



California State Association of Counties
League of California Cities
and
County Engineers Association of California

CONSULTING SERVICES
FOR
STATEWIDE
LOCAL STREETS AND ROADS NEEDS ASSESSMENT

REQUEST FOR PROPOSALS

DEADLINE FOR SUBMITTAL IS

5:00 p.m., December 20, 2007

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I. BACKGROUND

California's transportation system is in need of additional investment to address traffic congestion, maintenance, transit needs, and vehicle alternatives, such as bicycle and pedestrian travel. Many modes and components have need numbers readily available, such as the Federal system needs compiled by the Federal Highway Administration, or the State system needs updated every two years by the State Department of Transportation. Credible and reliable data is critical in the effort to increase funding for the transportation system. While many systems and modes have data to contribute to this effort, there is no ongoing statewide information for the local road system.

In 1999, Senate Resolution 8 (Burton) mandated that a needs assessment of the State's transportation system be developed that considered current backlogs and looked forward ten years. The needs assessment considered a variety of issues facing the State's transportation system, including the needs for local streets and roads. Most cities and counties have various forms of pavement management systems. However, there is no statewide, comprehensive, and systematic assessment of the needs on the city street and county road system, which represents 82 percent of the State's maintained miles.

A systematic needs assessment of local streets and roads is required to complete the needs assessment for the transportation system throughout the State. Collection of data and a comprehensive assessment will contribute towards the ability for policy makers and the public to make informed decisions about future funding.

The California State Association of Counties (CSAC), the League of California Cities (League), and the County Engineers Association of California (CEAC) in partnership with the membership of the Regional Transportation Planning Agencies (RTPA), the California Councils of Government (CalCOG), and the California Rural Counties Task Force (RCTF) are pursuing a needs assessment study of our city streets and county roads in California that includes both pavement and nonpavement transportation needs. The basic questions are:

- What are the conditions of the local streets and roads?
- How much will it cost to bring them up to a good condition?
- How much will it cost to maintain them in good condition over the next 25 years?
- How much revenue is projected to be available for them over the same 25 years?
- What is the funding shortfall as a result of these projections?

In the short term, we are seeking an assessment of the pavement needs of local streets and roads, including maintenance and rehabilitation. In the long term, local agencies want to pursue a more comprehensive assessment, which includes nonpavement needs (i.e., drainage, storm damage and NPDES permits, sidewalk, curb and gutter, and curb

ramps; medians, guardrails, traffic signals, signing and stripping, and street lights). This study will focus on pavement needs and, to the extent information and funds are available, will also collect data on nonpavement needs.

Our goal is for the needs assessment process to continue on a permanent basis (possibly on a 2-year to 4-year cycle) beyond this current study; the information would also be incorporated into regional plans and updated regularly. The final report of this study will be available for the policy and decision makers in the State, including the Governor, the Legislature, and the California Transportation Commission.

The CSAC, CEAC, and League intend to enter a contract through the CEAC with a consultant to prepare the needs assessment study. Representatives from the CSAC, CEAC, League, RTPA, and RCTF will form an "Oversight Committee" that will provide high-level oversight of the progress of the project. The Project Manager will be responsible for overseeing the day-to-day activities of the project and will advise and make recommendations to the Oversight Committee.

II. OVERVIEW

1. Processing of RFP

The RFP will be handled in the following manner:

- 1.1 An initial pass/fail evaluation will be made for each proposal by the Project Manager to determine whether the requirements are included in each proposal.
- 1.2 Proposers that pass the initial pass/fail evaluation will be submitted to the Evaluation Committee for evaluation and rating. The Evaluation Committee will include representatives from the Oversight Committee and the Project Manager.
- 1.3 All proposals will be evaluated and the Evaluation Committee may recommend a Consultant to the Oversight Committee for approval. The Oversight Committee reserves the right to conduct oral interviews with up to the top five ranked Proposers. The oral presentations will be evaluated and the Oversight Committee will combine the rank from the written proposals with the rank from the oral interviews to determine the top-ranked Proposer. The selection will be made on the basis of qualifications, demonstrated competence, and technical response to the RFP without regard to race, creed, color, or gender.
- 1.4 When approved, the selected Proposer will be invited to negotiate fees for the Scope of Services.

In the event that additional elements, changes, or enhancements to existing elements contained in this RFP may be required, the Oversight Committee reserves the right to negotiate with the Consultant to cause these changes to be incorporated in the work product.

- 1.5 Upon conclusion of negotiations, the CEAC will process a Consultant Services Agreement to award the contract.
- 1.6 CEAC will issue a notice to proceed once the Consultant Services Agreement has been executed, and the schedule of anticipated work has been approved by the Oversight Committee.
- 1.7 Once the notice to proceed has been issued to the selected Consultant, the Project Manager will be responsible for handling all day-to-day activities with the selected Consultant.

2. Ownership of Materials and Equipment

All services provided by the Consultant and all materials, documents, reports, and other information of all types, including computer models developed by the Consultant for the project, and all works based thereon, incorporated therein, or derived there from, shall be the sole and exclusive property of the CEAC, CSAC, and League.

3. Compensation

The Consultant shall be compensated based on work completed and approval by the Project Manager. The CEAC will reimburse the Consultant for additional copies of reports and any other written requests outside the Scope of Services. Mileage is not reimbursable. Invoices shall include a detailed backup for work completed and all authorized reimbursable expenses incurred.

4. General Conditions

4.1 General Conditions

This RFP is a solicitation for proposals only, and is neither intended, nor to be construed as, an offer to enter into an agreement or engage in any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule, or regulation. Thus, the Oversight Committee and Project Manager reserve the unqualified right to reject any or all proposals for any reason.

4.2 Oversight Committee Responsibilities

The Oversight Committee is responsible only for that which is expressly stated in this RFP. They are not responsible for, and shall not be bound by, any representations otherwise made by any individual acting or purporting to act on its behalf.

4.3 Cost of RFP

The CSAC, CEAC, League, Oversight Committee, nor the Project Manager shall not in any way be liable or responsible for any costs incurred in connection with the preparation, submittal, or presentation of any proposal submitted in response to this request.

4.4 Compliance with RFP

Responses to this RFP shall be made according to the specifications and instructions contained herein. Failure to adhere to RFP instructions may be cause for rejection of any proposal.

4.5 Truth and Accuracy of Representations

Substantially false, misleading, incomplete, or unresponsive statements and/or failure to adhere to the format herein described may be sufficient cause for rejection. The evaluation and determination of the fulfillment of the above requirement shall be in the Project Manager's sole judgment and shall be final.

4.6 Contract Execution

The resultant contract of this RFP shall be executed and returned by the selected firm within 10 calendar days from the time of receipt of the contract (see sample Consultant Services Agreement, Attachment 1). If the contract is not returned within 10 calendar days, the CEAC may exercise the option of awarding the contract to the next highest ranked Proposer.

4.7 Acceptance of Terms and Conditions

Proposers understand and agree that submittal of a proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all of the terms, conditions, and criteria contained in this RFP, including attachments thereto. Any and all parts of the submitted proposal may become part of any resultant contract between the selected Consultant and CEAC.

4.8 Oversight Committee Changes to RFP

The Oversight Committee reserves the right to interpret or change any provisions of this RFP at any time prior to the proposal submittal date. Such interpretations or changes shall be in the form of addenda to this RFP. Such addenda will become part of this RFP and may become part of the resultant contract. Such addenda shall be made available to each person or organization that has received an RFP. Should such addenda require additional information not previously requested, a Proposer's failure to address the requirements of such addenda may result in the Proposer not being considered.

The Oversight Committee, at its sole discretion, may determine that a time extension is required for submittal of proposals, in which case an addendum shall indicate the new proposal submittal date.

4.9 Proposer Changes to Proposal

No changes to the proposals shall be allowed after submittal to the Project Manager.

4.10 Consistency with Laws

Any agreement entered into by the Proposer shall be consistent with applicable Federal, State, and local laws.

4.11 Public Records Act

Responses to this RFP become the exclusive property of the Oversight Committee. At such time as a contract is fully executed by CEAC, all proposals submitted in response to this RFP become a matter of public record. Exceptions will be those elements in each proposal that are trade secrets, as that term is defined in Government Code Section 6254.7, and that are so marked as TRADE SECRET, CONFIDENTIAL, or PROPRIETARY. The Oversight Committee and Project Manager shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. Proposers that indiscriminately identify all or most of their proposal as exempt from disclosure without justification may be deemed unresponsive.

4.12 Gratuities

It is improper for any officer, employee, or agent participating in this RFP to solicit consideration, in any form, from a Proposer, with the implication, suggestion, or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of the contract, or that the Proposer's failure to provide such consideration may negatively affect the consideration of the Proposer's submittal. A Proposer shall not offer or give, either directly or through an intermediary, consideration, in any form, to a CEAC, CSAC, or League officer, employee, or agent for the purpose of securing favorable treatment with respect to the award of the contract.

A Proposer shall immediately report an attempt by a CEAC, CSAC, Oversight Committee, Project Manager, League officer, employee, or agent to solicit such improper consideration to the Los Angeles County Auditor Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861. Failure to report such a solicitation may result in the Proposer's submittal being eliminated from consideration.

Among other items, such improper consideration may take the form of cash, discounts, services, provision of travel, entertainment, or tangible gifts.

4.13 Indemnification and Insurance

The insurance requirements specify that Consultants should obtain coverage from insurance companies acceptable to the Oversight Committee who have a current A.M. Best rating of not less than A:VII. A Best rating of A:VII indicates that the company evidences strong financial strength and ability to meet their ongoing financial obligations to policyholders.

4.14 Acquisitions and Mergers

The Consultant shall notify the Oversight Committee of any pending acquisitions/mergers of their company. Failure of the Consultant to provide this information may eliminate its proposal from any further consideration. If unforeseen acquisition/merger of their company occurs, the new company would have to comply with the terms of the RFP; otherwise, the Consultant Agreement may be terminated.

4.15 Prevailing Wage Requirements

The subject project is a public work as defined in Section 1720 of the California Labor Code.

III. PROJECT MANAGEMENT PLAN

The consultant shall prepare a Project Management Plan that will provide the details regarding their proposed approach for answering the basic questions on the current condition and needs of local streets and roads on a statewide level. The main elements of the plan should include a discussion of the data collection on pavement and nonpavement needs, data normalization approach on disparate data, a quality assurance/control plan to ensure the accuracy of data reported, and a proposed *Standard Needs Assessment Approach* that can be implemented statewide. The plan should also include a proposed project schedule.

IV. KEY TASKS

The Oversight Committee/Project Manager and their partners have identified the following key tasks to be performed. Consultants are urged to review them and develop an approach that will result in obtaining high data quality in the most economical and timely manner.

To start, the first key task is the Data Collection, which will be divided into two phases. *Phase 1* of the data collection will focus on the collection and analyses of existing needs assessment data and *Phase 2* will focus on the collection of missing or outdated needs assessment data.

The Data Analysis tasks will be performed in *Phase 3* and will focus on utilizing the data collected in the development of the statewide local streets and roads unmet needs and developing a *Standard Needs Assessment Approach* for future data collection efforts.

PHASE 1 - DATA COLLECTION – EXISTING DATA

Task 1.0 - Data Collection and Analysis – Existing Needs Assessment Data

The objective of this task is to obtain the best available network data on local streets and roads. Preliminary collection efforts have been made by the Oversight Committee/Project Manager. Collected information has been made available on the RFP website, <http://dpw.lacounty.gov/gmed/slsr/>. A contact list of all the public agencies within the State of California (cities, counties, and RTPAs) will be provided to the selected Consultant at the time the notice to proceed is issued. Task 1.0 activities shall include, but not be limited to the following:

- T1.1 Consultant shall collect all available data in the State (including pavement and nonpavement needs) on a network level that has not already been provided as part of this RFP. Consultant will be required to contact each agency for which no information is available (see the city/county contact list) to collect the available data or determine if the agency has a study in progress or scheduled to be started in the near future. Information to be collected and/or verified includes the following:

- Inventory information (i.e., total lane miles maintained in jurisdiction).
- Pavement condition assessment (i.e., average pavement condition index (PCI), PCI scale/parameters/indicators used, types of distresses collected, and deduct values used for PCI).
- Analyses model (i.e., pavement performance models, treatment rules, decision trees).
- Threshold PCI triggering maintenance (preventive/routine), rehabilitation, resurfacing, and reconstruct (3R work).
- Prioritization approach (i.e., “worst first,” “pavement preservation,” “political,” or based on pavement management application).
- Funding allocation for maintenance and 3R work, and lane miles represented.
- GASB34 data (asset depreciation or modified approach).
- Nonpavement needs.
- Backlog of pavement and nonpavement needs.

T1.2 Consultant shall organize collected data and prepare a report summarizing the results by agency and region. The summary shall include, but not be limited to the following information:

- Total lane miles of local streets and roads maintained per agency.
- Total cost of pavement backlog, backlog for maintenance/preservation, backlog for 3R work (cost and lane miles affected).
- Average design life of 3R and preservation treatments considered to determine needs assessment.
- Most up to date average PCI or overall pavement condition of local streets and roads.
- Common maintenance/preservation treatments selected and unit cost.
- Current level of funding for maintenance and 3R work.
- Nonpavement needs.

- Backlog of pavement and nonpavement needs.

T1.3 Consultant shall particularly examine methodology/approach used by each agency to normalize disparate data among municipalities (i.e., PCI scale, treatment thresholds, distress deduct values). Consultant shall provide preliminary recommendations on how to normalize the data collected to determine the statewide needs.

Task 1.0 - Phase 1 Deliverables

D1.1 Database of the key contact person and alternate person for each city and county who provided the information on their pavement and nonpavement needs streets and roads (i.e., the overall average PCI, backlog cost, any data on pavement management system).

D1.2 Master inventory of cities and counties containing the information obtained from T1.1 and identification of cities and counties where data is missing (pavement and nonpavement needs).

D1.3 Preliminary *Data Normalization Approach* for the determination of pavement and nonpavement needs of local streets and roads on a statewide level.

Task 2.0 - Proposals to Collect Missing or Outdated Needs Assessment Data

The objective of Task 2.0 is to review the existing data and develop separate proposals to obtain missing or outdated *pavement* and *nonpavement* needs assessment data. Each proposal shall outline the approach, resource requirements, and proposed schedule. The activities listed in Phase 2 - Task 3.0, below, should be included at a minimum in the proposed scope of work (development of a questionnaire, creation of a website to collect data, and measures to ensure a quality data collection process was carried out). Task 2.0 activities shall include:

T2.1 Consultant will be required to review the data output from Task 1.0 and evaluate the data normalization methodology/approach used by each region to assist in the development of a proposed scope of work to collect missing or outdated *pavement* needs assessment data.

T2.2 Consultant will be required to review the data output from Task 1.0 and evaluate the data normalization methodology/approach used by each region to assist in the development of a proposed scope of work to collect missing or outdated *nonpavement* needs assessment data.

Task 2.0 - Phase 1 Deliverables

- D2.1 Consultant shall submit a proposal with Scope of Work for the collection of missing or outdated *pavement* needs assessment data.
- D2.2 Consultant shall submit a proposal with Scope of Work for the collection of missing or outdated *nonpavement* needs assessment data.

PHASE 2 - DATA COLLECTION – MISSING OR OUTDATED DATA

Based upon the Phase 1 results collected from Task 1.0 (Data Collection and Analysis -Existing Needs Assessment Data) and the proposals developed by Consultant under Task 2.0 (Proposal to Collect Missing or Outdated Needs Assessment Data Phase), the Oversight Committee/Project Manager will determine the scope of work to be followed by Consultant in completing the study. The Oversight Committee/Project Manager reserve the right to forgo all or a portion of the work included in Task 3.0 - Phase 2 Data Collection - Missing or Outdated Needs Assessment Data.

Task 3.0 - Phase 2 Data Collection – Missing or Outdated Needs Assessment Data

The objective of Task 3 - Phase 2 is to obtain missing or outdated needs assessment data for cities and counties identified in D1.2, and as specified in more detail from the proposal(s) completed in Task 2.0. Consultant shall also collect as part of this task, key information to be considered in the preliminary *Data Normalization Approach* (T1.3). Task 3.0 activities and deliverables associated with this phase shall include, but not be limited to the following:

- T3.1 Consultant shall develop a questionnaire with related instructions that can supply missing or outdated needs assessment data for cities and counties identified in D1.2, and also to collect the key information to be considered in the preliminary *Data Normalization Approach* (D1.3). A completed draft sample shall be submitted for review and comments to the Oversight Committee/Project Manager.
- T3.2 Consultant shall create a user-friendly website that will allow an agency to enter information online, enable the download of the *Statewide Needs Assessment Questionnaire*, and facilitate the distribution/collection/processing of all needs assessment data. Consultant shall provide for review and approval to the Oversight Committee/Project Manager, a plan that includes a description and example of the proposed website, proposed approach for the efficient distribution/collection/and processing of the questionnaire, and proposed quality assurance and quality control (QA/QC) process for the validation of results.

T3.3 Consultant shall make contact with the key personnel (or alternate) identified in the database (D1.1), provide assistance if needed for completion of the questionnaire on the website, and track the receipt/progress/completion of the questionnaire by agency. Consultant shall conduct follow-ups as needed to ensure submittal of completed questionnaire.

The membership of the RTPA, CalCOG, and RCTF can assist Consultant in distributing and collecting questionnaire information, as needed, in coordinating with the cities and counties in their regions.

T3.4 Consultant shall summarize the key information gathered from the completed questionnaires by region/jurisdiction.

Task 3.0 - Phase 2 - Deliverables

D3.1 Approved Statewide Needs Assessment questionnaire and related instructions.

D3.2 Operational website to distribute questionnaire and approved plan to collect and process questionnaire.

D3.3 Tracking records of delivery and receipt of completed questionnaires by each agency.

D3.4 Summary table of the questionnaire results by region/jurisdiction.

PHASE 3 - DATA ANALYSIS

Consultant will utilize information received from the Data Collection phases to complete Task 4.0 of the Data Analyses phase. Consultant shall complete the Data Analysis phase based upon the data collection proposals for missing or outdated needs assessment data selected by the Oversight Committee/Project Manager. If Oversight Committee/Project Manager decides to forgo Task 3.0 - Phase 2 activities, Consultant shall perform the Data Analysis based upon the Data Collection efforts completed in Task 1.0 - Phase 1.

Task 4.0 - Phase 3 - Data Analyses

The objective of this task is to develop an approach or methodology to normalize disparate data obtained from the information provided by both *Phases 1 and 2* in order to achieve credible results across the state. In addition, the results of the questionnaire can be used to create the framework for a *Statewide Needs Assessment Approach*. Activities associated with Task 4.0 shall include, but not be limited to the following:

- T4.1 Consultant shall place municipalities' pavement management system (PMS) into the following categories: 1) correlatable, 2) noncorrelatable, or 3) deficient (for municipalities that do not have a pavement management system).
- T4.2 Based upon the results of the questionnaire, Consultant shall analyze and determine if the *Preliminary Data Normalization Approach* (D1.3) is valid or needs to be modified in order to correlate municipalities placed in Categories 2 and 3 above. Consultant shall present and submit the *Final Data Normalization Approach* to Oversight Committee for approval. Consultant shall clarify all assumptions and provide examples to demonstrate the effectiveness of the approach.
- T4.3 Consultant shall apply the *Approved Data Normalization Approach* to fill missing data.
- T4.4 Consultant shall develop a *Methodology for Forecasting* pavement and nonpavement needs for Local Streets and Roads on a statewide level, and present to Oversight Committee for approval, showing all assumptions, and providing examples that demonstrate the effectiveness of the methodology. The examples should include the calculation of backlog cost/quantity for various threshold levels (i.e., at PCI=50, PCI=70, or PCI=85).

Task 4.0 - Deliverables

- D4.1 Update Master Inventory (D1.2) showing category designation for pavement management system of each municipality.
- D4.2 *Approved Data Normalization Approach.*
- D4.3 Summary table of data gaps that were filled based on the approved *Data Normalization Approach.*
- D4.4 *Approved Methodology for Forecasting* pavement and nonpavement needs for local streets and roads on a *statewide* level by 5-year increments up to 25 years for various threshold levels.

Task 5.0 - Development of Standard Needs Assessment Approach

The objective of this task is to develop a *Standard Needs Assessment Approach* that establishes a consistent method of determining short and long term needs (pavement and nonpavement) on a cyclic basis for local streets and roads on a statewide level. This approach would include establishing statewide consistent practices for collecting and reporting data. Activities associated with Task 5.0 shall include, but not be limited to the following:

T5.1 Consultant shall develop a *Standard Needs Assessment Approach* based on the findings and analyses of Tasks 1 through 4, which may include:

- Adopting a 0 to 100 rating system (100 being the best) to report pavement condition assessments.
- Selecting five (5) to seven (7) pavement distresses to be used in the calculation of PCI (i.e., alligator cracking, edge cracking, longitudinal/transverse cracking).
- Establishing consistent deduct values for each of these distresses.
- Establishing standard PCI threshold levels/ranges and standard minimum service design life for the 3R treatments or standard service life extensions for preservation treatments.
- Establishing the protocol of using standard unit costs of preservation and 3R treatments per region.
- Establishing regional pavement lifecycle curves that would be used for projecting agency needs.
- Approach on getting key software companies to have their pavement management applications capable of incorporating at least the above six (6) tasks.

Consultant may request additional information from the Federal Highway Administration, Caltrans, Pavement Preservation Center, appropriate municipalities, and industry to assist in this statewide effort.

Task 5.0 - Deliverable

D5.1 *Approved Standard Needs Assessment Approach* for municipalities to use in future statewide data collection efforts.

Task 6.0 - Prepare Draft Report.

The objective of this task is to prepare a draft report that clearly and concisely presents the findings and results of all the analyses performed in Tasks 1 through 5 for State and local decision makers. Activities associated with Task 6.1 shall include, but not be limited to the following:

T6.1 Consultant shall submit a draft report, complete with an executive summary, table of contents, glossary of terms, findings, conclusions, and recommendations, etc. The *Statewide Needs* shall be expressed as a composite of the needs of the cities and counties and include the following components:

- Weighted average overall pavement and nonpavement condition rating for Statewide Local Streets and Roads, the percentage of network and total lane miles represented with this rating:
 - Overall rating using both qualitative (i.e., Fair) and quantitative description (PCI=75)
- Total Statewide Pavement Needs for Local Streets and Roads as of July 1, 2007:
 - Percentage of the network in backlog condition
 - Total number of lane miles in backlog condition
 - Total cost of addressing the backlog
 - Pavement needs per year
 - Rate of backlog accruing per year
- Total Statewide Nonpavement Needs for Local Streets and Roads as of July 1, 2007:
 - Percentage of the network in backlog condition
 - Total quantity of nonpavement items in backlog condition
 - Total cost of addressing the backlog
 - Nonpavement needs per year
 - Rate of backlog accruing per year
- Total Statewide Annual revenue available for pavement and nonpavement needs for Local Streets and Roads (segregate Federal funds and Non-Federal Funds).
- Total Statewide Annual funding shortfall or surplus for pavement and nonpavement needs for local streets and roads (segregate Federal, State, and local funds).

Consultant shall create the tables, graphs, and/or charts to illustrate the data above and show current and future trends.

T6.2 Consultant shall designate a separate section in the draft report on the *Standard Needs Assessment Approach* and provide ample discussion to allow CEAC, CSAC, League, and the others to directly implement this approach.

T6.3 Consultant shall prepare a plan to implement a peer review process that will obtain feedback on the draft report.

Task 6.0 - Deliverables

D6.1 A draft report in electronic form for all study partners' review and comments.

D6.2 Standard Needs Assessment Approach Section.

D6.3 Plan to process peer review feedback.

Task 7.0 - Final Report and Distribution

The objective of this task is to finalize the draft report after the peer review. Activities associated with this task shall include, but not be limited to the following:

T7.1 Consultant shall discuss recommendations with the Oversight Committee/Project Manager and prepare a final report based on the results of these discussions.

The Oversight Committee/Project Manager will assist Consultant in the reproduction and distribution of the Final Report through the website or email.

Task 7.0 - Deliverable

D7.1 A master copy and electronic version and 15 additional hard copies of Final Report.

Task 8.0 - Presentation of Report

T8.1 Consultant shall assist with the presentation of findings to interested parties at public meetings that may include the Governor, State Legislature, California Transportation Commission, CSAC, League, CEAC RTPA, RCTF, and Los Angeles County. For the purpose of the proposal, six (6) public meetings shall be budgeted. CSAC/League/CEAC shall facilitate the meetings.

Task 8.0 - Deliverable

D8.1 Six (6) public presentations of Final Report.

Task 9.0 - Meetings and Reports

T9.1 Consultant shall provide written progress reports on the status of the study to Project Manager on a monthly basis. A conference call shall be conducted with the Oversight Committee quarterly. The Project Manager shall facilitate the conference calls.

Task 9.0 - Deliverable

D9.1 Monthly progress reports (approximately 12 total) and four (4) to six (6) conference calls.

V. PROPOSAL REQUIREMENTS

The response to this RFP must be made according to the requirements set forth in this Section, both for content and for sequence. Noncompliance with these requirements, or the inclusion of conditions, limitations, or misrepresentations, may be cause for rejection of the proposal.

Consultant shall send a minimum of 15 complete copies of their Proposal in hard copy format (14 spiral bound copies and 1 unbound) to:

County of Los Angeles
Department of Public Works
900 South Fremont Avenue
Alhambra, CA 91803-1331
Attention: Patrick V. DeChellis, Deputy Director

The Oversight Committee and Project Manager do not assume responsibility for documents that are incorrectly submitted. It shall be the responsibility of the Consultant to confirm proper delivery and receipt of submitted proposal.

Proposals must be received by the due date. Proposals received after this deadline will be considered for evaluation solely at the discretion of the Project Manager if determined to be in CEAC's best interests.

1. **Format of Proposal Summary**

Proposal submittals shall be organized as indicated below. Specific requirements for each of the Consultant's proposal sections are included hereinafter. This requirement applies to proposals submitted in electronic and/or hard copy format.

1.1 Mandatory Contents

- Section 1 - Cover Letter
- Section 2 - Table of Contents
- Section 3 - Corporate Documentation
- Section 4 - Qualifications and Experience
- Section 5 - Standard Services and Project Management Plan
- Section 6 - Acceptance of Terms and Conditions
- Section 7 - Required Certifications
- Section 8 - Additional Data
- Section 9 - Sealed Cost Proposals for Negotiations only

2. Specific Requirements for Each Section of the Proposal

2.1 Section 1

Cover Letter shall be a maximum two-page letter including the name and address of the organization submitting the proposal; whether the proposing firm is an individual, partnership, corporation, or joint venture; and the name, address, and telephone number of the contact person who will be authorized to make representations for the organization.

2.2 Section 2

Table of Contents shall include an outline of the proposal, identified by sequential page number and section title as described herein.

2.3 Section 3

Corporate Documentation shall include relevant information regarding organizational stability and strength, including a description/statement of the organization (e.g., sole proprietorship, partnership, corporation, joint venture).

2.4 Section 4

Qualification and Experience shall include, but not be limited to, the following information:

2.4.1 Designation of an experienced senior individual as the supervisor/administrator of the Consultant's staff who will be responsible for the delivery of services in accordance with the established Scope of Services in the Consultant Services Agreement.

- 2.4.2 Identification of principal staff members including major subconsultants. Provide information on key individuals providing the offered services including relevant experience, professional certification/license/registration, education, and past experience.
- 2.4.3 All changes in personnel must be approved by the Oversight Committee and/or Project Manager.
- 2.4.4 A list of projects within the last five years that indicates related experience in providing needs assessment services, particularly any work performed for government agencies of similar nature. Include a description of the project scope, location and the consultant cost of the project; the names, addresses and telephone numbers of key client personnel that could be contacted; the names of the principal individuals from your firm responsible for the work; and other information about the projects that, in your opinion, could be of interest in the review.

2.5 Section 5

Standard Services shall include the Proposer's approach to providing the service deliverables described in Section IV, Key Tasks, of this RFP. The approach shall include detailed discussions regarding the tasks for each of the three phases: Phase 1 - collection of existing data, Phase 2 - collection of missing or outdated data, and Phase 3 - estimating the statewide needs and the development of a standard needs assessment approach to be used statewide in the future. Include a summary bar chart schedule showing duration of each proposed task and of the total project. The project goal is to have 100 percent participation from cities and counties. Please include in your proposal the minimum participation you believe is necessary for a meaningful study.

Project Management Plan will outline how the Proposer intends to provide and manage the resources necessary to accomplish the Key Tasks.

- 2.5.1 Provide a Project Management Plan that will provide details regarding the proposed approach including the main elements of the Plan. The typical Project Management Plan shall indicate activities in support of completing the Key Tasks identified in Section IV, including quality control reviews and participation of subconsultants.
- 2.5.2 Provide a staffing and resources management plan for Consultant and each subconsultant, which identifies specific tasks and the level of effort and the number of hours required for the services required for

the project. Describe your current workload and capability/commitment to complete the Key Tasks in accordance with the project schedule. Consultant shall provide an approach in estimating man-hours for performing Task 3 (Phase 2) since the actual data collection efforts won't be clearly defined until after Task 1 (Phase 1) is completed. The duration of the contract is estimated to be one year.

2.6 Section 6

Acceptance of Terms and Conditions shall include a statement affirming the Proposers acceptance of the terms and conditions contained in the attached sample Consultant Services Agreement. Specifically, the Proposals shall include a statement that the Proposer can meet the indemnification and insurance requirements in Section 8 of the attached sample Agreement.

2.7 Section 7

Required Certifications - Consultant shall complete and submit with the proposal, the following certifications and forms. These forms are required only from the prime.

2.7.1 A completed and signed False Claims form.

2.7.2 A completed and signed Civil Litigation History form.

2.7.3 A completed and signed Criminal Conviction form.

2.7.4 A completed and signed Proposer's Organization Questionnaire/Affidavit.

2.8 Section 8

Additional Data shall include any other data the Proposer deems essential to the evaluation of the proposal (i.e, letters of reference, other related projects).

2.8.1 References from past clients must include client name, address, phone number, brief description of the project, list of Consultant team members and responsibility, and the name/phone number of the client's project manager.

2.8.2 If there is no additional data, this section will consist of the statement, "We wish to present no additional data."

2.9 Section 9

Sealed Cost Proposals for Negotiations only - The selection of consultant for this solicitation will be made solely on the basis of demonstrated competence and professional qualifications. A cost proposal shall be submitted with the proposal in a separate, sealed envelope. The envelope shall contain the Proposer's not to exceed fee to perform the work as described in this solicitation. Such cost of consultant services will only be considered and negotiated after the selection of consultant is made.

VI. SELECTION PROCESS

EVALUATION CRITERIA

1. Pass/Fail Requirements

A pass/fail evaluation will be made of the Proposal by the Project Manager to determine whether the Mandatory Contents required as identified in Section V are included in the Proposal. Failure to include all of the mandatory pass/fail requirements and any substantially false, misleading, incomplete or unresponsive statements may be cause for disqualifying the Proposal as nonresponsive. The determination of nonresponsiveness shall be made solely at the discretion of the Project Manager. Pass/fail criteria include the following:

1.1 The submittal shall contain all information as required in Section V - Proposal Requirements. Item 2 of Section V lists the specific requirements for each section of the proposal.

2. Scoring of Proposals

Proposals that are determined to be responsive to the mandatory requirements shall be evaluated using a 100-point total cumulative score rating according to the following criteria:

Summary of Scoring

- 2.1 General Quality and Responsiveness of the Overall Proposal (20 percent)
- 2.2 Experience and Qualifications of Project Team (40 percent)
- 2.3 Approach, Project Management Plan /Key Tasks (40 percent)

3. Interviews

The Oversight Committee and/or Project Manager at its sole discretion may elect to conduct oral interviews with up to the top five ranked Proposers. Should interviews be conducted, Proposers will be evaluated using a 100-point total cumulative score rating according to the following criteria:

Summary of Scoring

- 3.1 Presentation (50 percent)
- 3.2 Responsiveness to Direct Questions (50 percent)

The highest rated Proposer from the total scoring from the proposal and oral interview (Sections 2 and 3, respectively) shall be recommended to be awarded the contract.

4. Negotiations Agreement

The consultant selected shall enter into negotiations with the Project Manager to finalize scope, deliverables, schedule, fee, and the proposed Agreement for approval by all parties.

Once the Agreement has been approved by all parties, it shall be signed by the Consultant and transmitted to the CEAC for execution. The Agreement is not valid until executed by all parties. Attached is a sample Consultant Services Agreement.

CSAC/League/CEAC will be under no obligation to employ any consultant selected through this process for the project and reserves the right to employ other consultants for the project.

VII. TENTATIVE SCHEDULE FOR PROPOSAL PROCESS

<u>Tentative Date:</u>	<u>Action:</u>
11/15/07	CSAC/League/CEAC issues RFP
11/29/07	Deadline to submit questions regarding RFP/Agreement via website

12/10/07	Posting of responses to questions submitted on website including any addendum to the RFP.
12/20/07	Proposals due to Project Manager by 5:00 p.m.
01/10/08	Oversight Committee completes proposal reviews, schedules interviews, if necessary.
01/24/08	Interviews with top-ranked firm(s)/individual(s) if necessary
01/31/08	Notification of top-ranked firm, commence Agreement negotiations
02/29/08	Execute Agreement

VIII. QUESTIONS

There will not be a preproposal conference for this RFP. All questions regarding the RFP/Agreement should be submitted in writing to the RFP website, <http://dpw.lacounty.gov/gmed/slsr/>, Attention Patrick V. DeChellis by November 29, 2007. All responses to the questions submitted will be in writing and will be posted on the website on December 10, 2007. Check website periodically for updates and/or addendums.