanes.

Project Goal

Our goal is to deliver a high quality project.

What we are looking for is:

- One point of contact, that is single focused and able to deliver the project;
- A top notch, high quality power team of skilled professionals;
- A team that is able to provide resources and scale them up and down, as necessary; and
- Resulting in the best job possible with an effective use of people and money.

The PCM's Role in Design Build

The Design Build Phase consists of three components:

- Final Engineering, right-of-way, utilities and public outreach;
- Construction of the Project; and
- Toll Operations Startup.

Schedule

This project will last for approximately 7-Years. It consists of two phases and they are as follows:

- Phase 1 consists of Acquisition, Utility Relocation and Design-Build Procurement
- Phase 2 consists of Plan Reviews, Design Oversight and Construction Management

The following table was included in the RFQ. There is some overlap between the activities in Phase 1 and Phase 2. Our approach as staff was to have Phase 1 authorize all the work prior to the sale of Toll Revenue Bonds and we expect to start floating these bonds in early 2011. Phase 2 authorization can be provided only upon successful sale of these Toll Revenue Bonds. At that point, the Commission will decide when and how to begin Phase 2 activities.

SR-91 Project and Construction Manager Duties	<i>Toll Revenue Bond Sale (mid-2011)</i>	
	(Before) Phase 1	(After) Phase 2
Agreements and Agency Coordination	X	X
ROW Acquisition (appraisals, acquisitions, relocations, etc.)	X	X
Utility Relocation (agreements, coordination, and advanced utility relocation plans)	X	X
Procurement of Design-Builder (RFQ, RFP, contract, negotiations, award NTP, etc.)	X	
Advanced Engineering to support the RFP and Agreements	X	
Project Controls and Implementation Planning (schedule, budget, reporting, etc.)	X	X
Design-Build Contract Administration (safety, insurance, invoice, QA/QC program)		X
Design Oversight and Design Plan Reviews		X
Construction Quality Assurance (independent owner verification, final owner acceptance)		X
Project Closeout (Project Records, ROW Transfer, Punch List Activities, etc.)		X
Identify Technology Requirements (tolling, ITS, etc.)	X	X
Toll Operation Startup		X
Public Information/Outreach (public meetings/presentations, website/newsletters, etc.)	X	X
Environmental Mitigation Implementation (implement NEPA/CEQA process)		X

4. PROCUREMENT PARTICULARS

Cheryl Johns, the Procurement Assets Manager, was introduced and she went over the procurement process for the job. Please note that the procurement process for RCTC has changed, so time was spent explaining the process for this project.

RCTC is requesting that all of the primes that are planning on participating submit a Submittal Letter of Intent by March 12th. Also, if you are planning a joint venture, we would like to know that and who you will be partnering with.

The deadline for written questions is March 19th. As we get a little further into our presentation everyone should understand why this cut-off date takes on a particular significance that it did not in the past.

Any Addenda to the SOQ will be posted on RCTC's website by March 26th. Everyone is encouraged to check the website frequently because we will be posting the names of all the attendees, the questions and answers we might receive, all the addenda, and any reference material pertaining to the project there rather than mailing them out.

The Qualification Submittal Deadline is on April 9th on or before 2:00 p.m. RCTC will not accept anything that is submitted after that date/time.

Highlights

There are a lot of interim dates. Only the "Highlights" were discussed. The tentative schedule is as follows:

- Short Listed Firms will be notified on April 23rd;
- Interviews and Selection will be held on May 14th;
- Negotiation of the Final Agreement and the Pre-Award Audit should be completed by June 11th;
- Commission Approval by July 8th; and
- Finalize the Agreement and issue the Notice to Proceed by July 20th.

This is a very tight schedule and RCTC will be doing everything we can to adhere to this schedule because we are anxious to get this project underway.

Requests for Clarifications, Exceptions, Deviations or Changes

Your questions may cover the solicitation process, scope of work and, for the first time, we are requiring that you include the draft contract terms and conditions. In the past, negotiations of the contract terms and conditions were done during the negotiation period with the successful offeror. In this particular solicitation, we are requesting that you submit issues with the contract terms and conditions during this request for clarification. If we cannot address them, we will post those requests and indicate whether or not RCTC is open to considering a change to that particular area of the contract. If you do not raise your contract change during this period or raise it by March 19th, it will not be considered during contract negotiations. This is a very important deviation from our past practice and it is one that you really do need to take into consideration.

Evaluation Process

For the evaluation process itself, we will be having an evaluation team of five senior voting members and a non-voting chair who is also a senior individual. They will be representatives from the commission and other public agencies. The members are going to independently read and score the statements of qualifications received from you and they will use the evaluation criteria that was included in the solicitation package so please read through that evaluation criteria and keep that in mind when you are preparing your package. The panel will develop the shortlist and the shortlisted firms will be interviewed by the same panel and scored using the same criteria. The panel members will individually rank the interviews, they will meet to discuss their interview ranking, and then they will compile their final interview rankings and their previous rankings on a 65/35 combination weighting of the scores. They will make a final selection and a final recommendation to the Commission for consideration of award.

Disadvantaged Business Enterprise (DBE) Program

We recently received notice from Caltrans that the DBE program has changed. In the past, the DBE program has been a race neutral program. On March 4th, we received notice from Caltrans that it is now a mandatory race conscious program as well as a race neutral program. This will have an impact on this particular SOQ because it will be awarded after the June 2nd date. In the near future, we will be issuing an addendum which will have our DBE participation goals. We also posted on our website two letters that were issued from Caltrans last week. One is from Will Kempton and it explains the changes to the program. If you all have not read those two letters, we encourage you to go to the website and take a look so you can

get an idea of what those requirements are. Please note that the SOQ will include both a race conscious and a race neutral goal as well as a good faith effort just like the old days.

Point of Contact

For this particular SOQ, we have decided that there will be only one point of contact for information. Cheryl Johns is designated as RCTC's single point of contact. Information regarding how to get a hold of her is included in the SOQ and you are asked to please abide by that request.

Pre-Award Audit

On this SOQ, unlike in the past, we will be doing our pre-award audit either prior to or concurrently with the initiation of our negotiations with the successful offer. In the past we have generally done that audit after the negotiation. So when you submit your SOQ you are also asked to submit your overhead and your hourly rates in a separate sealed envelope. You should also be submitting the same data for any subconsultant whose contract you estimate will exceed \$250,000. That information for the highest ranked firm will not be opened by RCTC staff but instead will be turned over to an outside auditing firm who will audit that information using the standard procedures in the Caltrans Local Assistance Procedures manual.

If you have a recently performed audit that used those standards, you may submit that information as long as it references the same staff, the same overhead rates, and contains other relevant conditions to the circumstances that you are submitting in this SOQ.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

In this particular SOQ we are also asking that you submit the information for debarred, suspended and ineligible consultants and subconsultants. Those forms are in the package and we included a sample, just so you would recognize them, because RCTC has not requested these forms before. They look almost identical but one is for subconsultants and one is for consultants. They must be submitted with your SOQ. This is not information that we can come back and ask for after the fact.

5. QUESTIONS AND ANSWERS SESSION

Question: What is required in order to submit recent audit information?

Answer:

If you have had an audit recently, you will need to include with your information a letter that gives us permission for our auditing firm to access that information from the firm that did the work for you. And, in order for us to use that information you need to be using the same staff, the same overhead rates, and the conditions that prompted that audit need to be relevant to this situation.

Question: What audit standards is RCTC using?

Answer:

We are auditing against the Caltrans manual rather than against FARR.

Question:

Regarding the changes with Caltrans and the DBE goals, do you anticipate that RCTC will follow the same guidelines and the same numbers that have been listed in Director Kempton's letter?

Answer:

In Director Kempton's letter the Caltrans goals are 6.75/6.75 and those are their annual goals. In this particular instance we will be looking at just this particular contract goal. Since they are not requiring agencies to have an annual goal yet, we don't really know if the 6.75/6.75 goals are going to be appropriate for whatever subcontracting opportunities may exist on this contract. So, for right now, we can't say "yes" that those will be the goals because we need to take a look at what kind of opportunities are available for this particular contract and how they match up with the availability of subconsultants.

We will make sure that whatever goals we come up with are posted on our website so you will have clear, concise information before you propose.

Question:

Will that information be provided before the March 26th date?

Answer:

We will issue an addendum on the DBE issue as soon as possible. We will not hold that until the March 26th date because we realize that you will want to partner with your subs as soon as possible. Should other issues arise between that addendum and the final addendum due date, then we would

issue a final one.

Question:

Will the sign-in sheets be posted on the website?

Answer:

Yes, the sign-in sheets will be posted on the website late today or early tomorrow.

6. CLOSING

Everyone was invited to take a look at the boards that were placed in the front of the room. The boards have some very good information on them that will help everyone get a good understanding of the project limits, the details of the project, and they will answer a lot of your questions.

The meeting ended at 2:26 p.m.