

# **Imperial County Transportation Commission**

## **Request for Proposals for Resident Engineering and Construction Management (CM) Services Calexico Intermodal Transportation Center**



Requested by: David Aguirre, Executive Director  
Imperial County Transportation Commission  
1503 N. Imperial Avenue, Suite 104  
El Centro, CA 92243  
Phone: (760) 592-4494

February 20, 2024

Prepared by: Katie B. Luna  
Transportation Planner

Proposals due no later than  
4:00 p.m. on April 17, 2024

## Table of Contents

I.	PURPOSE AND BACKGROUND .....	5
II.	PROJECT SCHEDULE .....	6
III.	PROJECT DESCRIPTION .....	7
IV.	SCOPE OF WORK .....	7
V.	RESPONSIBILITIES OF THE ICTC .....	11
VI.	PROPOSAL CONTENT AND INFORMATION .....	12
	a. General Requirements .....	12
	b. Table of Contents .....	13
	c. Summary of Qualifications and Experience .....	13
	d. Analysis of Effort/Methodology .....	13
	e. Cost and Fees .....	14
	f. Insurance Requirements .....	14
VII.	EVALUATION OF PROPOSALS .....	14
VIII.	CLOSING ITEMS .....	15

## **EXHIBITS**

A – Sample Proposal Evaluation Form

B – Sample Consultant Agreement and Insurance Requirements\*  
***\*No changes shall be made to consultant agreement.***

C – Location Map

**For all Federally Funded Projects the following additional items shall also be considered part of the contract:**

D – Required Certification by Consultant with Proposal

- Exhibit 15-H: DBE Information – Good Faith Efforts
- Exhibit 10-H: Cost Proposal (submitted in separate sealed envelope)
- Exhibit 10-O1: Consultant Proposal DBE Commitment
- Exhibit 10-Q: Disclosure of Lobbying Activities

E – Required Certification by Consultant and ICTC after Contract Execution

- Exhibit 10-F: Certification of Consultant, Commission & Fees
- Exhibit 10-O2: Local Agency Proposer DBE Information (Consultant Contract)
- Exhibit 17-F: Final Report – Utilization of DBEs
- Exhibit 17-O: DBE Certification Status Change

F – FTA Required Third-Party Contract Clauses

- No Government Obligation to Third Parties
- Program Fraud and False and Fraudulent Statements and Related Acts
- Access to Records and Reports
- Federal Changes
- Civil Rights (EEO, Title VI, & ADA)
- Incorporation of Federal Transit Administration Terms
- Prohibition on Certain Telecom and Video Surveillance Services or Equipment
- Energy Conservation
- Disadvantaged Business Enterprise (DBE) Prompt Payment/Return of Retainage
- Intelligent Transportation Systems (ITS)-National Architecture
- Termination
- Government-wide Debarment and Suspension
- Legal Matters Concerning a Covered Transaction
- Breaches and Dispute Resolution
- Lobbying and Lobbying Certification Statement
- Clean Air
- Clean Water
- Fly America (Property or Persons International Travel)
- Contract Work Hours and Safety Standards Act

\*\*\*\*\*

# SPECIAL NOTICE

\*\*\*\*\*

**Notification of Contractor Registration Requirements (where required)**

Pursuant to the requirements of California Labor Code section 1771.1, all contractors and subcontractors that wish to engage in public work through a public works contract must be registered with the Department of Industrial Relations (DIR).

Beginning March 1, 2015, no contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with DIR.

Beginning April 1, 2015, no contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR, pursuant to Labor Code section 1725.5

**All contractors, including subcontractors, listed in the proposal must be registered with the DIR at the time proposals are due, and must submit proof of registration with the proposal. Any proposals received listing unregistered contractors and/or subcontractors will be deemed non-responsive.**

Application and renewal are completed online with a non-refundable fee of \$300. Read the Public Works Reforms (SB 854) Fact Sheet for requirements. Instructions for completing the form and additional information can be found on the DIR website.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR).

## SOURCES OF INFORMATION

INFORMATION	WEBSITE
Department of Industrial Relations (Public Works)	<a href="http://www.dir.ca.gov/Public-Works/PublicWorks.html">http://www.dir.ca.gov/Public-Works/PublicWorks.html</a>
SB 854 Fact Sheet	<a href="http://www.dir.ca.gov/Public-Works/PublicWorksSB854.html">http://www.dir.ca.gov/Public-Works/PublicWorksSB854.html</a>
Senate Bill 854 Compliance	<a href="http://www.dir.ca.gov/Public-Works/SB854.html">http://www.dir.ca.gov/Public-Works/SB854.html</a>
Public Works Contractor (PWC) Registration	<a href="https://efiling.dir.ca.gov/PWCR/">https://efiling.dir.ca.gov/PWCR/</a>
Classifications and Minimum Labor Rates	<a href="http://www.dir.ca.gov/OPRL/Pwd/">http://www.dir.ca.gov/OPRL/Pwd/</a>

---

# Imperial County Transportation Commission

## Resident Engineering and Construction Management (CM) Services

### Calexico Intermodal Transportation Center (ITC)

---

February 20, 2024

#### I. PURPOSE AND BACKGROUND

The Imperial County Transportation Commission (ICTC) is requesting proposals from qualified firms to provide resident engineering and construction management services for the construction of the Calexico Intermodal Transportation Center.

This Request for Proposal intends to obtain proposals from qualified resident engineering and construction management firms to provide services for Design Review, Construction Estimated Cost Review, Resident Engineering and Construction Management activities, act as ICTC's representative onsite, prepare daily construction monitoring reports, surveying, prepare project closeout reports, provide labor compliance services, material testing services, coordinate completion of project As-Built drawings and O&Ms and various other similar duties as noted in the project Scope of Work.

The successful consultant will have experience in managing complex, multi-agency transportation projects, a depth of resources, and sensitivity to local and regulatory issues, and demonstrated success with the construction administration of Federal-aid projects with other grant funding. The successful consultant will also have demonstrated the ability to provide clear written and verbal communications with ICTC, local jurisdictions, local partners and businesses, utility companies, and regional and state agencies.

The project is funded with federal and state funds as summarized below:

- Rebuilding American Infrastructure with Sustainability and Equity (RAISE) – Federal Transit Administration
- Active Transportation Program – Small Infrastructure
- Transportation Development Act Funding

All services and deliverables provided by the consultant are required to comply with the guidelines, rules, and regulations of these funding sources, including invoicing, reporting, insurance, and record-keeping requirements.

Qualified entities are invited to submit written proposals for project consideration in accordance with this request. These services will be conducted under a contract with the Imperial County Transportation Commission, hereinafter referred to as "ICTC" and the consultant entity, hereinafter referred to as "Consultant". The contracts will be regulated according to the provisions of all federal, state, and local laws and ordinances that are applicable. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1775.

The ICTC Disadvantaged Business Enterprise (DBE) Program affirms the utilization and participation of qualified disadvantaged business firms in its contracting and procurement activities. ICTC encourages general and prime contractors to afford competitive subcontracting opportunities to disadvantaged firms, where possible, in their contracting and procurement activities with the ICTC.

Title VI of the Civil Rights Act of 1964 – disadvantage business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, religion, age, or disability in consideration for an award.

Services that are partially funded with Federal funds are subject to Part 26, Title 49, Code of Federal Regulations entitled "Participation by Disadvantaged Business Enterprises (DBE) in the Department of Transportation Financial Assistance program." Caltrans DBE program information can be found here: <https://dot.ca.gov/programs/civil-rights/dbe>

The DBE goal for the Resident Engineering and Construction Management Services for the Calexico Intermodal Transportation Center is 15%

## II. PROJECT SCHEDULE

### CALEXICO ITC PROJECT SCHEDULE

Issue Request for Proposal	February 20, 2024
Written Question Submittal Deadline	March 6, 2024
Pre-bid Meeting	March 8, 2024
Proposals due	March 22, 2024
Consultant Selection	April 2024
ICTC Awards Contract	April/May 2024
Notice to Proceed	May 2024
Project Kick-Off	June 2024
Construction Activities	July/August 2024
Planned Construction Substantial Completion Date	January 2026
Filing of Notice of Completion and Project Closeout	March 2026

## II. PROJECT DESCRIPTION

ICTC in coordination with the City of Calexico, intends to construct an Intermodal Transportation Center in the City of Calexico. The site for the new terminal is in the general area of the southeast corner of the Third Street and Rockwood Avenue intersection consisting of three parcels (APN 058-482-001, APN 058-482-002, and APN 058-482-003). The project is located in downtown Calexico near the center of the city. The project site is bound on the south by a service alley across which existing businesses exist.

The Proposed Project includes a combination of off-street/on-street bus spaces/stops around a peninsula and an island, located on the south side of Third Street. The peninsula would extend eastwards from Rockwood Avenue and Heffernan Avenue. The island and peninsula would be separated by a thoroughfare for buses across which a pedestrian crosswalk would be provided to connect the island and peninsula for pedestrians.

The transit center building would be constructed on the peninsula and would contain ticket sales/customer service area, restrooms, drinking fountains, vending machines, telephones, and information kiosks. There are shade trees and other landscaping along with benches, bike racks, and trash containers throughout the peninsula and project site.

The Proposed Project will include several amenities for the City of Calexico and public transportation users alike. The facility will include:

- Approximately nine 40-foot bus bays, parking locations for taxis and other local modes of transportation, a parking location for farmworker buses and trailers, and a parking location for regional transportation services.
- Pavement and concrete infrastructure, shade canopies, pedestrian benches, trash receptacles, lighting, security cameras, ADA-compliant infrastructure, bike racks, electric charging stations, and solar panels to offset power consumption by the facility.
- An approximate 1,200 square foot building that will house a public transit driver breakroom and restrooms, a public restroom, a security room, and a ticket booth that will provide ticket sales and passenger customer service.
- Functional landscaping improvements including shade trees, drought-tolerant shrubs, and zero-scape areas.

The project will also replace deteriorated sidewalks, curb and gutter, and curb return infrastructure along various locations including 3<sup>rd</sup> Street, Rockwood Avenue, and Heffernan Avenue. These improvements will include and improve the existing stormwater infrastructure in multiple areas that are subject to flooding. The project will include the construction of corner curb return bulb-outs which will include functional landscaping, ADA-compliant infrastructure, and crosswalk safety improvements.

## III. SCOPE OF WORK

The project is funded through a U.S. Department of Transportation (DOT) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant, State of California Active Transportation Program (ATP) funds, and Transit Development Act (TDA) Funds. ICTC is the lead agency as the recipient of these funds. Consultant agrees to adhere to all FTA and ATP project development guidance.

The following is a representative sample of the work scope for this project. It is not meant to be all-inclusive and the actual engagement will certainly require additional duties of a similar nature to those summarized below as the need arises. Responses to this RFP are strongly encouraged to suggest other tasks and duties that may be applicable and useful to ICTC.

The selected firm will provide construction management services that include but are not limited to those listed in this section. No subcontractors shall be utilized without prior authorization by ICTC.

a. Services Prior to Construction

1. The Consultant shall assist ICTC with the construction bidding phase of the project. Services may include but are not limited to: participation in evaluation of bid documents, assistance with the construction bidding and advertisement, assistance with the development of pre-bid question responses, assistance with the award of construction contract and similar bidding service items.

b. Services During Construction

1. In general, the Consultant shall ensure that the contract complies with plans and specifications (building materials, inspections, special inspections, adequate documentation, schedule, soil amendments, quality of work, workmanship, etc.). Consultant shall be ICTC's eyes in the field. Services and construction monitoring are to be provided on a full-time basis through the issuance of the construction notice to proceed, construction activities, and until the notice of completion for the project is filed and recorded at the County of Imperial Clerk/Recorder. The Resident Engineer/Construction Manager shall be a licensed Civil Engineer.
2. Coordination efforts:
  - a. Act as a liaison to ICTC for all construction activities occurring at the project site.
  - b. Coordinate the efforts of the design engineer, utility purveyors, permitting agencies, project partners (City, Utility, etc.), contractor, inspectors, and ICTC to ensure proper communications and progress of the project. Ensure the Contractor obtains all necessary permits required for the construction of the project.
  - c. Assist with reviewing and processing applicable responses to RFI's, submittals, change orders, payment requests, schedule updates, etc.
  - d. Consultant shall obtain and review all communications and invoices submitted by material testers. The Consultant shall be the designated contact for communications and coordination between ICTC and the contractor, material testers, and all other parties involved with construction.
  - e. The Consultant shall conduct all work and prepare all documentation in compliance with the provisions of Chapter 15, "Advertise and Award Project", Chapter 16, "Administer Construction Contracts", and Chapter 17, "Project Completion", of Caltrans' latest Local Assistance Procedures Manual; the latest edition of Caltrans' Construction Manual; and the latest edition of Caltrans' Standard Plans and Specifications. In addition, the Consultant shall adhere to all Federal Transit Administration (FTA) requirements. Additional information pertaining to FTA requirements can be found at <https://www.transit.dot.gov/regulations-and-guidance/project-management-oversight-pmo>.  
[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA\\_Construction\\_Project\\_Management\\_Handbook\\_2016.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Construction_Project_Management_Handbook_2016.pdf).  
[https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA\\_Project\\_and\\_Construction\\_Mgmt\\_Guidelines\\_2016.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Project_and_Construction_Mgmt_Guidelines_2016.pdf)
  - f. Assure that the project meets the Plans and Specifications and stays on budget and schedule. Monitor and track schedule/milestones pertaining to the project design, permitting, approvals, and construction activities.
  - g. Review, evaluate, and furnish recommendations to the ICTC regarding the contractor's performance, construction schedule, and any other matters related to compliance with the contract, including but not limited to, material quality, workmanship quality, and finish quality.
  - h. Review and furnish contract correspondence, minutes of meetings and directives to be issued to secure the interests of ICTC and all applicable agencies.
  - i. Attend and moderate all construction-related site meetings with ICTC's representatives, design engineers, contractors, and applicable partner agencies as required. Maintain separate notes on such meetings.
  - j. Assist with providing any information to ICTC as required.



- k. Consultant will note as-built conditions at the project site. As-built conditions differing from the bid set improvement plans will be illustrated on the as-built drawings prepared at the conclusion of the project.
  - l. Oversee the general contractor and subcontractor's scope of work to ensure the General Contractor is providing proper site supervision and coordination for the execution of the project work.
  - m. The Consultant will schedule and conduct a preconstruction meeting for the project, coordinating with ICTC, the project designer, utility companies, the contractor, and other parties or agencies involved in the construction. The Consultant will prepare an agenda to be reviewed and approved by ICTC. The meeting will address job site safety, labor compliance, permit requirements, and critical items of work. The Consultant will attend and conduct the meeting and prepare detailed meeting minutes, which will be provided to ICTC and the Contractor within 48 hours of the meeting.
  - n. Weekly meetings shall be scheduled by the Consultant, ICTC, design team, and Contractor. The Consultant will provide a weekly written summary for the ICTC Executive Director, which includes project progress, weekly plan, and pending issues. The Consultant will provide at least weekly face-to-face coordination with designated ICTC staff with provision for pick up and drop off of correspondence, material testing data, and contractor information. All original hard copy project records shall be provided on a weekly basis to ICTC for review, oversight, and record keeping. Consultant will prepare and forward Agendas and Memoranda for all project-related meetings.
3. Provide daily construction monitoring activities. Prepare a daily report noting events and activities to secure ICTC's interest and monitor work accomplished in accordance with the contract. This is a high-level document for staff and management that could be shared in part to social media. Daily reports are to note activities, materials, personnel on site, equipment, issues encountered, inspections performed, safety meeting minutes, etc. Daily reports should be provided to ICTC no later than 2 business days after the date the report is covering.
  4. Utility coordination: Assist ICTC with coordination with utility purveyors for facility services. Participate in coordination with utility purveyors with regard to infrastructure and potential conflicts.
  5. Labor compliance services: Consultant shall provide full labor compliance services to review certified payrolls, conduct interviews, and provide recommendations of payments of invoices based on the adequacy of certified payrolls provided by contractor and subcontractors. Consultant shall review the fringe benefits, deductions, and mathematical computations. The apprenticeship employment requirements will be verified. Services shall include assisting ICTC with any potential labor disputes.
  6. Material Testing Services: Consultant shall provide the necessary geotechnical engineering and materials testing services to ICTC under all provisions within this RFP. All work shall be performed under the direction of a Geotechnical Engineer licensed by the State of California. All testing shall be done under the Imperial County Transportation Commission approved Quality Assurance Program (QAP) and the FTA's guidance for inspection and testing in its Quality Assurance and Quality Control Guidelines (FTA-IT-90-5001-02.1, 2002) [Ref. 2-57]. ICTC's QAP can be found on ICTC's website on <http://www.imperialctc.org/publications-&-reports/transportation-plans-and-studies/>. Services anticipated for this procurement are Independent Assurance Program Testing. Laboratory facilities of Consultant shall have and maintain current Caltrans accreditation throughout the contract. Verification of minimum required qualification for these accreditations is required to be submitted with the proposal.
  7. Consultant will be responsible for the review of pay applications, change order requests, submittals, and requests for information (RFI) submitted by the Contractor. Payment applications, change orders, and RFIs will be reviewed with ICTC staff prior to approval and finalization. Consultant shall provide recommendations and assist with required responses as necessary. Prepare and provide cost analysis

where necessary to verify change order costs generated by the contractor are reasonable and correct in scope.

8. Consultant is to obtain and review all communications and invoices by material testers and contractors, verify and deliver them to ICTC for approval. Consultant shall be the designated contact for communications and coordination between ICTC and the contractors, material testers, and other parties involved with the construction. Consultant must be aware of the Quality Assurance Program (QAP) and demonstrate detailed project records.
9. Consultant is to assess any potential problems that arise at the project site during construction, inform all parties of the problems, and attempt to resolve the problems to the satisfaction of all parties. Consultant will also coordinate notices to the public and appropriate public safety agencies regarding construction-related impacts as required.
10. Surveying Services: Consultant shall provide survey verification services for infrastructure improvements. Consultant shall verify contractor survey data and activities.
11. Review Contractor Required Plan Documents: In accordance with FTA guidelines, the Contractor shall prepare various planning documents such as the Contractor's safety plan, quality plan and security plan for the project.

c. Post Construction Services

1. Complete a final project inspection with all interested parties to develop a final punch list and provide a punch list review and recommendation of Project Acceptance. Coordinate the completion of the punch list items and provide a final report to ICTC on punch list completion, including the date each item was completed. A secondary final project inspection may be required to confirm completion of punch list items.
2. Upon completion of the project work, review all the contractor's final submittals to ensure their compliance with final project close-out requirements. This includes ensuring contractor AS-BUILT documents are delivered to the design team and coordinating until final AS-BUILT documents are delivered to ICTC. Ensure that all warranties and guarantees documentation is obtained. Ensure that all required commissioning activities have been completed.
3. Coordinate with the design, contractor and all interested parties team for any and all project closeout documentation. Project closeout shall occur after construction is complete and all applicable final documents and manuals have been submitted to ICTC for forwarding to the appropriate agency.
4. Coordinate with the Contractor to ensure all operations and maintenance manuals, training and procedures are provided, prepared/or obtained by the Contractor and received by the agency.

Although reference is made to Chapter 16, "Administer Construction Contracts" and Chapter 17, "Project Completion" of the LAPM, specific attention for clarification is directed to the following key provisions ICTC requires that Consultant adheres to, review, and report or address as required in the duties of the Consultant for the project. The Consultant is expected to be proactive in the prosecution of his duties. Consultant to all adhere to all FTA guidance regarding project closeout. This clarification does NOT suggest that any items specifically not mentioned are precluded from the scope of work.

Chapter 16:

1. Project Supervision & Inspection.
2. Pre-Construction Conference; No Partnering is Intended.
3. Contract Time.
4. Subcontractors.
5. Engineers Daily Reports.

6. Project Files.
7. Construction Records and Accounting Procedures.
8. Safety Provisions.
9. Labor Compliance.
10. Equal Employment Opportunity.
11. Contract Change Orders.
12. Quality Assurance Program; ICTC has a QAP that the Consultant shall use to coordinate all material testing required for the project. ICTC shall provide and contract separately with a material testing firm to conduct material testing and another firm to conduct the Independent Assurance Testing required. The Consultant shall coordinate with these firms to ensure all project material testing is performed, all certifications are completed, and the work is performed in accordance with the plans and specifications. Consultant should also adhere to FTA's guidance for inspection and testing in its Quality Assurance and Quality Control Guidelines (FTA-IT-90-5001-02.1, 2002) [Ref. 2-57].
13. Contract Claims.
14. Traffic Safety in Highway and Street Work Zones.
15. Construction Engineering Review by ICTC: Consultant is expected to participate in a final walk-through meeting with ICTC staff and the Contractor after the Final Report of Expenditures (as applicable) and Final Invoice have been prepared. This may be after the work is substantially completed.

Chapter 17:

1. Final Inspection procedures for Federal-Aid Projects (as applicable).
2. As-Built Plans.
3. Report of Expenditures – Consultant shall provide the necessary forms, summaries, reporting documentation and information, certifications, and exhibits so that ICTC can prepare and provide the Final Report of Expenditures (as applicable).

Upon project completion, Consultant will also prepare a detailed project summary report documenting the condition of the project prior to rehabilitation and the improvements to the project after project completion. Photographs of the work site prior to commencement of work, during construction, and after completion of construction are to be included in the record of the project. The project summary report will also include the initial project budget, change orders, and final project budget and include major project milestones and events. The project summary shall include a brief detailing of the dates of bid release, bid opening, dates of issue of Notice to Proceed to Contractor and Consultant, number of working days, and a brief detailing of the project.

#### **IV. RESPONSIBILITIES OF ICTC**

1. Coordinate with the selected consulting firm by way of in-house meetings, correspondence, telephone, and/or e-mail to facilitate implementation and completion of the project in a timely and acceptable fashion.
2. Review, comment on, and approve reports within a reasonable period of time.
3. ICTC will pay the selected consultant in conformance with a mutually agreed upon schedule within thirty (30) days after receipt of an invoice (payment of invoices may be arranged to coincide with the completion of stages of work). ICTC will retain 5% of each invoice until the completion of the project. Completion of the project is when a Notice of Completion is recorded by the County Clerk/Recorder for the construction acceptance by the County.
4. ICTC will not provide dedicated workspace facilities (i.e., office space)
5. ICTC reserves the right to perform any portion of the scope of work by ICTC personnel or other consultants should ICTC determine it would be in the best interest of the ICTC to do so.

## V. PROPOSAL CONTENT AND INFORMATION

The submittals in response to this solicitation shall not exceed 50 total single-sided pages in length (this does not include any personnel resumes and required federal forms). Proposals should be typed, organized, and concise, yet comprehensive.

### General Requirements

1. Provide a cover letter.
2. State the interpretation of the work to be performed. State a positive commitment to perform the work in the required manner and time frame; include a basic summary; and demonstrate an understanding of the project. Provide a statement that the offer is valid for at least a ninety (90) day period.
3. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, e-mail, and phone numbers.
4. The Consultant is representing itself as a qualified professional in resident engineering/construction management services. Therefore, it is acceptable to submit recommendations and comments for consideration on the format, process, schedule, and additional content of projects. ICTC will consider comments and recommendations; however, is not required to select any of the recommendations or comments.
5. Expensive bindings, colored displays, promotional materials, etc., are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and completeness and clarity of content.
6. If any subcontractors are utilized, the lead Consultant must submit a description of the firm, the portion of work to be done, and the cost of each subcontractor. All subcontracts exceeding \$25,000 in cost shall contain all required provisions of the prime contract.
7. Provide information about the Consultant's use of Disadvantaged Business Enterprises (DBEs). Consultant must give consideration to DBE firms as specified in 23 CFR 177.5(b), 49 CFR Part 26, and in Exhibit 10-1, Notice to Bidders/Proposer Disadvantaged Business Enterprise information, elsewhere in this RFP. The provisions of 49 CFR, Part 26 require that a local agency receiving federal aid funds comply with the Disadvantaged Business Enterprise (DBE) program, and that DBE firms have the opportunity to participate in the projects (see Chapter 9, "Civil Rights and Disadvantaged Business Enterprises", of the LAPM including any updates). Such steps include the consideration of DBE firms by the proposing consultants. When feasible, organize the project schedule and task requirements to encourage participation in the contract by DBE firms. Local agencies should be fully aware of all of the subcontracting opportunities in their consultant contracts. Consultant should also review ICTC's DBE Program for further guidance and compliance with DBE requirements..

The consultant shall ensure that certified DBE firms have the opportunity to participate in the performance of the contract and will be able to demonstrate a good faith effort (good faith effort documentation must be included with proposal).

## **Table of Contents**

Include a table of contents with identification of each section and page number.

## **Summary of Qualifications and Experience**

1. State whether the firm is local, regional, national or international.
2. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.)
3. Give the location of the office from which work is anticipated to be done and the number of employees of the company.
4. Identify the qualifications and resumes of all individuals who will be associated with this service. Include professional registrations and affiliations.
5. Summarize specific experiences and qualifications for similar and related projects, both federally funded and locally funded. Describe the services previously performed such as studies, reports, etc. List at least three (3) references with telephone numbers and email contact addresses (if available).

## **Analysis of Effort/Methodology**

1. Describe the approach for how the work will be performed. The proposal shall indicate any specific techniques or methodology to be utilized.
2. The proposal shall include a sample project timeline with specific tasks envisioned for this project, including staffing.
3. Indicate what participation, data, and products will be requested from ICTC.
4. Indicate deliverables to be provided and when.

## **Cost and Fees**

One firm will be selected for this project. Cost Proposals (Caltrans LAPM Exhibit 10H Example 2) will not be submitted with the proposal. ICTC will first rank and score the submitted proposals and will contact the top-ranked firm for the submittal of the cost proposal. Cost proposals shall consider the following:

1. Develop costs and fees for the services requested. Submit a not-to-exceed fee proposal based on anticipated fully burdened hourly rates.
2. When preparing costs and fees consider the scope of work involving project kick-off and review of available documentation, material submittals, and project documentation and prepare a lump sum fixed fee breakdown based on anticipated staff and hours. Costs should be organized for full-time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all overhead and profit. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, insurance, cell phone or radio, equipment, normal supplies and materials, in-house reproduction services, and local travel costs. As much as possible, a fixed fee lump sum breakdown by phase of the construction based on billable hours is desirable for pre-construction and post-construction.
3. Breakdown shall include preconstruction services and construction services (Request for information/clarification). No subcontractors shall be utilized without prior authorization by the ICTC and modification to the submitted DBE subcontractor's list or goal is discouraged and may lead to project funding issues.

4. Firm may submit its own format of the cost proposal, However, Exhibit 10-H LAPM must be submitted as part of the proposal. Executable copies of Exhibit 10-H and all other updated LAPM forms can be found here: <http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm>.
5. If using sub-consultants, the prime consultant must submit an exhibit 10-H for each sub-consultant (which only reflects the cost of the sub-consultant work). Those costs must be reflected in the cost proposal of the prime consultant. For more information, please consult the Caltrans Local Assistance Procedures Manual Chapter 10 “Consultant Selection.”

## **Insurance Requirements**

Prior to execution of the agreement with ICTC, the successful firm must provide evidence of insurance coverage as noted in the sample contract and insurance requirements exhibit. The successful firm will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent modification terms of the contract.

Insurance requirements noted in the sample contract and insurance exhibit are based on projected ICTC estimates. Insurance requirements may be adjusted once the final cost and fee proposal is reviewed.

## **VI. EVALUATION OF PROPOSALS**

*Sample evaluation criteria for proposals are attached for your information as Attachment A.*

ICTC will utilize a one-step selection process as noted in Caltrans Local Assistance Procedures Manual (LAPM) Chapter 10 – Consultant Selection Process. ICTC reserves the right to include an oral interview process component. If an oral interview is considered, selected firms will be notified.

Proposals will be reviewed by an evaluation committee. The evaluation committee’s assessment and recommendations shall be forwarded to the Executive Director for review. ICTC reserves the right to negotiate the price with the highest-ranked proposer and if agreement on the terms is not possible, the ICTC may opt to go with the next highest-ranked proposer (LAPM Chapter 10). All firms submitting a proposal will be notified of the final rankings.

Please take note that ICTC reserves the right to select any consultant who is determined qualified and may not correlate to a number 1, number 2 or even number 3 ranked consultant. Additionally, ICTC reserves the right to reject any and all proposals submitted and/or request additional information for clarification.

Consultants are to submit one (1) original, three (3) copies, and one (1) electronic copy in Portable Document Format (PDF) on a USB Thumb Drive of the proposal to the appropriate submission place on the specified date and time. The proposal must be clearly titled:

**Imperial County Transportation Commission  
Proposals for Resident Engineering and Construction Management Services  
Calexico Intermodal Transportation Center**

Proposals are to be delivered in a sealed envelope, no later than 4:00 P.M. on March 22, 2024 addressed as follows:

David Aguirre  
Executive Director  
Imperial County Transportation Commission  
**Attn: Katie Luna, Transportation Planner**  
1503 N. Imperial Avenue, Suite 104  
El Centro, California 92243

## **VII. CLOSING ITEMS**

A non mandatory pre-proposal meeting is scheduled for March 8, 2024, at ICTC offices located at 1503 N. Imperial Avenue, Suite 104, El Centro, California 92243. The meeting will likely also provide the opportunity to attend virtually via zoom. Zoom meeting information will be issued via addendum.

Clarification desired by a respondent relating to definition or interpretation shall be requested in writing with sufficient time to allow for a response prior to the RFP due date. Oral explanation or instructions shall not be considered binding on behalf of ICTC.

Any modifications to this solicitation will be issued by ICTC as a written addendum.

ICTC will not consider proposals received after the specified date and time. An amendment is considered a new proposal and will not be accepted after the specified date and time.

Any contract resulting from this RFP will be financed with funds available to ICTC from local ICTC and/or Federal-Aid or other grant funds.

This RFP does not commit ICTC to award a contract or pay any costs associated with the preparation of a proposal. ICTC reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of ICTC.

Questions concerning this RFP are to be directed to Katie Luna, Transportation Planner / Asst. Project Manager, with the ICTC via electronic mail to [katieluna@imperialctc.org](mailto:katieluna@imperialctc.org)