Riverside County
Transportation Commission

Street Address: Riverside County Regional Complex, 4080 Lemon Street, Third Floor, Riverside, CA 92501
Mailing Address: P.O. Box 12008, Riverside, CA 92502-2208

To: Potential Offerors

Request for Statements of Qualifications (SOQ) for the Establishment of a Pre-Qualified, Ranked List of up to Four (4) Consultant Teams to provide Engineering and Environmental Services required for the Preparation of Separate Project Reports (PRs), Environmental Documents (EDs), and Possible Final Design (PS&E) for Proposed Improvements to State Highway Projects in Western Riverside County

Date: July 31, 2008

Pages:

Subject: REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ) PRE-SUBMITTAL MEETING MINUTES

Pre-Submittal Meeting Date, Time and Location:

The meeting was held on July 28, 2008 @ 1:00 p.m. in the RCTC offices.

Attachments:

- List of Contractors in Receipt of SOQ Package
- SOQ Pre-Submittal Meeting Agenda
- SOQ Pre-Submittal Meeting Attendance and Sign-In Sheets
- 2009 Measure A Plan "Over the Long Run" Presentation

Notes from meeting:

Mark Massman, of Bechtel, started the meeting welcoming all in attendance, see attached attendance and sign-in sheets, and then introduced the RCTC/Bechtel Project Team, identified below, which will be working with the selected consultants on the proposed projects.

- RCTC Deputy Project Delivery Director – Marlin Feenstra
- Bechtel Project Manager – Mark Massman
- Bechtel Environmental Manager – Steve Keel

Mark then provided a brief overview of the new 2009 Measure A Transportation Improvement Plan. Some immediate requirements in the Western County Delivery Plan include adding a lane, in each direction, to Interstate 215, Interstate 10, State Route 91, and Interstate 15; and the environmental clearance needed for the Bi-County I-215 Project, the State Route 79 Realignment and Mid County Parkway Projects. (A more detailed overview is provided in the 2009 Measure A Plan "Over the Long Run" Presentation attached.)

Mark Massman also reviewed the Calendar of Events for submission of SOQ. It was stressed that the proposal are due on August 18, 2008, prior to 2:00 p.m. and that no late proposals will be accepted. He then provided a brief overview of the Request for SOQ requirements.

The following process items were highlighted during this discussion.

- Addenda - RCTC will not be responsible for mailing any addendums. All addendums will be published on the RCTC website. Firms are encouraged to check the website regularly since each firm will be responsible for downloading the Request for SOQ and all addendums. No addendums will be posted after close of business on August 11, 2008.

- Clarifications - All questions must be received by RCTC no later than 2:00 p.m. on August 4, 2008. Responses from the Commission will be posted on the Commission's website no later than August 11, 2008.

- SOQ Submission Requirements - SOQ must be submitted to RCTC at or before 2:00 p.m. on August 18, 2008. Submittal shall include one (1) original, seven (7) copies and one (1) CD of Technical Proposal, sealed in an envelope, labeled "2009 Measure A Delivery Plan Preliminary Engineering Services SOQ".

- Any future Agreement resulting from this request for SOQ, if awarded, will be as outlined in Exhibit B, Model RCTC Agreement. All proposed exceptions to the attached RCTC Model Agreement should be made part of the Request for SOQ.

- Contract Term - The services to be performed under the first agreement anticipated to be awarded pursuant to this SOQ are expected to be negotiated and initiated within one year of approval of the ranked list by the RCTC Board currently scheduled on October 8, 2008, for a term of approximately 3 to 4 years, as determined necessary by RCTC. The commencement dates for any additional agreements that may be awarded pursuant to this SOQ are currently undetermined.

- Non-Discrimination - Any contract to be awarded as a result of this Request for SOQ will be awarded without discrimination based on race, color, religion, sex or national origin.

- Disadvantaged Business Enterprises - There is no requirement or specific DBE goal for the projects described in this Request for SOQ, but RCTC affirms the utilization of disadvantaged business enterprise (DBE) firms in its contracting and procurement activities.

- Conflicts of Interest - The submitted SOQ must include a completed "Disclosure of Campaign Contributions to Commissioners" Form, Exhibit C, for all members of the Proposer's Team.

The meeting was the open for a question and answer session. The responses were provided by Marlin Feenstra, RCTC, and Mark Massman, Bechtel. The following questions were received by RCTC/Bechtel during the Pre-Submittal Meeting.

Question No. 1.

Can you clarify the page breakdown?

Response: There is a 50 page maximum for this SOQ package. The page breakdown is as follows:

Letter of Transmittal	no more than two (2) single sided pages in length
Qualifications, Related Experience and References of Offerors	no more than ten (10) single sided pages in length
Proposed Staffing and Project Organization	no more than ten (10) single sided pages in length • Limit of no more than two (2) pages of resume/references for the proposed Project Manager • A combined total of eight (8) pages for all other key personnel. *(these pages can have more than one (1) resume on them)*
Exceptions/Deviations	No more than two (2) single sided pages in length
Appendices	No more than twenty (20) singled sided pages in length
Forms (Insurance Certificates/Conflict of Interest Disclosures)	Six (6) additional pages have been included to provide space for any Insurance Certificates/Conflict of Interest Disclosures you might wish to include. The submitted SOQ must include a completed "Disclosure of Campaign Contributions to Commissioners" Form, Exhibit C, for all members of the Proposer's Team.
Total Allowable Pages	50

Question No. 2.

Page 17, Item 6, This section should be limited to no more than four (4) pages for the prime consultants (or joint venture), no more than four (4) pages for the environmental

consultant (if environmental consultant is part of the prime joint venture then the total of eight (8) pages may be used for the prime consultant qualifications), and no more than one (1) page for each of the other subconsultant team members? Please clarify.

Response: The page allocation is to provide guidance on how to break down the ten (10) page length limitation for Section 3A. The four (4) page limitation for the prime consultant, four (4) page limitation for the environmental consultant, and two (2) page limitation for subconsultant team members (maximum allowed 1 page per subconsultant team member) is intended to make sure we receive information on all of the firms not just the primes.

Question No. 3.

Page 21, Evaluation Criteria, Should your evaluation be more towards a PR/PS&E rather than a four corridor planning study?

Response: Yes, this is for the ED/PR/PS&E and not a corridor planning study.

Question No. 4.

Is it o.k. to have the environmental firm as the prime, or does it have to be the principal PS&E Firm?

Response: You are free to organize your team as you wish; but it would be unusual to have an environmental firm as a prime for a potential PS&E package.

Question No. 5.

Regarding the formatting, are tabs counted as a page? Can tabs have graphics?

Response: Tabs are not counted as a page and should not contain requested response information. Yes, you may put graphics on them provided it is not part of the response.

Question No. 6.

Page 18, Item 9, Furnish an estimate time of completion for completing the representative tasks in terms of elapsed weeks from the project commencement date. Provide a proposed summary schedule for completion of the work indicating Level 1 logic, sequence, and Milestones. Depth of Resources? Define Summary Schedule Steps?

Response: We are looking for all major milestones/submittals and the major ties between environmental and engineering. We are not looking for a resource loaded schedule.

Question No. 7.

Please go over partnership with SANBAG.

Response: RCTC cooperates with SANBAG on many programs. In the area of project delivery, the partnership with SANBAG consists of the I-215/Bi-County Project; the extension of the HOT lanes on the I-15; Metrolink programs; and the I-10 Truck Climbing Lanes.

The following questions were received by RCTC/Bechtel outside of the Pre-Submittal Meeting.

Question No. 8.

Page 2 requests those firms anticipating on submitting an SOQ provide firm information in a letter to "...the address specified above..." Is the intent for firms to send the letter to the mailing address listed on page 1 or to you through the website (and email) address listed previously on page 2?

Response: Please submit your letter of interest either through mail to address supplied or pdf it and send it in an e-mail to me!

Question No. 9.

Page 2 states "Joint ventures between more than one firm are acceptable." However, on Page 12, under H. Joint Ventures, it states "The Commission intends to contract with one or more firms and not with multiple firms doing business as a Joint Venture". I would think neither of these statements is intended to discourage teaming arrangements which are not necessarily JV's. Please clarify the position on JV's.

Response: RCTC believes that contracting with a single prime firm provides for clear lines of management, responsibility, and liability - hence the language that discourages JVs. If for their own business reasons firms choose to propose as a JV RCTC will not reject the proposal for that reason but will take it into account in their evaluation of the proposed management approach.

Question No. 10.

Page 5 says the intent of the request for SOQ is to approve a pre-qualified list of up to four (4) consultant teams. Page 19 has a specific SOQ Documentation section for Jacobs Engineering and URS, the two firms currently on the 2007 pre-qualified list who have not received contracts and will be given the opportunity to remain on this new pre-qualified ranked list, if they demonstrate qualifications. Please clarify if the selection of up to four consultant teams will include Jacobs and URS (allowing for up to two "new" teams to be selected) or if up to four new teams (in addition to Jacobs and URS) will be selected.

Response: If the two firms from the previous list are reselected they will be two of the four firms selected.

Question No. 11.

Are 11x17 pages counted as one or two pages in the overall page count?

Response: 11x17 pages are considered to be one page. The 11 x 17 inch paper does not need to be double sided and the font can be reduced as long as the information is legible.

Question No. 12:

The total number of pages allotted for the entire proposal is 50 double sided pages, but when the number of pages for each section are added up, Transmittal Letter (2), Relevant Experience (10), Staffing/Organization (10), Exceptions/Deviations (2), Appendices (20), we only get a total of 44 pages. Where should the additional pages be addressed?

Response: The six additional pages can be used for items such as your Certificates of Insurance and the necessary Conflict of Interest Disclosure Forms required for each team member. Refer to Response to Question No. 1.

Question No. 13:

Page 16, Item a. states:
"Qualifications, Related Experience and References of Offeror – no more than the equivalent of ten (10) single sided pages in length"

But on page 17 Item (6) the following statement is made:
"This section should be limited to no more than four (4) pages for the prime consultants (or joint venture), no more than four (4) pages for the environmental consultant (if environmental consultant is part of the prime joint venture then the total of eight (8)

pages may be used for the prime consultant qualifications), and no more than one (1) page for each of the other subconsultant team members."

Given the number of subconsultants we will be utilizing on this pursuit (and the above page allocations), the total number of pages will exceed the allotted 10 pages previously stated for this section. Can we safely assume that we will be in compliance if we follow the guidelines set forth on page 17, item (6)?

Response: *Refer to Response to Question No. 2.*

Question No. 14:

Page 17, item b. states:
"Proposed Staffing and Project Organization – no more than the equivalent of ten (10) single sided pages in length"

But on Page 17, Item (2) the following is requested for resumes:
Furnish brief resumes, not more than two (2) pages, and a minimum of three (3) references, for the proposed Project Manager and not more than one (1) page, and a minimum of three (3) references, for all other key personnel including Environmental Team Leader, Highway Design Team Leader, Structures Design Lead, Transportation Planning Lead, Construction Planning Lead, Project Controls and Estimating Lead, Public Outreach Lead, and Right of Way Analysis Lead.

Following the above guidelines for resumes of Key Personnel and References, we will be at our 10 page limit just in resumes. Are the resumes not included in the page count? And if they are, will a table of Key Personnel references suffice?

Response: In some cases, pages can have more than one (1) resume or biography. There is no change in the ten (10) page limitation for this section. Refer to Response to Question No. 1.

Question No. 15:

On Page 18 it appears that the Approach and Work Plan section has been combined with the Staffing and Organization section. Is the Approach and Work Plan supposed to be included in the 10 allocated pages for the Staffing and Organization section?

If not, how many pages, total, are allocated for the Approach and Work Plan section?

Response: Yes, the Approach and Work Plan is supposed to be included in the 10 allocated pages for the Staffing and Organization section.

Question No. 16:

On Page 3 of Exhibit A, "Scope of Work", in the Project Delivery portion, Item No. 10 states "Begin PS&E and Right of Way Acquisition", please expand on the right of way acquisition requirements.

Response: The Potential Scope of Work related to Right of Way that should be anticipated includes engineering, definition and estimating.

Question No. 17:

Could you provide me with answers to the page count issue which was addressed at the Pre-Submittal Conference on July 28th? I was also wondering if Conflict of Interest Disclosure Forms would count as part of the 50 SOQ pages.

Response: Please refer to Response to Question No. 1.

Question No. 18:

Item 1. - Page 15 - A.1. Charts and schedules may be included in 11"x 17" format. Does this format count as 1 page count? And how many are allowed?

Response: 11" x 17" pages are considered to be one page. Please note that 11" X 17"charts and schedules do not need to be double sided and the font can be reduced as long as the information is legible. You may use up to four (4) 11" x 17" pages. Two (2) for the Organization Chart and Schedule for the PR/ED and two (2) for the Organization Chart and Schedule for the PS&E.

Question No. 19:

Item 2. - Page 17 b.(2) resumes not more than 2 pages. Provide clarification on resumes: Project Manager is not more than 2 pages with 3 references and all other key personnel are not more than 1 page with 3 references. Are they double-spaced like the rest of the SOQ?

Response: The SOQ Format and Content states the "SOQ should be typed, double-spaced and submitted on 8.5-inch x 11-inch recyclable paper, using both sides of the paper (each side counts as one (1) page, 12-point font, and submitted in a 1-inch three ringed binder." Since the resumes are considered to be part of the SOQ package, I would have to say that they need to be double-spaced like the rest of the SOQ.

Question No. 20:

Item 3. - Does the transmittal letter need to be double-spaced like the rest of the document?

Response: Refer to Question No. 19 above. Since the transmittal letter is considered to be part of the SOQ package, I would have to say that it needs to be double-spaced like the rest of the SOQ.

Question No. 21:

Item 4. - Are the forms included in the page count?

Response: Yes, forms are included in the page count. See Response to Question No. 1.

Question No. 22:

In regard to the page count, the current RFQ indicates 2 pages for Transmittal Letter; 10 pages for Qualifications and Related Experience; 10 pages for Proposed Staffing and Project Organization; 2 pages for Exceptions/Deviations and 20 pages for the Appendix. Given that the intent is for the RFQ to also address the qualifications, experience and work approach for both PA/ED and PS&E as noted in 3b(6) of the SOQ Format and Content section, the various page restrictions by Section may not allow for the best dissemination of the information that may be of value to RCTC in their evaluation of the SOQ's. As an example, Section 3b "Proposed Staffing and Project Organization" is currently limited to 10 pages, but needs to include brief resumes; organization chart; work plans, activities, and summary typical schedules for both PA/ED and PS&E phases; and outlining the QC/QA approach. Would RCTC consider just stating a 50 page overall limit without intermediate page restrictions, thus allowing more focus to be placed on content for Sections 3a and 3b. In addition, note that in Exhibit "A" Scope of Work on page 2 under the heading "Activities for Development of PS&E" that there is a reference to including information for the optional PS&E Development Phase in the Appendix which appears to be in conflict with the intent of the overall RFQ as highlighted in Section 3a and 3b to include information about the PS&E phase in the body of Sections 3a and 3b. As the RFQ instructions indicated that Appendix was to be relevant and brief and contain only material that was not specifically requested in the RFQ, there should not be a significant number of pages that would be used for this.

Response: No, see Response to Question No. 1.

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Question No. 23:

It was noted at the pre-proposal meeting that the RFQ was edited from last year's version and released with the intent to remove references to any project specific requirements since no project would be used as the basis for the RFQ. Can Section IV - Evaluation Criteria be clarified in regard to the paragraph in between Sections A.2 and A.3 relative to possible use of a sample project for the interview. Is the Section A.3 - Work Plan evaluation criteria for only the interview. It contains references to labor distribution, technical innovations, and project specific issues and solutions. If this Section A.3 is also for the written proposal phase evaluation it may be helpful to re-word the evaluation criteria to reflect RCTC's expectations during this phase of the procurement process.

Response: No, in the written phase we are looking at a generic approach. During the Interview phase you might be given a specific project to outline your approach.

Question No. 24:

On Page 21, under item A.2 Staffing and Project Organization, please clarify Familiarity with Corridor Planning Study Procedures.

Response: This should state "Familiarity with Corridor PR/ED/PS&E Procedures".

The meeting was adjourned at approximately 1:46 PM.

If there are any questions and/or comments concerning these meeting minutes, please contact Mark Massman, Bechtel Project Manager, at (951)787-7984.

Sincerely,

Marlin Feenstra, RCTC Deputy Project Delivery Director
Riverside County Transportation Commission