



Public Works
LOS ANGELES COUNTY

**On-Call Project Management and Related
Services for Project Management Division III
(PMD III) Federally-Funded Projects**

**Request for Proposals (RFP)
Number BRC0000363**

**Optional Pre-Proposal Conference
November 30, 2022, at 2:00 p.m.
Microsoft Teams Teleconference**

AGENDA

- Project Team
- Scope of Services
- Proposal Submittal Process
- Selection Process
- Proposal Format
- Contract Information
- RFP Schedule
- Financial Document Review (FDR)
- Questions
- Closing

PROJECT TEAM

Project Management Division III Team at Public Works

- Bill Bird, Senior Civil Engineer
- Kenneth Hu, Civil Engineer

Business Relations and Contracts Division (BRCD) - Contract Administration

- Soo Kim, Contracting Unit Head
- Loydi Nguyen, Contract Administrator
Lnguyen@dpw.lacounty.gov
(626) 458-2180

SCOPE OF SERVICES

RFP EXHIBIT A ON-CALL PROJECT MANAGEMENT AND RELATED SERVICES FOR PROJECT MANAGEMENT DIVISION III (PMDIII) FEDERALLY-FUNDED PROJECTS

SCOPE OF SERVICES RFP NUMBER: BRC0000363

Key Points

Need Project Managers and Construction Managers to manage road, bridge, flood control, sewer, water, and airport improvement construction projects located throughout Los Angeles County.

Resident Engineers and Schedulers may also be required and should be available as part of the project team.

Details are presented in Exhibit A

SCOPE OF SERVICES

These scope do not apply to the solicitation and therefore have been strike-through.

Qualifications-- Slide is not applicable to this RFP.

~~Provide a licensed professional with a minimum of five (5) years of related work experience performing similar services as listed below:~~

~~Civil Engineering~~

~~Cost Estimating (professional certification)~~

~~Electrical Engineering~~

~~Environmental Engineering~~

~~Geotechnical Engineering~~

~~Hydraulics & Water Resources Engineering~~

~~Landscape Architecture~~

~~Materials Engineering~~

~~Mechanical Engineering~~

~~Specifications Consultant~~

~~Structural Engineering~~

~~Surveying~~

~~Sustainability Ratings~~

~~Transportation Engineering~~

RFP PROPOSAL – Minimum Mandatory Requirements (RFP Section 1.2/Form 16)

FORM 16 MINIMUM MANDATORY REQUIREMENTS

- 1.2.1 Proposer or its subconsultant shall have a Resident Engineer with a valid and active registered civil engineer's license by the State of California.
- 1.2.2 Previous lead project management experience on at least three bridge construction, bridge widening, bridge seismic retrofit, major storm drain, or major roadway reconstruction projects.

RFP PROPOSAL - SUBMITTAL

Proposal deadline: December 28, 2022, at 4:00 p.m.

The following two options are available for submitting proposals:

1. Submit electronic proposals through Bid Express. Refer to the Bid Express/Infotech guide provided in the RFP. Please register with Bid Express well before the due date and allow enough time for proposals to upload.
2. Mail in electronic proposals via Universal Serial Bus (USB) drive or compact disk (CD) to Public Works Headquarters. Mail-in proposals must be received by the Cashier's Office by the deadline. Proposals shall be addressed to:

County of Los Angeles Public Works

Cashier's Office

900 South Fremont Avenue, Mezzanine Level

Alhambra, CA 91803

Attention: Loydi Nguyen,

On-Call Project Management and Related Services for PMDIII Federally-Funded Projects

RFP Number BRC0000363

RFP PROPOSAL - BID EXPRESS

You may submit your proposal electronically through Bid Express.

Create your Account and Multi-Browser Digital ID

Refer to the set-up guide for instructions and customer support contact information.

First time users:

Register your company 14 days before the RFP due date at www.bidexpress.com

Create a digital ID and provide verbal confirmation with BidExpress

Allow enough time for files to upload. Late or incomplete files will not be accepted.

There is a service fee to use Bid Express:

\$40 per solicitation or
\$50 per month unlimited

Register on BidExpress by December 14, 2022

RFP – SELECTION PROCESS

Proposals received:

- Pass/Fail review
- Evaluation Committee will evaluate proposals and resulting scores will determine ranking of the Proposers.
- Top five (5) highest ranked Proposers may be short-listed for oral interviews or as appropriate and in the best interest of the County.
- Proposers must receive a minimum threshold score of 50% of the written evaluated score to be considered for oral interview and in order to be eligible for contract award.

Scoring Criteria for Proposal:

9.2.1 Qualifications and Experience (55 points)

9.2.2 Standard Services and Work Plan (40 points)

9.2.3 Performance History References Scoring (5 points)

Scoring Criteria for Oral Interviews:

9.4.1 Presentation (30 points)

9.4.2 Responsiveness to Direct Questions (20 points)

Written/Oral Interview scores will be combined.

RFP – SELECTION PROCESS

- Notification letters on Selection of Consultants
- Negotiation/Review of Cost Proposals
- Financial Document Review Process with Caltrans
- Board of Supervisors Approval
- Execute Contract

RFP PROPOSAL

Format of Proposal:

Sections

1. Cover Letter

2. Table of Contents

3. Corporate Documentation

Statement of Information & Certificate of Good Standing

4. Qualifications and Experience

Clearly label and respond to 8.2.4.1-8.2.4.3

5. Standard Services and Work Plan

Clearly label and respond to 8.2.5.1-8.2.5.3

6. Acceptance of Terms and

Conditions Include a statement.(pass/fail)

7. Required Forms/Certifications

Primary firm must complete all forms. Subconsultants must complete Form 10 Jury Service Program and applicable DIR registration.

8. DBE Participation

Completion of Exhibit 15-H: Proposers/Contractor Good Faith Effort, provide in Section 8 of proposal.

9. Indemnification and Insurance

Affirmation Include a statement. Prime and subconsultants must meet all limits – see Attachment 2 of RFP. (pass/fail)

10. Performance History References

2 Non-County references, Form 15 must be signed. Total of two pages with Checklist-CARD.

11. Additional Data

CONTRACT INFORMATION

- The objective of this solicitation is to select **three qualified firms** to provide the requested services.
- Each Selected Consultant will be awarded **an aggregate not-to-exceed program amount of \$24,000,000.**
- Cost of Living Adjustment (COLA) is provided in the Contract.
- Consultants must utilize DBE Subconsultants to meet Contract DBE Goal, **21%.**
- Consultant must verify and print out the California Unified Certification Program (CUCP) data for each DBE subconsultant on their team. A list of DBEs certified by the CUCP can be found at <https://dot.ca.gov/programs/civil-rights/dbe-search>.
- The term of the Agreement will be for **three years.** The County shall have the right, at its sole option, to extend the term of the Agreement for up to **two additional one-year terms.**

RFP SCHEDULE

Dates are tentative and subject to change.

- 11/07/22 – RFP Released
- 11/30/22 – Preproposal Conference
- 12/14/22 – Deadline to submit questions
- 12/14/22 – Registration on BidExpress
- 12/28/22 – Proposals due no later than 4:00 p.m.
- 02/01/23 – Evaluation Review of Proposals
- 02/14 & 15 – Oral Interviews
- 02/22/23 – Notification letters of Selection
- 03/2023 – Debriefings
- 03/2023 – Negotiations
- 04/2023 – Financial Document Review to Caltrans
- 08/2023 – Board of Supervisors for Award
- 09/2023 – Execute Agreements

FINANCIAL DOCUMENT REVIEW (FDR) REQUEST

Recommended firms for award of contract will go through a Financial Document Review (FDR) Request. Subconsultants on your team will be required to provide the documents listed on the FDR Request Form.

Caltrans' IOAI Link:

[Instructions for Requesting A&E Consultant Indirect Cost Rate \(ICR\)](#)
[Financial Document Reviews \(FDR\) | IOAI \(ca.gov\)](#)



Inspector General

California Department of Transportation

Financial Document Review (FDR) Request Form

- To be completed by Local Public Agencies (LPA) - one per contract.
- For new proposed Architectural & Engineering (A&E) consultant LPA contracts of \$1 million or greater.
- For amendments, use only when there are additional subconsultants or changes in Indirect Cost Rate (ICR).

Email to:

conformance.review@dot.ca.gov

California State Department of Transportation
Independent Office of Audits and Investigations
Attention: Financial Document Review Manager

Date:

4/1/23

Federal/State Project Number:

TO BE DETERMINED

Check one: New Contract ☒ Amendment ☐ Other ☐ (describe)

A&E Contract Number:

PW#

Total Contract or Amended Amount of:

Prime Consultant Full Legal Name:

Project Description:

On-call project management and related services.

All Primes and Safe Harbor Rate (SHR) Applicants must be listed below. In addition, complete below for all Sub-Consultant(s) with estimated contract costs of \$500,000 and above on this contract. Sub-consultant(s) with less than an estimated contract cost of \$500,000 do not need to be included unless they are SHR applicants: (Add pages if necessary.)

Consultant's Name:	Estimated Contract Cost	Category	Caltrans ICR Acceptance ID # (if available)

I verify we received financial documents from the prime and sub-consultants based on the requirements specified in this form's Checklist seen on following page.

Name (Print):

Title:

Checklist

FDR Requirements for A&E Consultant Indirect Cost Rate

- Requirements for total contract amount equal to or greater than \$1,000,000.
- Prime and all sub-consultant(s) with estimated contract costs of \$500,000 and above must provide the documents marked below based on their applicable category.

Instructions

- LPAs are required to complete this form and include all applicable required documents upon submission.
- For financial document packages received between July 1 through December 31, the previous years ICR is the one that must be submitted.
- ICR Acceptance ID #: This is an identification number issued by Caltrans upon review and acceptance of consultant's ICR(s) schedule for a specific fiscal year. The Caltrans ID# ICR FYE must agree with the period when this form and financial documents are submitted as described above. If any consultant already has an accepted ID # for the applicable period then include that number on the schedule on page 1. For those consultants no additional documentation needs to be submitted at this time.

Please Note: Items on this checklist may not be all inclusive. IOAI reserves the right to request additional documents as deemed necessary.

Type of Financial Documents and Information for ICR FYE Proposed	CATEGORY 1: Consultants with Cognizant Approval Letter for ICR FYE Proposed	CATEGORY 2: Consultants Requesting Safe Harbor Rate	CATEGORY 3: Consultants with CPA Audited ICR Reports	CATEGORY 4: Consultants with Participation Amount of \$500K or Greater and No CPA Report
Paycheck Protection Program (PPP) Loan Questionnaire	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certification of Indirect Costs and Financial Management System Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CPA Audited ICR Report and Schedule (Prime Consultant must have a CPA Audited ICR Schedule)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ICR Schedule with FAR References for Disallowed Costs (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cognizant Approval Letter for the ICR FYE proposed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AASHTO Internal Control Questionnaire Appendix B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Safe Harbor Rate: Consultant Certification of Eligibility of Contract Costs and Financial Management System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) See Table 8-1 of the AASHTO Audit Guide for a listing of common unallowable costs.

FDR Continued

FDR Continued

Caltrans may require additional documents:

After the review of this form, some or all of the documents listed below may be requested:

Post-Closing Trial Balance and Supplemental Reconciliation Schedule (to tie the proposed ICR Schedule to the Trial Balance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior Year ICR Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chart of Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uncompensated Overtime Adjustments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation/Sick Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonus Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Executive Compensation Analysis (ECA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Related Party Rent Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle, Equipment, and Other Direct Costs Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Following documents can be retrieved from: <https://oig.dot.ca.gov/resources>

- Paycheck Protection Program (PPP) Loan Questionnaire
- Certification of Indirect Costs and Financial Management System
- AASHTO Internal Control Questionnaire Appendix B
- Safe Harbor Rate – Consultant Certification of Eligibility of Contract Costs and Financial Management System

QUESTIONS

Send all questions to:

Loydi Nguyen

Business Relations and Contracts Division (BRCD)

Email: Lnguyen@dpw.lacounty.gov

Phone Number: (626) 458-2180

CLOSING

Thank you for attending today's Pre-Proposal Conference

Public Works Business Opportunities Website:

https://dpw.lacounty.gov/contracts/aed_rfp/ProjectDetail.aspx?project_id=BRC0000363.

Scroll down to the "Documents" area to view the RFP and Notice To Proposers.

- Register to receive automatic notification when any updates are made.
- Please fill out the sign-in sheet.

Proposals are due on December 28, 2022, at 4 p.m.

Electronic proposals only: Bid Express or mail/hand-deliver USB Drive/CD to Public Works Cashier's Office.