



**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

REQUEST FOR QUALIFICATIONS NOTICE

NUMBER 04A3144

**Read carefully as this document is revised as of 07/01/08.
Beginning January 1, 2009, it will be mandatory to include an Indirect Cost Rate (ICR) package with your Statements of Qualifications (SOQ).**

Note: Address all questions concerning this Request for Qualifications (RFQ) in writing to the attention of Patricia Nichols at patricia_nichols@dot.ca.gov. You may also reach the analyst by telephone at (916) 227 - 6067. Consultants contacting the District or Division directly seeking information about this RFQ may jeopardize the integrity of the selection process and risk possible disqualification. (Exception: Address all questions regarding the ICR package to audits_and_investigations_questions@dot.ca.gov.)

Caltrans is committed to achieving the State 25% Small Business and 3% Disabled Veteran Business Enterprise (DVBE) contract participation goals. Certified Small Businesses, consultants who commit to subcontract a minimum of 25% of the contract amount to Small Businesses or Microbusinesses, and Disabled Veteran Business Enterprises are encouraged to submit Statements of Qualifications. Section I. F. has the specific goals established for this RFQ.

I. GENERAL INFORMATION

- A. The State of California, Department of Transportation (Department) is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for Source Inspection and Material Engineering Services for the Toll Bridge Program Projects.
- B. The estimated contract amount is \$35,000,000 to \$40,000,000.

- C. The estimated contract term is three (3) years.
- D. Interviews will be held in Oakland on August 27, 2008. Confirmation letters will be sent to those firms short-listed.
- E. Negotiations will be held with the top-ranked firm in Oakland on September 3, 2008.
- F. A Disabled Veteran Business Enterprise (DVBE) Participation Goal of 5% is required for the contract. A Small Business Participation Goal of 25 % is also highly recommended.
- G. Federal and/or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft contract.
- H. The Department does not guarantee, either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- I. A Pre-award or Post-award Audit will be performed on any contract issued as a result of this RFQ.

II. SCOPE OF WORK/DELIVERABLES

The work to be performed for this RFQ is described in the Scope of Work/Deliverables, and is hereby incorporated as Attachment 1.

III. PRE-SOQ SUBMITTAL CONFERENCE

- A. A formational Pre-SOQ Submittal Conference is scheduled at **10:00 a.m., on July 31, 2008, at Pier 7 (SFOBB Field Office), 333 Burma Road, Oakland, CA 94607**. This conference will be held to discuss any questions or concerns regarding the services to be provided for this RFQ, and is scheduled to last two (2) hours. Firms interested in submitting their SOQ are highly encouraged to attend and to report on time. Consultants must sign in upon arrival.
- B. Questions regarding this RFQ must be submitted in writing, include the individual's name, the name of the firm and address, and must reference RFQ No. 04A3144. Questions submitted in advance of the conference should be sent to the analyst. The Department will provide Consultants 3x5 cards to record additional questions at the conference.

- C. The questions and answers, in the form of an Addendum, will be mailed to each individual or firm listed on the sign-in sheet, who downloaded this RFQ from the Internet, or who requested this RFQ by calling the recorded bid line number.
- D. In the event a potential prime Consultant is unable to attend the conference, an authorized representative may attend on its behalf. The representative may only sign-in for one (1) Consultant.
- E. Reasonable Accommodations
For Consultants requiring assistance due to a physical impairment, a reasonable accommodation will be provided upon request. The Consultant must contact the analyst no later than July 24, 2008, to request reasonable accommodations.

IV. SUBMISSION OF DOCUMENTS—INSTRUCTIONS AND INFORMATION

IMPORTANT: For SOQ and ICR submittal instructions and general contract processing information, see <http://Caltrans-opac.ca.gov/aeinfo.htm>.

Failure to follow these instructions will result in rejection of your submittal.

V. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)

A. SOQ Package Submittal Instructions

Read instructions below carefully. You will be required to submit SOQ packages to Sacramento and District 4 (see items 1 and 5 below for required number of copies).

1. Four (4) copies of the SOQ containing all the indicated information shall be submitted.
2. Additionally, one copy of the ICR package containing all of the required information must be submitted with the SOQ in a separate sealed envelope.
3. Fax copies will not be allowed. SOQs will be accepted until **3:00 p.m. on August 13, 2008**, and must be directed to:

State of California
Department of Transportation
Administration
Division of Procurement and Contracts, MS 65
1727 30th Street
Sacramento, CA 95816-7006
Attention: Patricia Nichols
Telephone: (916) 227 – 6067

4. If your SOQ package is hand-delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/stamp one label for each SOQ package/box submitted. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227 6000 to have your SOQ package picked up by Contracts' staff.
5. In addition, five (5) copies of the SOQ containing all indicated information shall be submitted to the District 4 office. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on August 13, 2008**, and must be directed to:

State of California
Department of Transportation
Mail Room (#G-700)
111 Grand Avenue
Oakland, CA 94612
Telephone: (510) 286 – 6114

6. The SOQs must be submitted in a sealed package labeled as follows:
 - RFQ Number 04A3144
 - Submittal deadline – August 13, 2008
 - “DO NOT OPEN”
7. SOQ submittals are considered responsive when all copies are received in the specified location(s) on the date and time specified in this RFQ.

B. Request for RFQ Copies and/or Bidders' List

Copies of this RFQ and/or Bidders' List may be requested by contacting the State of California, Department of Transportation, Division of Procurement and Contracts, Bid Line at (916) 227-6075. You may leave a recorded message or send your FAX request to (916) 227-1950. You must include the RFQ solicitation number.

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1. SCOPE OF WORK/DELIVERABLES**A. Project Description**

In support of the Office of Structural Materials (OSM), the Consultant will provide "On Call" independent quality assurance services for the structural materials incorporated in the Toll Bridge Program projects primarily within the limits of Caltrans District 4. These services shall be provided domestically within the continental U.S.A. as well as internationally. The list of projects which may require Source Inspection services includes but is not limited to:

<u>District-EA</u>	<u>County</u>	<u>Route</u>	<u>Post Mile</u>	<u>Project Description</u>
04-0120L3	ALA	80	1.0/1.7	Oakland Touch Down 1
04-0120F3	SF	80	8.2/8.7	Self Anchored Suspension Span
041-0120R3	SF	80	7.8/8.2	South South Detour
04-0435V3	SF	80	4.9/5.9	Seismic Retrofit of SFOBB West Approach

The list above is not an exclusive list of projects. Consultant may be required to work on additional Toll Bridge Program projects.

The Consultant shall provide a distinct team embodying the necessary qualifications and experience to successfully deliver the required services detailed below.

B. Description of Required Services

The Consultant will provide Quality Assurance (Q/A) inspection of welding, structural steel members, protective coating, seismic bearings, isolators and dampers, reinforcing steel, and precast prestressed concrete members to be incorporated into transportation structures.

Consultant services required will include but are not limited to:

1. American Society of Nondestructive Testing (ASNT) Level III services in Ultrasonic Testing, Radiographic Testing, Penetrant Testing, and Magnetic Particle Testing.
2. Level II services in accordance with ASNT in Ultrasonic Testing, Radiographic Testing, Penetrant Testing, and Magnetic Particle Testing.
3. American Welding Society (AWS) Certified Welding Inspector (CWI) services. Personnel providing these services shall meet the experience requirements of Section 12, AWS D1.5-95, for Fracture Critical Member (FCM) fabrication.

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4. Metallurgical Engineering, Welding Engineering, and technical support services for the testing and evaluation of structural materials. These services are to include field testing, shop testing, and evaluation of materials used in major transportation structures.
5. National Association of Corrosion Engineers (NACE) Certified Coating Inspector – Level 3 services. Provide technical expert services for the testing and evaluation of paint and protective coatings. These services are to include field testing, shop testing, and evaluation of materials used in projects described in Section A “Project Description” above.
6. Prestressed Concrete Institute (PCI) Level II inspection services.
7. Structural steel fabricator auditing services.
8. Precast prestressed concrete fabricator auditing services.
9. Structural Materials Representative (SMR) services.

SMR services include:
 - Work with Office of Structural Materials (OSM) customers as the single point of contact to provide Q/A services. OSM customers are Resident Engineers (RE), Structure Construction Representatives (SR), contractors, suppliers and vendors.
 - Assist the Department in anticipating and resolving any issues associated with source inspection and Q/A activities.
 - Maintain standards and consistency while minimizing the impact on project schedule and cost.
10. Sampling and testing of materials for quality assurance.
11. Performing plant inspections for quality assurance.
12. Performing independent assurance sampling and testing.
13. Performing source inspection.
14. Preparing calculations, records, reports, and correspondence related to project activities.
15. Providing incidental engineering support services for contract change orders, and claims issues as required.
16. Assisting and advising the Department as technical experts during the claims process including but not limited to Dispute Review Board (DRB), District Board Review (DBR) and Arbitration process relating to but not limited to welding, structural steel members fabrication, precast concrete members fabrication, and painting. Consultant will not be required to administer the DRB process.

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17. Utilizing the most cost-effective alternative in all operational endeavors without sacrificing quality.

C. Standards:

1. The Consultant must maintain a working environment that is safe for project personnel and the public. The Consultant must provide a Code of Safe Practices that includes at a minimum, fall protection safety, lead training, respirator training and promotes an awareness of applicable health and safety requirements. All Consultant staff shall have the appropriate personal safety equipment to perform the required services in a safe manner.
2. Maintaining a stable work force is essential to the successful completion of the Toll Bridge Program projects. Consultant must implement a staff retention plan strategy.
3. The Consultant shall be capable of meeting current industry standards including AWS QC-1, and the ASNT Recommended Practice - Society for Nondestructive Testing (SNT) - Technical Council (TC)- First Document (1A).
4. All services required under the contract shall be performed in accordance with the Department's regulations, policies, procedures, manuals, standards, and all other applicable laws, codes, and regulations.

D. Location and Purpose of Work

Consultant will provide Q/A inspection services for all Toll Bridge Program projects within the limits of Caltrans District 4. The Consultant shall be capable of delivering the Q/A inspection and auditing services domestically and internationally. The Consultant shall be capable of performing laboratory material testing at international locations.

To date, Q/A services have been performed internationally in the following countries: Japan, Korea, China, and the United Kingdom. In the future, additional countries may be added to this list as required.

Long term stay in international locations is anticipated and may last for the duration of this Agreement.

The fabrication site for Self Anchored Suspension Span Project Tower and Orthotropic Box Girder (OBG) is located at:

Zhenhua Port Machinery Co. (ZPMC)
3470 South Pudong Road
200125
Shanghai, China

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Other current international fabrication sites are:

The Japan Steel Works, Ltd.
Muroran Plant
4 Chatsu-Machi
Muroran, Hokkaido,
Japan 051-0006

Goodwin Steel Castings Ltd.
Ivy House Foundry
Hanley
ST1 3NR
England
U.K

Location in Korea will be determined at a later date.

E. Availability and Work Hours

1. The Consultant shall begin the required source inspection work within two (2) working days after receiving a fully executed Task Order. Once the work begins, the work shall be prosecuted diligently until all required work has been completed satisfactorily.
2. Work shall not be performed when conditions prevent a safe and efficient operation.
3. Unless otherwise specified in the Task Order or directed by the Department's Contract Manager, the normal workweek shall consist of 40 hours.
4. The Consultant's typical work day(s) shall include working in conjunction with all of the following:
 - Department's material inspection staff
 - Construction Contractor(s)
 - Fabricator(s)
 - Material supplier(s)
5. Fabrication work shall be performed in various work shifts. Source inspection work shall coincide with the multiple work shifts of the fabrication facilities and shall become the Consultant personnel's normal workday.
6. Overtime work may be required. However, prior approval from the Department's Contract Manager is required.

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F. Personnel Requirements

1. Team members are to be qualified engineers and certified technical experts experienced in the fabrication and inspection of structural materials. Team members must demonstrate experience in performing the required services and have expert capability in applicable codes. Team members shall be knowledgeable of, and comply with, all applicable local, State and Federal regulations; cooperate and consult with State officials during the course of the contract; and perform other duties as may be required to assure that construction is being performed in accordance with the construction contract documents.
 - a. Consultant personnel engaged in welding inspection shall be certified by the AWS QC-1, and certified to Level II in accordance with the ASNT Recommended Practice –SNT – Technical Council (TC) – first document (1A).
 - b. Consultant personnel engaged in precast concrete inspection shall be certified by the Precast Concrete Institute (PCI).
 - c. Consultant personnel engaged in paint and coating inspection shall be certified by the National Association of Corrosion Engineers (NACE) Certified Coating Inspector – Level 3.
 - d. Consultant personnel engaged in Welding Engineering shall have a minimum of ten years experience in this area and shall have a BS degree in either Welding or Metallurgical Engineering. Registration as a Metallurgical Engineer by the California Board for Professional Engineers and Land Surveyors is desirable.
 - e. Consultant personnel involved in inspection and testing must demonstrate knowledge of fasteners and fastener installation requirements.

2. **Project Manager** - The Consultant shall provide/appoint a Project Manager to coordinate the Consultant's operations with the Department. The Project Manager shall be a registered Civil Engineer or a registered Metallurgical Engineer in the State of California and knowledgeable of all Department policies and procedures. The Project Manager shall have minimum of three (3) years responsible experience performing the duties as a Project Manager or as a general engineering construction contract manager. The Project Manager shall be accessible to the Department at all times. The Project Manager shall be responsible for all matters related to the Consultant's personnel and operations, including:
 - a. Reviewing, monitoring, training and providing general direction.
 - b. Assigning personnel to projects/sites on an as-needed basis in coordination with the Department's Contract Manager.
 - c. Administering personnel leave, subject to the Department's Contract Manager's concurrence.
 - d. Overall supervision and management of the Consultant's personnel.

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- e. During the period of the contract, the Consultant's Project Manager will commit a significant portion of his/her professional efforts to the project.
 - f. Ensuring the Consultant staff has the technical and safety training necessary for work associated with the construction of long span bridges in marine environments. This includes, but is not limited to, confined spaces, deep foundations, elevated platforms, and scaffolds.
 - g. Monitoring the health and safety of personnel working in a hazardous environment (i.e., blood lead levels).
3. In responding to the Department's Task Order and in consultation with the Department, the Consultant Project Manager shall identify the specific individuals proposed for the task and their job assignments. Consultant shall provide documentation that proposed staff meet the appropriate minimum qualifications as specified. A Task Lead person (who may be other than the Project Manager) shall be assigned to conduct, or direct the conduct of, all work assigned under a single Task Order. The Task Lead person shall be the primary contact for the assigned Task Order in each respective country and be available for communication with the Department.
 4. After the Department has approved the Consultant's staff proposal and finalization of a Task Order, Consultant may not add or substitute staff without the Department's prior approval. Consultant is required to submit a written request and obtain the Department Contract Manager's prior written approval for any substitutions or alterations to Consultant's originally proposed staff as depicted on Consultant's Organization Chart, which is incorporated here by reference.
 5. The Consultant shall, throughout the life of the contract, retain within its firm or through subconsultants a staff qualified to perform the required tasks. The Department Contract Manager's prior approval is required for any substitutions or additions of personnel identified on the project organization chart or Consultant's cost proposal. Substituted staff is subject to the same classification and qualification requirements as the staff replaced.
 6. The responsible engineer or certified technician signing reports and documents or any other deliverable requiring the signature of an engineer or certified technician registered in California shall be currently employed by the Consultant or its subconsultants at the time of deliverable submittal and through the Department's review and acceptance process.
 7. Any product or deliverable not fully approved by the Department bearing the signature of the responsible engineer or certified technician no longer employed by the Consultant, shall be replaced by another product or deliverable bearing the signature of a qualified replacement engineer or certified technician. In such an eventuality, no additional time and/or cost will be allowed to the Consultant without prior written approval of the Department's Contract Manager.

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8. An engineer or certified technician whose signature appears on any document or deliverable that has not been fully approved by the Department and who is no longer currently employed by the Consultant or its subconsultants shall be replaced with a qualified engineer or certified technician registered in California at no additional cost to the Department.
9. All Consultant work shall be conducted under the direction of a Project Manager who must have the appropriate experience as described above. Reports and studies requiring the engineer or certified technician's signature shall be produced by Consultant staff having appropriate experience and signed by a certified technician or engineer registered in the State of California.

G. Monitor and Review Procedure

1. The Consultant will receive at least two (2) working days advance notice if Consultant's personnel are no longer required for the work or if reassignment of personnel is required.
2. The Department's Functional Manager will have the responsibility of determining and evaluating the quality and quantity of work performed by the Consultant's employees. In the event that the Consultant's employee is not performing satisfactorily, the Department's Contract Manager will notify the Consultant Project Manager as early as possible to allow corrective action by the Project Manager. If the Functional Manager determines that an individual lacks the minimum qualifications, the Department's Contract Manager will be notified and the Consultant's employee may be rejected. Replacement personnel must receive prior approval from the Department's Contract Manager.
3. When required by the Department's Contract Manager, the Consultant Project Manager shall provide a replacement employee until an assigned employee returns to work from an approved leave. The replacement employee shall have the same classification, compatible billing rate and meet or exceed the qualifications and experience level of the previously assigned employee.
4. If required, the Consultant shall perform overtime as approved by the Department's Contract Manager. The Consultant shall request all overtime in writing for review and approval by the Department's Contract Manager prior to commencing overtime work.
5. It is anticipated that variations in the Department's construction contract activities will occur. During the contract, the Department's Functional Manager and/or Department's Contract Manager may reassign the Consultant's employee from a project or office with a low demand activity to assist on another project or office with a high demand activity. The Consultant Project Manager will be notified at least two (2) working days prior to this reassignment.
6. Except for subconsultant employees, all personnel utilized by the Consultant to perform the services described in the Agreement shall be employed by the

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Consultant. Subcontracting is permitted, subject to approval of Department's Contract Manager and all subconsultant employees shall be identified as such.

7. Resumes containing the qualifications and experience of the Consultant's personnel, which include existing, new, and replacement employees shall be submitted to the Department's Contract Manager for review and approval before assignment of any personnel on a construction project. The review may include interviews.
8. The Consultant may be asked to attend certain special training recommended by Department Functional Manager. On these occasions, with the approval of the Department's Contract Manager, the Department will compensate the Consultant for the training time only. All other costs or fees associated with the training, including, but not limited to, any transportation costs, lodging, meals and incidentals will be the Consultant's responsibility.

H. **Equipment Requirement**

Field Equipment and Supplies - The Consultant shall have adequate field equipment and supplies to complete the required field source inspection work. The equipment and supplies for each team shall include, but not be limited to, the following:

- Equipment necessary to perform and interpret Ultrasonic Testing (UT), Radiographic Testing (RT), Penetrant Testing (PT), and Magnetic Particle Testing (MT) as required.
- Office Equipment and Supplies.
- Computers, printers, and plotters.
- Data processing systems.
- Required vehicles maintained and suitable for the work to be performed and terrain conditions of the project sites. Vehicles shall be fully equipped with all necessary tools, instruments, and supplies required for the efficient operation of an inspection team. Each vehicle shall have an overhead flashing yellow light.

I. **Work Breakdown Structure (WBS) Codes**

100 Project Management
270.35 Sample and Test Construction Material

The most current version of the standard Caltrans' WBS is available on the Internet at: <http://www.dot.ca.gov/hq/projmgmt/guidance.htm>.

J. **Work Guarantee**

Department of Transportation does not guaranty, either expressly or by implication, that any work or services will be required under this Agreement.

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K. Task Order

1. The following shall apply to negotiated Task Orders:
 - a. Transportation and subsistence costs to be reimbursed shall be the actual costs incurred, but not to exceed the rates stipulated in the Department of Transportation "Caltrans Travel Guide, Consultant/Contractors Travel Policy" See: <http://www.dot.ca.gov/hq/asc/travel/ch12/consultant.htm>.
 - b. However, long term travel as defined in the Caltrans Travel Guide for international travel and per-diem may be compensated as follows:
 - A fixed daily allowance for meals and incidentals (M&I).
 - A fixed monthly travel allowance to compensate for business related transportation expenses.
 - A fixed monthly allowance for lodging.
 - c. The Consultant employee's headquarters and/or primary residence as defined in the Caltrans Travel Guide will be established in the Task Order.
 - d. The Department's Contract Manager prior approval is required for all international travel.

L. Consultant Reports and/or Meetings

Consultant Project Manager shall be responsible for drafting of the minutes of the meetings and submit them to the Contact Manager within one week of the meeting for review and comments. Consultant shall distribute final version of meeting minutes within two calendar days of final approval.