TO: Honorable Mayor and Members of the City Council
FROM: Bruce Henz, Public Works Director
SUBJECT: BAKER ROAD BRIDGE RECONSTRUCTION; AWARD OF THE PROFESSIONAL SERVICES CONTRACTS FOR THE MANAGEMENT OF THIS FEDERAL-AID TRANSPORTATION PROJECT:

RECOMMENDED COUNCIL ACTION: That the City Council approve the selection of Consultant, Northstar Engineering, and authorize the Public Works staff to negotiate the scope and cost of services, methods of payment, and other terms as needed for a Project Development and Management Services Contract for the Baker Road Bridge Reconstruction Project.

SUMMARY: As authorized by the City Council on April 5, 2016, City staff has solicited Requests for Qualifications (RFQ), for the Consulting services necessary to provide professional federal-aid transportation project development and management services, regarding the Baker Road Bridge Reconstruction Project.

Four Statements of Qualifications (SOQ) were received by the City in response to the RFQ. Statements were submitted by the following consultants and have been analyzed and ranked by City Staff as follows:

NorthStar Engineering – Chico, Ca.
Omni Means Engineering Solutions - Redding, CA.
Interwest Consulting - Elk Grove, CA.
Green Dot Transportation Solutions – Chico, CA

The SOQs were each reviewed for completeness and then ranked by the selection committee using a ratings matrix with the following content:
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAX POINTS</th>
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<tr>
<td>Understanding of the work to be done</td>
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<tr>
<td>- Clear understanding of the work statement within the SOQ.</td>
<td>20</td>
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<tr>
<td>- Quality and thoughtfulness of overall approach to this project work.</td>
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<tr>
<td>- Overall technical quality of the SOQ.</td>
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<tr>
<td>Experience with similar kinds of work.</td>
<td>20</td>
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<tr>
<td>Staff and firm’s familiarity and experience with City of Red Bluff, Caltrans, and other permitting/funding agency procedures.</td>
<td>25</td>
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<tr>
<td>Familiarity with state and federal procedures</td>
<td>10</td>
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<td>Demonstrated ability to communicate and coordinate between firms and/or with agencies.</td>
<td>10</td>
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<tr>
<td>Quality (technical and interpersonal) of staff of designated project staff.</td>
<td>15</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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Public Works staff will contact the selected consultant to negotiate scope and cost of services, methods of payment, and other terms as needed. If negotiations yield disagreeable outcomes for either the City or Consultant, negotiations will be terminated and the next highest ranked firm may be asked to negotiate an agreement with the City.

**PREVIOUS COUNCIL ACTION:**

The City Council adopted Resolution No. 5-2015, on March 3, 2015, authorizing a contract with the California State Transportation Agency for the funding of the Baker Road Bridge at Brickyard Creek.

On April 5, 2016 the City Council authorized the Public Works Director to advertise for a Request for Qualifications, to provide professional federal-aid transportation project development and funding, regarding the Baker Road Bridge Reconstruction Project.

**DISCUSSION:**

The RFQ includes “Categories of Work” that identify the general character of the tasks and work that may be needed. The following Work Program, provided by NorthStar, briefly describes the work that will be included within the Project Development and Management tasks. This work will be issued on a task order by task order basis and the specific work items and their related costs will be discussed and developed in consultation and coordination with the City staff.

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The Consultant will identify in-house key personnel and any technical sub-consultants that will assist the Project Manager. As stated in the RFQ, the final scope of work will be negotiated with the City and included in the contract for services.

**Funding Program Management**

The Consultant will assist the City with the management of program funding and tasks required to meet various funding obligations. Below is a general list of these tasks:

1. Assist the City with funding applications.
2. Assist the City with development of Project Study Reports (PSRs).
3. Assist the City with Request for Allocations through the STIP, Request for Authorizations through the various Federal Aid programs.
4. Assist the City with planning for future programming, including participation in programming workshops and submittal of related funding documents.
5. Maintain a funding tracking schedule and update the City quarterly on upcoming applicable deadlines and milestones for each active project.
6. Maintain thorough records of all funding related documents.
7. Assist the City with capital budget development and fund management.
8. Assist the City with in correspondence with Caltrans Local Assistance and Tehama County Transportation Commission (TCTC) for all aspects of funding related items.
9. Assist the City with developing a Quality Assurance Plan (QAP).

**Professional Services Contract Procurement and Administration**

The Consultant shall assist the City in the procurement of professional services for professional and technical services needed in the development of the project. The expected professional services include (but not limited to) civil, hydraulic, geotechnical, and structural engineering, environmental investigation and permitting services (noise, air, biological, visual, archeological), land surveying services, right-of-way appraisal and acquisition services, and landscape architecture services. Consultant will assist the City in the following general list of items of work:

10. Develop scoping and budgeting for all applicable professional services needed.
11. Develop solicitation (RFP/RFQ) documents, including assisting the City with setting project specific DBE goals.
12. Consultant will not participate in direct evaluation or selection of any consultant procurement, but Consultant may be asked to review DBE commitments and facilitate third-party review.
13. Assist the City with contract development.
14. Develop and submit Award Packages for Professional Service Contracts.
15. Assist the City with reviewing consultant invoices for completeness, accuracy and compliance with applicable labor regulations.
16. Consultant will be expected to follow-up with design team consultants for corrections to invoice documentation.

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**Project Administration, Management, and Design Consultant Oversight**

The Consultant shall assist the City with administration and management in the development of projects. Project development includes successful and timely navigation of the technical designs, environmental planning and permitting, utility coordination, right-of-way appraisal/acquisitions, preparation of construction plans, specifications and estimates, preparation of Bid Documents and assist with Bidding and Award of Construction Contracts, and project close-out. The successful consultant will assist the City in the following general list of items of work:

17. Develop and enforce Project Development Schedules.
18. Develop and maintain budgets for each project.
19. Effectively communicate with design consultant team to deliver a sound and prompt project design.
20. Administer and facilitate meetings between design consultant team, City staff, and Caltrans Local Assistance.
21. Consultant shall act as a liaison between design consultant team(s) and the City. Record minutes of meetings, provide project development status updates and forecast upcoming tasks and needs to avoid delays in the project development process.
22. Assist the City with communications with all applicable utilities to appropriately identify conflicts and negotiate sound and equitable relocations plans.
23. Submit all necessary submittals to Caltrans Local Assistance, only after direct authorization by appropriate City staff.
24. Assist the City by communicating in a fair and prudent manner with the public regarding project related issues.
25. Assist the City in the development of elements of Staff Reports, as needed.
26. Assist the City in providing right-of-entry for parcels where needed for project development.

**Technical Design Review**

The Consultant will facilitated early scoping as part of Caltrans/FHWA funded projects. Early scoping tasks include conducting Field Reviews with Caltrans staff and design team, followed by the preparation of the associated Preliminary Environmental Study (PES) Form, which includes identifying required technical studies, level of analysis, and the NEPA Class of Action (i.e., Categorical Exclusion, Environmental Assessment, etc.). Completion of the PES occurs prior to initiating final design. Consultant’s in-house staff and technical sub-consultants will assist the City with technical review of transportation related designs. The technical design review process identifies the studies that would be needed in order to achieve compliance with the requirements of NEPA, as well as identify potential effects on the environment based on the future design team’s submitted drawings, reports, specifications and other related documents. Technical review may consist of the following:
27. Assist the City with technical review of Geotechnical reports findings, recommendations and design(s).
28. Assist the City with technical review of topographic and boundary survey(s).
29. Assist the City with technical review of environmental investigations, studies, plans, findings, recommendations and other related environmental documentation associated with CEQA and/or NEPA including but not limited to: Preliminary environmental Study (PES) Form, Section 4(f), air quality, aesthetics, noise, water quality, cultural resources, phase 1 (ISA) hazardous waste, traffic, and Natural Environmental Studies (NES), Biological Assessments (BA), and various permit applications.
30. Assist the City with technical review of hydraulic reports findings, recommendations and design(s).
31. Assist the City with technical review of structural foundation designs.
32. Assist the City with review of appraisals, and other right-of-way acquisition documents, as appropriate.
33. Assist the City with technical review of structural bridge/superstructure designs.
34. Assist the City with technical review of roadway design(s).
35. Assist the City with technical review of electrical or other designs.
36. Assist the City with technical review of project(s) specifications.
37. Assist the City with technical review of project(s) estimates/opinions of probable costs.
38. Assist the City with developing City specific Division 1 (Caltrans 2010 Standard Specifications) Special Provisions and other needed modifications to the Standard Specifications.
39. Assist the City with developing City specific non-standard special provisions (NSSP), as needed for each project.

**Assist with DBE Program Oversight**

The Consultant shall assist the City with various DBE program related activities, with general work items listed below.

40. Assist the City with updating and/or modifying its current DBE program documentation.
41. Assist the City in developing contract specific goals.
42. Assist the City by developing third-party review process and procedures.

Consultant will not be acting as the DBE liaison for the Agency/ City, but rather assist in the management and oversight.

**Invoices**

The Consultant shall assist the City with developing and submitting invoices to Caltrans Local Assistance for reimbursement. The Consultant will perform the following general items:

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43. For all phases of the project, determine eligible and non-eligible cost for reimbursement, from each Design Consultant and Construction invoices, for each project, and maintain accurate accounting of these eligible and non-eligible costs.

44. Assist the City in compiling the required documentation and submitting reimbursement invoices (for Project Management, Professional Service Agreements, and Construction/ Construction Administration related encumbrances), in a timely manner, to Caltrans Local Assistance.

45. Maintain accounting of payable and receivable monies and coordinate closely with the City. Consultant shall provide a status summary of reimbursable invoicing on a monthly basis, at a minimum, to the City.

**Construction Contract Management**

The Consultant will assist the City with managing Construction Contract(s). Construction Contract Management will generally involve performing administrative tasks related to the construction contract, act as a liaison between the Resident Engineer, City and Contractor.

Services that are not included within the Consultant’s Contract are the Materials Testing, Resident Engineer/ Construction Inspection (RE), or Construction Staking services.

The Consultant will perform the following items of work:


47. Confirm construction funds are secured and estimated costs are appropriately budgeted.

48. Assist the City in the developing bid solicitation tasks including prepare Bid Packages, secure all approvals, develop and facilitate pre-bid meeting(s), and draft and obtain approval of Addenda, answer and document questions when bids are open.

49. Review Bids and provide recommendation to City.

50. Review and assist in resolving Bid Protest(s).

51. Facilitate the Award of Contract.

52. Develop and deliver Award Package to Local Assistance.

53. Assist the City with issuing Notices to the Contractor

54. Communicate closely with the Project RE.

55. Review and address Requests for Information, manage and coordinate all contractor submittals with Project RE.

56. Develop and facilitate prompt execution of Contract Change Orders.

57. Assist the City with developing public notices

58. Provide monthly construction progress status updates, at a minimum.

59. Develop Final Invoice(s), and all other project close-out forms including the FROE package.
The terms of the agreement for these services will be on a not-to-exceed cost of $150,000, and a maximum duration of five years. Task-orders would be issued for various and progressive tasks as needed during the agreement term.

**CITY FISCAL IMPACT:**

The funding for these Consultant Services is to be provided by the State and Federal Transportation Funds that are administered by the Caltrans. There would not be City Transportation Fund expenditures or an additional General Fund Impact.