



## NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ) 18-1

### ENVIRONMENTAL AND ENGINEERING ON-CALL SERVICES

The Contra Costa Transportation Authority (CCTA) intends to establish a ranked list of prequalified consultant firms to develop any of the following: 1) Project Initiation Documents (PID); 2) Environmental Documents and Project Reports (ED-PR); and 3) Plans, Specifications and Estimates (PS&E) for projects funded by the CCTA Measure J local sales tax measure and local agency funding (collectively referred to as the "Project").

In order to establish a ranked list of prequalified consultants, CCTA intends to award contracts to up to six (6) qualified consultant firms. Selected qualified consultants may be awarded a contract to provide as-needed services with specific performance and schedule details to be contained in individual Task Orders issued by CCTA. Once the list has been established, CCTA intends to enter into negotiations with the top ranked consultant firm to prepare Project Report and Environmental Documents (Task Order 1) for the proposed State Route 4 Operational Improvements project (SR4 OIP). If negotiations are not successfully concluded, CCTA will enter into negotiations with the next qualified firm on the ranked list.

#### KEY DATES

RFQ Issue Date:	February 23, 2018
Pre-Proposal Conference Date	Not scheduled
Questions Due Date	March 9, 2018 at 2:00 p.m.
Submittal Due Date	March 23, 2018 at 4:00 p.m.
Tentative Interview Date	Week of April 16, 2018
Notice of Intent to Award Date	April 20, 2018
Contract Award Date	June 20, 2018
Notice to Proceed Date	June 21, 2018

CCTA has implemented an e-Procurement system and utilizes "PlanetBids." This system streamlines procurement processes and offers expanded services to our vendors by allowing them to participate in CCTA procurements through the internet. Registration with PlanetBids is required to participate in this RFQ. Your registered account is also the only means of access to CCTA notifications, addenda, and other important elements of this procurement process. There are no fees to register or submit qualifications. Firms can access the system at [www.ccta.net](http://www.ccta.net), click on "Get Involved" then select "Bid Opportunities."

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**CONTRA COSTA TRANSPORTATION AUTHORITY**

**REQUEST FOR QUALIFICATIONS (RFQ) 18-1**

**ENVIRONMENTAL AND ENGINEERING ON-CALL SERVICES**

**I. INTRODUCTION**

The Contra Costa Transportation Authority (CCTA) intends to establish a ranked list of prequalified consultant firms to develop any of the following: 1) Project Initiation Documents (PID); 2) Environmental Documents and Project Reports (ED-PR); and 3) Plans, Specifications and Estimates (PS&E) for projects funded by the CCTA Measure J local sales tax measure and local agency funding. In order to establish a ranked list of qualified consultants, CCTA intends to award contracts to up to six (6) qualified firms. Selected qualified consultants may be awarded a contract to provide as-needed services with specific performance and schedule details to be contained in individual Task Orders issued by CCTA. It is anticipated that the term of each contract will be for two (2) years with a CCTA option for two (2), one-year extensions.

Once the list has been established, CCTA intends to enter into negotiations with the top ranked consultant firm for Task Order No. 1 to prepare the ED-PR for the proposed State Route 4 Operational Improvements project (SR4 OIP). If negotiations are not successfully concluded, CCTA will enter into negotiations with the next qualified firm on the ranked list.

**II. PROJECT SUMMARY – ENGINEERING AND ENVIRONMENTAL ON-CALL SERVICES**

CCTA requires professional services of one or more consultants to provide environmental and engineering services. Support services will be provided on an on-call/as needed basis in support of current CCTA Projects, Measure J Projects, and projects in partnerships with other agencies. Consultant will perform professional and technical engineering services to prepare PID, ED-ER or PS&E documents and related activities, including any necessary re-evaluation of the environmental document and right-of-way engineering. The required environmental and engineering design services will include, but not limited to the following items: base mapping, design surveys, highway and roadway, foundation investigations, bridge structures, drainage, retaining walls, sound walls, utilities, lighting, pavement features, traffic studies, signals, signing, striping, stage construction, landscaping, preparation of permit applications, environmental documents/technical studies and such other incidental features as may be required. For a complete description and Scope of Services, see the Scope of Services attached hereto and incorporated herein as Attachment A.

### **III. PROPOSAL INSTRUCTIONS**

#### **A. GENERAL INSTRUCTIONS**

Where two or more firms, persons or entities wish to submit one proposal in response to this RFQ, they should do so on a prime and subconsultant basis rather than as a joint venture. CCTA will contract with a single firm, person or entity only and not with a joint venture. A firm that is the prime consultant on a contract awarded under this process may also be a subconsultant firm on another contract. Subconsultants can be on more than one team.

#### **B. CONTACT INFORMATION**

Proposers are cautioned not to discuss this RFQ with any official, Board Member or employee of CCTA. Neither proposers, nor anyone representing the proposer, are to discuss this RFQ with any consultant or contractor engaged by CCTA for assistance in preparing a response to the RFQ. Violation of this prohibition may result in disqualification of the proposer.

#### **C. PRE-PROPOSAL CONFERENCE**

A Pre-Proposal Conference is not anticipated for this RFQ.

#### **D. WRITTEN QUESTIONS/CLAIFICATIONS**

All questions and or clarifications to this RFQ must be submitted electronically through your registered account with PlanetBids, CCTA's online bidding system, on or before the due date specified in the above Notice of RFQ. A late request or requests not submitted through PlanetBids will not be considered. CCTA will respond to all questions through PlanetBids by issuing a written addendum.

#### **E. ADDENDA**

CCTA reserves the right to revise the RFQ documents. Revisions, and notifications thereof, will be made by written addendum and made available to registered vendors with PlanetBids. CCTA will not be bound to any modifications to or deviations from the requirements set forth in this RFQ as a result of any oral discussions and/or instructions. Proposers must acknowledge receipt of any addenda in their proposal.

#### **F. CONTRACT TYPE**

A time and materials contract will be used for the services provided by the firms selected from this RFQ. Any services provided by the consultant that is not specifically covered by an approved contract with CCTA will not be reimbursed. Attachment B contains the Draft Agreement (Agreement) that will be used to contract with the consulting firms selected from this RFQ.

#### **G. CONFLICT OF INTEREST**

Any person or firm that has assisted CCTA in preparing any aspect of this RFQ or any support cost estimate associated with the Scope of Services related to this RFQ is prohibited from submitting a proposal in response to this RFQ. Firms that received assistance from any such

person or entity, or who will use the services of such person or entity in performing the Work will be disqualified. A firm who is prohibited from submitting a proposal in response to this RFQ will not be prevented from participating in future projects to the extent that no direct conflict of interest exists at the time. Firms responsible for a project's design may not participate in construction management or construction inspection contracts for the project. The determination of a conflict of interest, direct or incidental, shall be made by CCTA based upon substantial evidence.

**H. PRE-CONTRACTUAL EXPENSES/CANCELLATION OF RFQ**

CCTA shall not be liable for any pre-contractual expenses incurred by the firm in preparation or submittal of their proposal. The proposer shall not include any such expenses as part of their price proposal. Prohibited pre-contractual expenses include any and all expenses incurred by the proposer prior to issuance of the Notice To Proceed by CCTA. CCTA additionally reserves the right to cancel this RFQ at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs accrued by proposers associated with this RFQ.

**I. MATERIALS FURNISHED BY CCTA**

All software, data, reports, surveys, drawings, and other documents furnished to the consultant by CCTA for the consultant's use in the performance of work shall be made available only for use in performing the assignment and shall remain the sole property of CCTA. All such materials shall be returned to CCTA upon completion of work, termination of the contract, or other such time as CCTA may determine.

**J. AMENDMENTS TO PROPOSALS**

No amendment, addendum or modification to proposals will be accepted after the Submittal Due Date and Time as specified in the Notice of this RFQ.

**K. PROTESTS**

Any proposer may protest a contract award if the proposer believes that the award was inconsistent with CCTA's policies or this RFQ is not in compliance with law. A protest must be filed in writing with CCTA (email is not acceptable) within five (5) business days after date of notification of contract award. Any protest submitted after 5:00 p.m. of the fifth business day after notification of contract award will be rejected by CCTA as invalid and the proposer's failure to timely file a protest will waive the proposer's right to protest the contract award. The proposer's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, address and telephone number of the person representing the proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived. CCTA will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. CCTA shall provide the proposer submitting the protest with a written statement concurring with or denying the protest. Action by CCTA relative to the protest will be final and not subject to appeal or reconsideration. The

procedure and time limits set forth in this Section are mandatory and are the proposer's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

**L. CONFIDENTIALITY OF PROPOSAL**

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals submitted in response to this RFQ shall be held confidential by CCTA and shall not be subject to disclosure under the California Public Records Act (Cal. Government Code section 6250 et seq.) until after either CCTA and the proposer have completed negotiations and entered into the Agreement or CCTA has rejected all proposals. All correspondence with CCTA including responses to this RFQ will become the exclusive property of CCTA and will become public records under the California Public Records Act. Furthermore, CCTA will have no liability to the proposer or any other party as a result of any public disclosure of any proposal or the Agreement.

If a proposer desires to exclude a portion of its proposal from disclosure under the California Public Records Act, the proposer must mark it as such and state the specific provision in the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if a proposer submits trade secret information, the proposer must plainly mark the information as "Trade Secret" and refer to the appropriate section of the California Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, CCTA is not in a position to establish that the information that a proposer submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary", CCTA will provide proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

**M. LOCAL PREFERENCE**

CCTA encourages local firms to participate. A firm is considered "local" if it has maintained a local working office within Contra Costa County for at least six months prior to the date this RFQ was issued. Work performed outside the county by a firm with a local office would not qualify toward meeting the local preference. Portion of work performed by non-local firms within Contra Costa County do not qualify for local preference.

**IV. PROPOSAL SUBMITTAL**

Qualification, forms and all materials related to this RFQ are to be submitted electronically through your registered account with PlanetBids, CCTA's online bidding system, on or before the due time and date specified in the above Notice of RFQ. Additionally, 3 hardcopies of the materials are to be submitted to:

**Randall Carlton**  
**Deputy Executive Director-Administration**  
**Contra Costa Transportation Authority**  
**2999 Oak Road, Suite 100**  
**Walnut Creek, CA 94597**

**A. PROPOSAL CONTENT**

The proposal is limited to 30 (8 ½" x 11") pages in no less than 11-point font. This page limit does not include the cover, tabs and cover letter. Charts and schedules may be included in 11" x 17" format and consider as one page in the proposal. Each page must be consecutively numbered. Each section must be tabbed and labeled. Content and cover letters shall not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged, and presentations should be brief and concise. Content that does not contain the required information will be deemed non-responsive and will not be considered.

If at any time during the RFQ process, a firm makes any changes to proposed key personnel or subconsultants, the firm must notify CCTA in writing of those proposed changes as soon as they are known. CCTA reserves the right to accept or reject such proposed changes or to revise the evaluation scoring to reflect the proposed staffing changes. All submittals must be formatted based on the sections below.

**1. Cover Letter.** Specific and required elements of this section includes the following:

- Identification of all proposed subconsultants including description of the work to be performed by the firm and each subconsultant proposed for the Project and an estimate of the percentage of work to be performed by each subconsultant.
- Indicate the location of the office from which the work will be performed.
- A list of all prime contracts (if any) awarded to the firm by CCTA for the last five (5) years. The list shall include a short description of the project, the award date, completion date, name of assigned Project Manager, and contract value.
- If proposer has ever been terminated from a contract, describe the facts and circumstances in detail.
- Acknowledgement of all addenda.
- A statement that the proposal is valid for 180 calendar days from the date of submission.
- A signed statement by an officer of the prime firm who can bind the firm to the Agreement and attest that all information in response to this RFQ is true and correct.
- A memorandum from a principal of each subconsultant indicating the specific portion of the Project the subconsultant will be performing.

**2. Qualifications, Related Experience and References.** This section of the proposal should establish the ability of the proposing firm to satisfactorily perform the required work by reasons of experience in performing work of the same or similar nature. Specific and required elements of this section includes the following:

- Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees.
- Provide a general description of the firm's current financial condition; identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede ability to complete the Project.
- Describe the firm's experience in performing work of a similar nature to that solicited in this RFQ, and the participation in such work by the key personnel proposed for assignment to this Project. Highlight the firm's and key personnel's experience with the work or services identified in the Scope of Services.
- Describe experience in working with the various government agencies that may have jurisdiction over the approval of the work specified in this RFQ. Please include specialized experience and professional competence in areas directly related to this RFQ.
- Provide a list of past joint work by the proposer and each subconsultant, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party.
- Provide a minimum of three (3) references for work of a similar nature for both the firm and the Project Manager (for a total of six (6) references). Furnish the name, title, address and telephone number and e-mail address of the person(s) at the client organization who is most knowledgeable about the work performed. References may also be supplied from other work not cited in this section as related experience.

**3. Proposed Staffing and Project Organization.** This section of the proposal should establish the method that will be used to manage the project as well as identify key personnel assigned and their qualifications. Specific and required elements include the following:

- Provide education, experience and applicable professional credentials of proposed project staff. Identify the person who is a licensed Professional Engineer (PE) in the State of California and include a copy of the PE's license.
- Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the person's name, current location, proposed position for this Project, current assignment, level of commitment to that assignment, availability for this assignment, and how long each person has been with the firm. CCTA reserves the right to review, approve and/or designate the positions and functions



deemed to be “key” to the project and request information concerning key personnel not listed as such by the proposer.

- Furnish brief biographies of key personnel identified above, highlight any applicable experience based on the scope of work, total years of experience, years of experience with current firm, representative projects comparable to the scope of work, registrations or certifications.
- Include a project organization chart that clearly delineates communication and reporting relationships among the key personnel and staff, including subconsultants.
- Include a statement that key personnel will be available to the extent proposed, or designated by CCTA, for the duration of the Project, acknowledging that no person designated as "key" to the Project shall be removed or replaced without the prior written concurrence of CCTA.

4. **Project Approach/Work Plan.** This section of the proposal shall provide a narrative that addresses the Scope of Services and shows a clear understanding of the Project needs and requirements. Specific and required elements include the following:

- Describe the approach and work plan for completing the tasks specified in the Scope of Services. The work plan shall be of such detail to demonstrate the firm’s ability to accomplish the project objectives and to meet the project schedule.
- Outline sequentially the activities that would be undertaken in completing the tasks and specify who in the firm would perform the work.
- Furnish a project schedule for each task and subtask in terms of elapsed weeks from the project commencement date.
- Identify methods that will be used to ensure quality control as well as budget and schedule control for the project.
- Identify any special issues or problems that are likely to be encountered during this project and how they will be addressed.

Firms are encouraged to propose enhancements, or procedural or technical innovations to the Scope of Services, that do not materially deviate from the objectives or required content of the Project.

5. **Contract Exceptions.** In submitting a proposal in response to this RFQ, the consultant is certifying that it takes no exceptions to this RFQ including, but not limited to, the Agreement. CCTA does not anticipate making substantive changes to its Agreement. Proposers are asked to include in their proposal a written discussion of any and all proposed exceptions or deviations from Draft Agreement (Attachment B). Firms will be deemed to have accepted any and all terms and conditions not objected to or identified as an exception or deviation to this RFQ. Exceptions, if any, may be reason for rejection of a proposal.

**6. Appendices.** Information considered pertinent to this RFQ or to the evaluation of qualifications of the proposer, which has not been specifically solicited in any of the aforementioned sections, may be placed in a separate appendix section. Appendices are not included within the page limit set forth above. Appendices must be relevant and brief and must not include extraneous material that does not directly address an element of this RFQ.

**B. Cost Proposal** Proposers are asked to submit only the technical information requested in this RFQ. No cost proposal or work hours are to be included in this phase of the procurement process.

## **V. ACCEPTANCE OF QUALIFICATIONS**

CCTA reserves the right to accept or reject any and all submittals to this RFQ, or any item or part thereof, or to waive any informalities or irregularities in a submittal. CCTA reserves the right to cancel this RFQ at any time without prior notice and CCTA makes no representation that any contract will be awarded to any firm responding to this RFQ. CCTA reserves the right to reject all submittals and to re-issue (or not re-issue) a new RFQ for the same or similar scope of work. CCTA reserves the right to adjust or postpone key dates specified in the above Notice of RFQ for its own convenience.

## **VI. CONSULTANT SELECTION CRITERIA AND WEIGHTS**

The primary objective of CCTA is to prequalify Consultants and select a Consultant to perform the services specified in this RFQ. CCTA has established criteria for the selection process as follows:

- A.** The selection process shall be fair, open, and competitive.
- B.** The selection of the firm will be based on clearly stated objectives, identified in this RFQ.
- C.** Selection of the firm(s) shall be based upon demonstrated competence, professional qualifications, experience, and capabilities to perform the required work identified in the Scope of Services in Attachment A, and the proposer's approach, work plan and opportunities to streamline delivery of SR4 OIP (Task Order 1).
- D.** Upon review of the qualifications, a shortlist of firms within the competitive range will be invited to an interview at CCTA's office located at 2999 Oak Road, Suite 100, Walnut Creek, CA 94597. The firms will be ranked and awarded to the six most technically qualified firms best conforming to the RFQ to establish a list of pre-qualified consultants, which is in the opinion of CCTA and most advantageous to CCTA. The determination of the competitive range is at the sole discretion of CCTA's Evaluation Committee.
- E.** CCTA reserves the right to reject any and all qualifications. CCTA is under no obligation to award a contract for the subject work. At the conclusion of the evaluation process, the Evaluation Committee will recommend to the body or officer having authority to award the contract on

behalf of CCTA (“Awarding Authority”) the firm who ranked the highest in overall score. CCTA reserves the right to request additional information and/or clarification from any or all proposers to this RFQ, but is under no obligation to do so.

**F. Qualifications will be evaluated based on the criteria and weights identified herein as follows:**

- **Qualifications, Related Experience and References:** Firm’s experience, years in business, and past and current client references; technical expertise and professional competence in areas directly related to this RFQ, number of years’ experience performing similar work; demonstrated ability to manage and coordinate the Work; deliver quality products and services; deliver projects within budget and on schedule; and experience working with public agencies identified in the RFQ. Maximum points - 30.
- **Proposed Staffing and Project Organization:** Technical expertise and professional competence in areas directly related to the work identified in this RFQ; level of experience, certifications and licenses required and training key personnel assigned, including subconsultants, if applicable; strength of experience and stability of proposed personnel; breadth and depth of resources, coordination of Work and quality control; availability of proposed staffing; and concurrence with restrictions on changes in key personnel. Maximum points - 40.
- **Work Plan:** Depth of understanding of CCTA’s needs and requirements, and understanding of the Scope of Services. Proposer’s approach and methodology/systems reflecting the ability to provide the requested Work. Demonstrated knowledge of the Work being requested; identification and knowledge of all requirements cited in the Scope of Services; and proposed technical or procedural innovations identified in the proposal. Maximum points - 30.

**G. Local Preference:** A firm is considered “local” if it has maintained a local working office within Contra Costa County for at least six months prior to the date of this Request for Qualifications. That portion of work that is performed outside the county by a local firm does not qualify as budgeted work for local preference. Also, work projected to be performed by non-local firms within Contra Costa County does not qualify for local preference for this evaluation. Maximum additional points - 7.

**H. CCTA shall select the highest ranked firms to participate in the interview process. The number of firms invited shall be at the discretion of CCTA, but shall not be less than two. Firms who are invited to the interview will be asked a series of questions which will be scored. The maximum score for the interviews is 100 points. Upon completion of the interview, the Evaluation Committee shall compile their interview scores. The interview will be weighted 40% and the technical proposal will be weighted 60% for a total of 100%.**

## **VII. NEGOTIATIONS AND AWARD**

In order to establish a ranked list of qualified consultants, CCTA intends to award contracts to up to six (6) qualified firms. Selected qualified consultants may be awarded a contract to provide as-needed services with specific performance and schedule details to be contained in individual Task Orders by CCTA. It is anticipated that the term of each contract will be for two (2) years with option for two (2), one-year extensions. Based on the number of contracts proposed to be awarded, a contract with fixed rates of compensations for specific persons will be negotiated with the top ranked Consultant(s). CCTA will assign the work of the consultant based on the established ranked list of qualified consultants or as deemed necessary and appropriate by CCTA. CCTA reserves the right to contract with additional consultants.

## **VIII. DEBRIEFING**

Firms who submit a response to the RFQ shall be notified in writing when: the firm was not selected to receive further consideration in the RFQ process; the firm was selected for the interview process and after the RFQ Evaluation Committee's recommendation to award has been determined. Firms who were not awarded the contract may obtain a debriefing by contacting CCTA at the above contact information. Firms will have thirty (30) calendar days from the date identified in the written correspondence to request a debriefing.

## **IX. Quality Assurance Program**

Selected firms will be required to comply with CCTA's Quality Assurance Program (QAP). CCTA has adopted a Quality Assurance Program to ensure that its projects be planned, designed, and constructed with the highest regard for quality, to maximize cost effectiveness of transportation investments and attain a safe, reliable and high quality transportation system in Contra Costa County. The QAP outlines the requirements for the Quality Management Plan (QMP). The QMP outlines the framework and implementation of Quality Assurance/Quality Control for all deliverables associated with the Project. The QAP provides the framework and process for CCTA to ensure the QA/QC is being implemented on project deliverables and audit the adopted QMP. The QAP is available at CCTA website.

## ATTACHMENT A

### SCOPE OF SERVICES

Services provided under this contract include planning, environmental and PS&E services on an on-call basis to CCTA for work assignments related to State Highway and Local Agency projects throughout Contra Costa County. Consultant shall furnish all technical and professional services including labor, material, equipment, transportation, supervision and expertise to fully and adequately perform the services described herein, and more specifically described in Task Orders to be negotiated and executed in future services as required. Task Orders shall be initiated by the Deputy Executive Director, Projects and/or Contract Manager. Consultant and/or CCTA shall prepare a written Scope of Services and schedule for each Task Order. Consultant and CCTA shall negotiate and establish a budget consistent with the scope of work and the Consultant's billing rates as part of the Contract. Each Task Order shall be memorialized in writing and approved by the Deputy Executive Director, Projects or authorized designee's. Consultant will work closely with CCTA and its Project Management Consultant, Caltrans staff, as well as impacted local agencies. Consultant will be expected to prepare documents and reports to relevant local, state (Caltrans) and federal standards.

The major tasks that may be include preparation and/or perform of:

- Feasibility/Traffic Studies
- Project Initiation Documents
- Project Reports
- Draft and Final Environmental Documents
- Performance of all other services as necessary to obtain expeditious approval, environmental clearance and required permits for the projects
- Final Design Plans, Specifications and Estimates
- Coordination and collaboration with CCTA and its Project Management Consultant, Caltrans staff, as well as other impacted local agencies.

The required environmental services will include, but not limited to the following:

- Preparation of joint CEQA/NEPA environmental documents including all necessary technical studies
- Leading the effort to secure expeditious approval of the environmental documents
- Arranging public workshops and meetings
- Consultation with responsible and interested agencies
- Preparation of mitigation plans/requirements
- Other incidental features required to facilitate the preparation of the Project Report and Environmental Documents

The required engineering and environmental services will include, but not limited to the following:

- Preliminary highway design including geometric layouts, geotechnical, drainage, structures, utilities, traffic analysis, electrical, base mapping/data gathering, and pavement features
- Development of design exceptions
- Technical Studies and Reports
- Cost Estimates
- Consultation with outside agencies and identification of required permits
- Re-evaluation of the environmental document
- Right-of-way engineering and analysis
- PS&E design services such as base mapping, design surveys, highway and roadway, foundation investigations, bridge structures, drainage, retaining walls, sound walls, utilities, lighting, pavement engineering, traffic studies, signals, signing, striping, stage construction, landscaping, preparation of permit applications, and other incidental features and activities required to complete the final bid documents.

## **ATTACHMENT A**

### **SCOPE OF SERVICES**

#### **TASK ORDER 1**

#### **Preparation of Environmental Document and Project Report State Route 4 Operational Improvements Project**

##### **Project Description**

State Route 4 (SR4) is a major freeway which connects the communities in East Contra Costa County to the San Francisco Bay Area. The segment between the SR4/Interstate 680 (I-680) Interchange and the Bailey Road Interchange experiences severe directional peak period traffic congestion that is expected to deteriorate in the future. The westbound (WB) direction experiences congestion during the morning commute hours and eastbound (EB) direction experiences congestion during the afternoon commute hours.

The SR4 OIP proposes to improve operations along SR4 in both EB and WB directions from 0.3 mile west of the SR4/SR242 separation to the Bailey Road Undercrossing. The project aims to improve traffic operations and travel time in both directions during peak commute periods for all users. The improvements include combination of new auxiliary lanes and conversion of existing auxiliary lane to general purpose/mixed flow lanes.

The Project Study Report –Project Development Support (PSR-PDS) was approved by Caltrans on May 30, 2017. Three build alternative and the “no-build” alternative were evaluated in the PSR-PDS to construct auxiliary lanes and operational improvements along SR4. Alternative 1 proposes to implement improvements through traditional outside widening utilizing minimum standards. Alternative 2 utilizes the inside shoulders and no outside widening. Alternative 3 includes utilizing a part time shoulder use lane to convert the inside shoulders to a traffic lane serving high occupancy vehicles (HOVs) during peak periods. The inside shoulders will remain during off peak periods.

The project consists of several packages of improvements in both directions in the project limits. Each alternative consists of packages with logical termini and independent utility so each package can move forward as an independent project, including the environmental clearance. This also allows the implementation of a combination of packages from different alternatives to maximize benefits with available funding. Consultants are encouraged to identify opportunities to streamline delivery of the alternatives and packages in the PSR-PDS. The Authority will select which packages to move forward into PA/ED based on available funding. PSR-PDS documents for the project are available for view or download from within your registered PlanetBids account. See “Documents/Attachments” for this RFQ.

##### **Task Order 1 Scope of Services**

The selected consultant team will work closely with CCTA and its Project Management Consultant, Caltrans staff, as well as local agencies. The selected consultants will be expected to prepare documents

and reports to relevant local, state (Caltrans) and federal standards and requirements. This includes preparation of engineering drawings and technical studies.

The major tasks that may be included are:

- Preparation of Project Report
- Preparation of Draft and Final Environmental Document
- Performance of all other services as necessary to obtain expeditious approval and environmental clearance for the projects

The required engineering services will include, but not limited to the following:

- Preliminary highway design including geometric layouts, drainage, structures, utilities, electrical and pavement features
- Surveys
- Traffic studies
- Development of design exceptions
- Cost Estimates
- Consultation with outside agencies and identification of required permits
- Other incidental features and activities required to facilitate the preparation of the Project Report and Environmental Documents.

The required environmental services will include, but not limited to the following:

- Preparation of joint CEQA/NEPA environmental documents including all necessary technical studies
- Leading the effort to secure expeditious approval of the environmental documents
- Arranging public workshops and meetings
- Consultation with responsible and interested agencies
- Preparation of mitigation plans/requirements



**ATTACHMENT B**  
**DRAFT AGREEMENT**

**[The Draft Agreement will soon be released as an addendum.]**