



CALIFORNIA
High-Speed Rail Authority

Request for Proposals for Right-of-Way Services

RFP No.: HSR15-138

May 2, 2016

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1.0 California High-Speed Rail Authority Background

The California High-Speed Rail Authority (Authority) is responsible for planning, designing, building and operation of the first high-speed rail system in the nation. California high-speed rail will connect the mega-regions of the state, contribute to economic development and a cleaner environment, create jobs and preserve agricultural and protected lands. By 2029, the system will run from San Francisco to the Los Angeles basin in under three hours at speeds capable of over 200 miles per hour. The system will eventually extend to Sacramento and San Diego, totaling 800 miles with up to 24 stations. In addition, the Authority is working with regional partners to implement a state-wide rail modernization plan that will invest billions of dollars in local and regional rail lines to meet the state's 21st century transportation needs.

The Authority may enter into contracts with private and public entities for the design, construction and operation of high-speed rail trains including all tasks and segments thereof pursuant to California Public Utilities Code §185036. Additional authority for a state agency to enter into a contract agreement includes but is not limited to, Public Contract Code Sections 10335, et seq.

The Authority intends to finance the Project with State and Federal funding, including funds provided by the Federal Railroad Administration (FRA) and funding made available through the American Recovery and Reinvestment Act of 2009 (ARRA). The Authority will act as the FRA-designated recipient for Federal transportation funds. The ARRA portion of the funding must be invoiced by the Authority to the FRA by June 30, 2017, and expires on September 30, 2017, making efficiency of performance under this contract critical.

Any services or work performed must be consistent and/or compliant to the conditions set forth within the following:

- California State Budget Act 2012-13, SB1029 (Chapter 152, Statutes of 2012)
http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1001-1050/sb_1029_bill_20120718_chaptered.pdf
- California High-Speed Rail Program 2014 Business Plan (2014)
http://www.hsr.ca.gov/About/Business_Plans/2014_Business_Plan.html
- US DOT FRA Grant/Cooperative Agreement FR-HSR-009-10-01 (and subsequent amendments)
http://www.hsr.ca.gov/docs/about/funding_finance/funding_agreements/FR-HSR-0009-10-01-05.pdf

2.0 Purpose and Overview of RFP

The following list provides a general overview of information related to the subject of this Request for Proposals (RFP):



- The Authority is issuing this RFP to receive Proposals from qualified firms (Proposers) to provide Right-of-Way (ROW) Services.
- This procurement will be based on the combined Technical Proposal, Cost Proposal, and Interview scores. Responsive Proposals submitted in response to this RFP will be evaluated with the intent of awarding contracts to the highest ranked Proposers.
- The selected Proposers may be working with the Federal Railroad Administration (FRA), Surface Transportation Board (STB), California Public Works Board (PWB), California Department of Transportation (Caltrans), California Department of General Services (DGS), other partnering agencies and contractor(s) on the California High-Speed Rail Project.
- The contract period will start upon DGS approval of the contract and is anticipated to extend five years. The Work will start with a Notice to Proceed (NTP) and will be managed through Task Orders. No Work may begin prior to the receipt of a Notice to Proceed and Task Order.
- The RFP is anticipated to award multiple contracts not to exceed \$34,000,000 to \$44,000,000 for all contracts. Contracts awarded under this RFP may be for different not to exceed amounts. The entire not to exceed amount may also be transferred between contracts awarded as necessary at the sole discretion of the Authority.
- This RFP incorporates by reference the Authority's Revised Small and Disadvantaged Business Enterprise Program for Professional Services Contracts, dated August 20, 2012, establishes a 30 percent Small Business Enterprise (SBE) utilization goal, which is inclusive of a 10 percent Disadvantaged Business Enterprise (DBE) goal and a three percent Disabled Veteran Business Enterprises (DVBE). Further details about the Authority's goal and its SBE/DBE program may be found on the Authority's website (http://www.hsr.ca.gov/Programs/Small_Business/index.html).
- The RFP will be available in electronic format on the State's Contract Register at <http://caleprocure.ca.gov> and a link can be found on the Authority's website at www.hsr.ca.gov.

All questions regarding this RFP must be submitted in writing to the individual identified in Section 3.1 of this RFP by the date and time listed in Section 3.0, Table 1. Responses to questions submitted will be posted on the State's Contract Register for the benefit of all participants.

2.1 Brief Description of Services

See Draft Agreement, Attachment E, and Exhibit A for the full Scope of Work.

The selected Contractors will be responsible for providing each of the major Tasks involved in the full range of services for real property acquisition for the System, including:

1. Administration and Project Management



2. Appraisal
3. Phase I and Phase II Environmental Site Assessment (ESA)
4. Land Rights and Real Property Acquisition/Condemnation
5. Property Management
6. Relocation Assistance
7. Other Real Property Services, as required.

Right-of-way engineering and surveying services in support of the acquisition effort will be provided by the Authority and other third party contractors. This includes provision of appraisal maps, legal descriptions, exhibits needed for transactions, and staking and boundary marking. The selected Contractors will work closely with the Authority staff and the engineering and surveying services providers to coordinate receipt of these documents and services.

The Authority is required to follow the statutory requirements of the Property Acquisition Law, located in Government Code sections 15850-15866, in addition to the California Eminent Domain Law and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (as amended) (Uniform Act). The Property Acquisition Law requires oversight from the Authority's Partner Agencies (unlike Caltrans, which has certain exemptions) including the State's Department of General Services, Department of Finance and Public Works Board.

The geographic scope of the Project extends primarily from Merced to Bakersfield. This geographic area includes but is not limited to the three Design-Build Contracts that have been awarded, as well as the areas north of CP 1 to Merced and south of CP 4 to Bakersfield. Work may also include early acquisition activities, in compliance with environmental law, between Merced and San Jose. Each Design-Build Contract includes a ROW Acquisition Plan with exhibits detailing the limits of each construction package and the schedule for delivery. The Right-of-Way Acquisition Plans for CP 1, CP 2-3, and CP 4 are located on the Authority's website:

- CP 1:
http://www.hsr.ca.gov/docs/programs/construction/HSR_13_06_B3_PtE_Sub4_Right_of_Way_Acquisition_Plan.pdf
- CP 2-3:
http://www.hsr.ca.gov/docs/programs/construction/CP23_RFP_13_57/mandatory/P13_57_IVA_01_ROW_Acquisition_Plan_CP23.pdf
- CP 4:
http://www.hsr.ca.gov/docs/programs/construction/CP4_executed/P14_32_IR_IVA_01_ROW_Acquisition_Plan.pdf

The Right-of-Way Acquisition Plans are provided for information only and may not reflect the most up-to-date information. Current Right-of-Way Acquisition Plan information will be provided



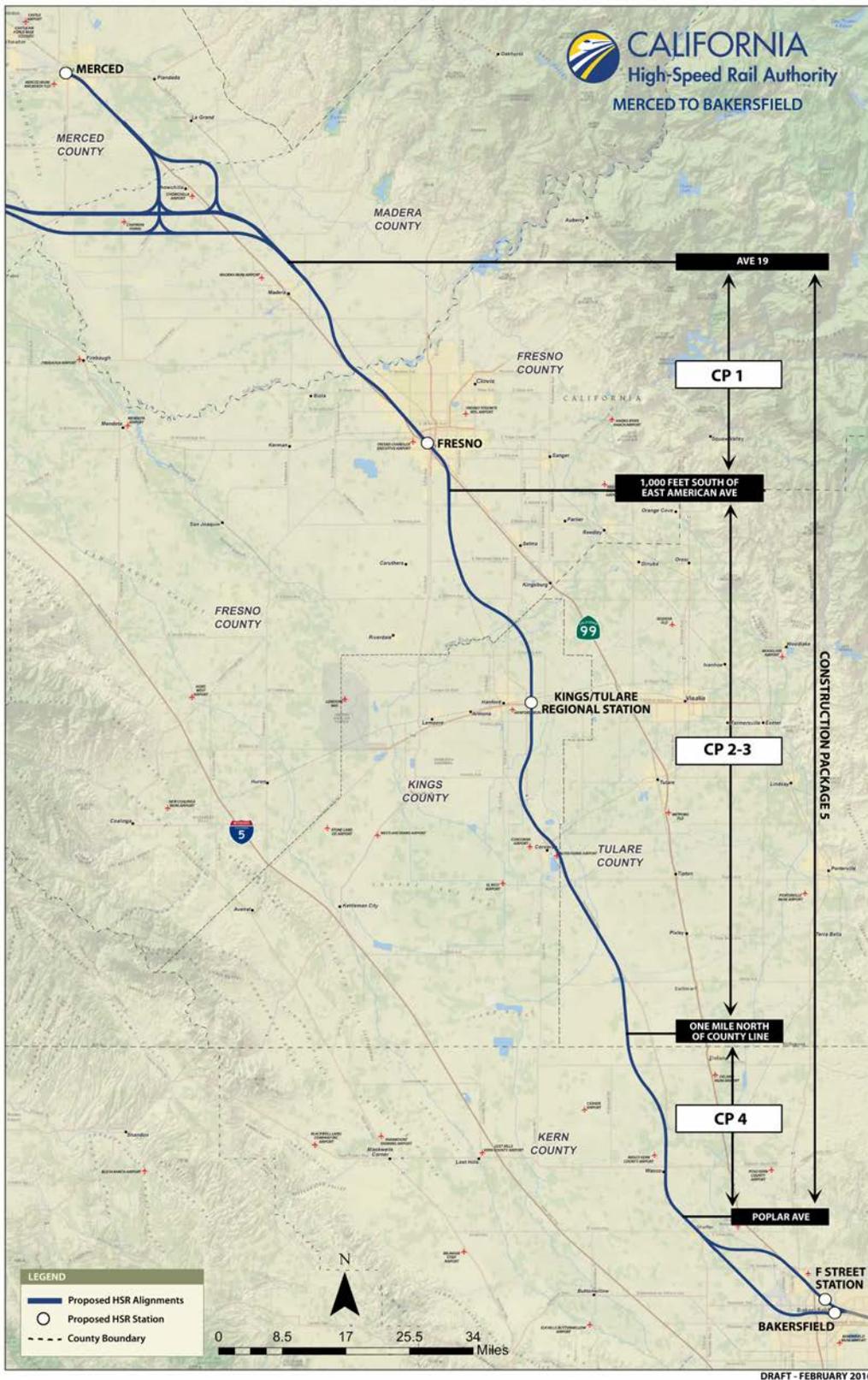
after contract execution. The schedule for ROW delivery will be phased based on construction priorities and in accordance with the applicable ROW Acquisition Plan. The schedule for ROW delivery shall be coordinated by the Authority. Right-of-way is currently being acquired in CP 1, CP 2-3, and a portion of CP 4. Out of approximately 1,500 total parcels identified for acquisition within the construction packages identified above, about 600 have been obtained and delivered to the Design-Build Contractor(s). The balance is in various stages of the acquisition process. North of CP 1, appraisals are currently being completed in northern Madera County. Future acquisition assignments, extending through the Wye section in the San Jose to Fresno segment, north to Merced, and south to Bakersfield, are dependent on completion of environmental review.

For additional information concerning ROW impacts in CP 1, CP 2-3, and CP 4, please refer to the Final Environmental Impact Report/Statement for the Fresno to Bakersfield Section posted on the Authority's web site (http://www.hsr.ca.gov/Programs/Environmental_Planning/final_fresno_bakersfield.html).

Figure 1 depicts the geographic area of the Project where the Work will be performed.



Figure 1: High-Speed Rail Delivery Map



2.1.1 Definitions

Whenever used in this RFP or any contract resulting from this RFP, the following terms have the definitions indicated:

Authority – California High-Speed Rail Authority

Authority Board – California High-Speed Rail Authority Board of Directors

Business day – Monday through Friday, except for federal or State holidays, between the hours of 8:00 a.m. and 5:00 p.m., Pacific Time. Lists of Federal and State holidays can be found at <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=Overview> and <http://www.calhr.ca.gov/employees/pages/state-holidays.aspx>.

Construction Package 1 (CP 1) – The portion of the First Construction Segment bounded by Avenue 19 in the County of Madera to the north, and by a point 1000 feet south of East American Avenue in the County of Fresno to the south, including subsection CP-01C.

Construction Package 2-3 (CP 2-3) – The portion of the First Construction Segment bounded by a point 1000 feet south of East American Avenue in the County of Fresno to the north, and a point approximately one (1) mile north of the Tulare/Kern county line in the County of Tulare to the south

Construction Package 4 (CP 4) – The portion of the First Construction Segment bounded by a point approximately one mile north of the Tulare/Kern county line in the County of Tulare to the north, and Poplar Avenue in the County of Kern to the south

Contractor – The successful Proposer(s) that execute agreements with the Authority as a result of this RFP

Day – Calendar day, unless otherwise noted

Design-Builder – The Design-Builder performing the design and construction work for Construction Package 1, Construction Package 2-3, or Construction Package 4, as applicable and as detailed in the Design-Build Contract

Design-Build Contract – The contract between the Design-Builder and the Authority for design-build services to be performed for Construction Package 1, Construction Package 2-3, or Construction Package 4, as applicable

Disadvantaged Business Enterprise (DBE) – A small business concern that is at least 51 percent owned and whose management and daily business operations are controlled by “socially and economically disadvantaged individuals” as that phrase is defined in 49 C.F.R. Part 26



Disabled Veteran Business Enterprise (DVBE) – To qualify as a Disabled Veteran Business Enterprise, the business must have received the appropriate certification issued by the California Department of General Services. This definition applies where the contracts in question are 100 percent state-funded

Grant/Cooperative Agreements – Agreement numbers FR-HSR-009-10-01-05 and FR-HSR-0118-12-01-00 between the Authority and the Federal Railroad Administration providing terms for expenditure of Federal funds provided for the Project

Key Personnel – Those individuals identified in the Proposer’s Proposal to fill the roles specified in Section 5.5.2.3

Major Subcontractor – Subcontractors responsible for one or more of the Tasks defined in the Scope of Work, or entities responsible for 25 percent or more of the total Work under any contract resulting from this RFP

Microbusiness (MB) – The Authority recognizes Microbusiness certifications issued by the California Department of General Services

Open Government Laws – Collectively, the California Public Records Act (Government Code section 6250, et seq.), the Bagley-Keene Open Meeting Act (Gov. Code section 11120, et seq.), and the Freedom of Information Act (5 U.S.C. section 552, as amended by Public Law No. 104-231, 110 Stat. 3048) and other applicable State and Federal open records laws

Partner Agencies – The State of California agencies and departments that are assisting the Authority in the Project including Department of General Services, Department of Finance, Public Works Board, and Caltrans

Person – Any individual, corporation, company, joint venture, partnership, trust, unincorporated organization, or governmental agency including the Authority

Project – The portion of the California High-Speed Rail Program related to the delivery of the ROW necessary to plan, design, construct, maintain, and operate the System

Proposer – A Person that submits a Proposal in response to this Request for Proposals

Small Business – A for profit small business that meets the requirements and eligibility criteria set forth by the U.S. Small Business Administration and California Department of General Services for certification as a Small Business. This definition is dependent on whether the firm wishes to participate in U.S. DOT-assisted contracts or in 100 percent, State funded contracts, which are defined as follows:

- a. For U.S. DOT-assisted contracts, a Small Business meets the definition for a small business concern contained in Section 3 of the Small Business Act and United States Small Business Administration regulations implementing it (13 C.F.R. Part 121) that also does not exceed the cap on average annual gross receipts specified in 49 C.F.R. Part 26.65(b). Certified SB firms participating in U.S. DOT-assisted contracts are not required to have a principal office



located in California. Both State and/or Federal certified SB firms are eligible to be credited toward meeting the SB goal on a U.S. DOT-assisted contract.

- b. For 100 percent State-funded contracts, a Small Business is independently owned and operated, with its principal office located in California and with owners living in California, has grossed \$14 million or less over the previous three tax years, and is not dominant in its field of operations. This certification is issued by the California Department of General Services.

State – The State of California

Subcontractor – Defined as follows:

- a. Prior to award of any contract resulting from this RFP, any Person with whom the Proposer proposes to enter into a subcontract for any part of the Work, or that will enter into a subcontract for any part of the Work, at any tier; or
- b. After award of any contract resulting from this RFP, any Person with whom the Proposer has entered into a subcontract for any part of the Work, or with whom any subcontractor has further subcontracted any part of the Work, at all tiers.

Task Manager – Those individuals identified in the Proposer’s Proposal to manage the tasks specified in Section 5.5.2.3

Tasks – The different sections of the Scope of Work under any agreement resulting from this RFP to be managed by the Task Managers. Also see the definition of Work below

Work – All of the tasks required under the Agreement resulting from this RFP

2.2 Acronyms

ARRA	American Recovery and Reinvestment Act of 2009
CalSTA	California State Transportation Agency
Caltrans	California Department of Transportation
DB	Design-Build
DBE	Disadvantaged Business Enterprise
DGS	California Department of General Services
DVBE	Disabled Veteran Business Enterprise
FCS	First Construction Segment
FOIA	Freedom of Information Act
FRA	Federal Railroad Administration
HSR	California High Speed Rail Authority
MB	Microbusiness
NTP	Notice to Proceed
RDP	Rail Delivery Partner
RFP	Request for Proposals
ROW	Right-of-Way
SBE	Small Business Enterprise
TO	Task Order



U.S. DOT United States Department of Transportation

3.0 Procurement Schedule and Process

Table 1: Key RFP Dates:

Key Dates	Activity Description
May 3, 2016	RFP advertised
May 12, 2016	Fresno Downtown Business Hub Training Center (Basement) 1444 Fulton Street, Fresno CA 93721 10:30 AM – 12:30 PM Pacific Standard Time.
May 19, 2016	Last day to submit written questions
May 26, 2016	Response posted to written questions
June 15, 2016	Proposals due at the address specified in Section 4.1 of this RFP by 3:00 PM Pacific Standard Time.*
July 8, 2016	Invitations to Interview sent
Week of July 11 to July 15, 2016	Interviews with Proposers held in Sacramento
July 15, 2016	Notice of Proposed Award released by 5:00 PM Pacific Time
August 2016	Proposed contract Start Date
* All dates subsequent to the Proposal due date may be modified at the discretion of the Authority without issuing a formal addendum to this RFP.	

3.1 Authority's Designated Point of Contact

The Authority's Designated Point of Contact for communications concerning the Project or this RFP shall be as follows:

Mr. Domonique Wilson
California High-Speed Rail Authority
 770 L Street, Suite 620 MS 3
 Sacramento, CA 95814
 Phone: (916) 669-6603
 Fax: (916) 322-0827
 Email: domonique.wilson@hsr.ca.gov

Persons intending to submit Proposals in response to this RFP shall not contact or discuss any items related to this process with any Board member or Authority or RDP staff other than the Point of Contact listed above. Failure to comply with this communication prohibition may result in disqualification.

3.2 Addenda to RFP

The Authority reserves the right to amend the RFP by addendum before the final date of Proposal submission.



3.3 Non-Commitment of Authority

This RFP does not commit the Authority to award a contract, to pay any costs incurred in the preparation of a Proposal, or to procure or contract for services or supplies. The Authority reserves the right to accept or reject any or all Proposals received as a result of this RFP, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the Authority to do so.

3.4 Property Rights

Proposals received within the prescribed deadline become the property of the Authority and all rights to the contents therein become those of the Authority. All material developed and produced for the Authority under the contract for resulting from this RFP shall belong exclusively to the State of California. All products used or developed in the execution of any contract resulting from this RFP will be governed in accordance with the Ownership of Data Rights and Patent Rights section(s) in Attachment E.

3.5 Improper Communications and Contacts

The following rules of contact shall apply during this procurement that began upon the date of issuance of this RFP and will be completed with either the execution of any contract resulting from this procurement or the cancellation of the procurement. These rules are designed to promote a fair and unbiased procurement process. Contact includes face-to-face, telephone, facsimile, electronic mail (e-mail), or formal written communication.

The specific rules of contact are as follows:

- A. After submittal of Proposals, no Proposer or any of its team members may communicate with another Proposer or its team members with regard to the RFP or any other team's Proposal with the exception of Subcontractors that are shared between two (2) or more Proposer Teams. In such cases, those Subcontractors may communicate with their respective team members so long as those Proposers establish a protocol to ensure that the subcontractor will not act as a conduit of information between the teams (contact among Proposer organizations is allowed during Authority sponsored informational meetings). Protocols established to ensure that subcontractors do not act as conduits of information between teams are subject to Authority review and approval, at the Authority's discretion.
- B. Proposers shall correspond with the Authority regarding the RFP only through the Authority's Designated Point-of-Contact (see Section 3.1 of this RFP) and Proposer's RFP/Proposal Manager.
- C. Except for communications expressly permitted by the RFP or approved in advance by the Authority's Chief Counsel, in his or her sole discretion, no Proposer or representative thereof shall have any ex parte communications regarding the RFP or the procurement described herein with any member of the Authority Board or with any Authority or RDP staff. This includes any of the Authority's advisors, contractors, or consultants (and their respective affiliates) that are involved with the procurement.



- D. The foregoing restriction shall not, however, preclude or restrict communications with regard to matters unrelated to the RFP or the procurement or from participating in public meetings of the Authority or any Authority workshop related to this RFP.
- E. The Proposers shall not contact the entities listed below regarding this procurement, including any employees, representatives, and members:
 - 1. Federal Railroad Administration (FRA)
 - 2. California State Transportation Agency (CalSTA)
 - 3. California Department of Transportation (Caltrans)
 - 4. California Department of General Services (DGS)
 - 5. California High-Speed Rail Authority (except as provided in this RFP)
- F. Any communication determined to be improper, at the sole discretion of the Authority, may result in disqualification.
- G. The Authority will not be responsible for any oral exchange or any other information or exchange that occurs outside the official RFP process.

3.6 Organizational Conflicts of Interest

The Authority has adopted an Organizational Conflicts of Interest Policy (Policy) that will apply to this procurement and the resulting contract, in addition to the Authority's Conflict of Interest Code and other applicable requirements. The Policy can be found on the Authority's website at

http://www.hsr.ca.gov/docs/about/doing_business/Organizational_Conflict_Interest_Policy_Final_9152011.pdf

Proposers are advised to carefully review the Policy, and to have their team members review the Policy, since it includes provisions that:

- 1. Preclude certain firms from participation in this procurement and
- 2. Affect the ability of the Proposers, their subcontractors and their Affiliates (as defined in the Policy) to enter into business relationships with Authority consultants.

Failure to comply with the Policy in any respect, including the failure to disclose any actual, perceived or potential organizational conflict of interest, may result in serious consequences as described in Section V(2) of the Policy.

An organizational conflict of interest is a circumstance arising out of a Proposer's existing or past activities, business or financial interests, familial relationships, contractual relationships, and/or organizational structure (i.e., parent entities, subsidiaries, Affiliates, etc.) that results in: (i) impairment or potential impairment of a Proposer's ability to render impartial assistance or advice to the Authority or of its objectivity in performing work for the Authority; (ii) an unfair competitive advantage for any Proposer submitting a Proposal on an Authority procurement; or (iii) a perception or appearance of impropriety with respect to any of the Authority's procurements or contracts, or a perception or appearance of unfair competitive advantage with respect to a procurement by the Authority (regardless of whether any such perception is accurate). If any such conflict of interest is found to exist, the Authority may:



1. Disqualify the Proposer, or
2. Determine that it is otherwise in the best interest of the Authority to contract with such Proposer and include appropriate provisions to mitigate or avoid such conflict in the contract awarded.

Each Proposer shall fully disclose organizational conflicts of interest in its Proposal, using Form B. The refusal to provide the required disclosure, or any additional information required, may result in disqualification of the Proposer. If nondisclosure or misrepresentation is discovered after award of the contract through this procurement process, the resulting contract may be terminated.

By submitting its Proposal, each Proposer agrees that, if an organizational conflict of interest is discovered following submittal of the Proposal, the Proposer will make an immediate and full written disclosure to the Authority that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts.

3.7 Confidentiality

Proposers shall not submit confidential information in their Proposals. Any information submitted during the procurement process will be discoverable under a California Public Records Act request after the procurement is complete.

4.0 Submittal of the Proposals

4.1 Proposal Submittal Information

Proposals submitted in response to this RFP shall be mailed or hand delivered to:

Attention: Mr. Domonique Wilson
California High-Speed Rail Authority
770 L Street, Suite 620 M/S 3
Sacramento, CA 95814

The following information must be placed on the lower left corner of the submittal shipping packages:

RFP No.: _____ HSR15-138

California High-Speed Rail Authority
ROW Services Proposal



Proposer:

4.2 Late Submittals

In accordance with California Public Contract Code § 10344, Proposals received after the specified date and time are considered late and will not be accepted. There are no exceptions to this law. Postmark dates of mailing, E-mail and facsimile (FAX) transmissions are not accepted under any circumstances and are not acceptable toward meeting the submission deadline for Proposal delivery. A Proposal is late if received any time after the date and time listed in Table 1. Proposals received after the specified time will not be considered and will be returned to the Proposer.

4.3 Modification or Withdrawal of Proposals

Any Proposal received may be withdrawn before the Proposal submittal date by written request to the Authority. The only method for a Proposer to modify its Proposal is by withdrawing its submission in its entirety prior to the Proposal Due Date, by written notification to the Authority. A complete, corrected submission package may be resubmitted prior to the Proposal Due Date. Modifications offered in any other manner will not be considered.

5.0 Proposal Requirements

Proposers shall include one original and 10 hard copies in separate 3-ring binders in its submittal containing both its Technical Proposal and its Cost Proposal. The original must be clearly marked "Original" on its face and spine, and each copy must be marked with the Proposer's name and numbered 1 through 10 on their spines. Each Proposer shall include one (1) electronic version of its Proposal in a searchable .pdf format on a CD or DVD. This CD or DVD shall include the Technical Proposal and Cost Proposal in pdf format, and should include the Cost Proposal in Microsoft Excel format. These documents should not be password protected. Proposals must be received no later than the date and time listed in Table 1, addressed in accordance to Section 4.1.

The following summarizes the content and organization of the Proposal. In addition to the information described below, the Authority may require confirmation or clarification of information furnished by a Proposer.

5.1 General Requirements

The Proposal shall be completed in ink or typewritten; and shall be manually signed. Scanned or faxed responses are not acceptable.

The Proposal shall comply with the following requirements:

- Documents should be prepared in single-spaced type, 12 point font, on 8-1/2" x 11" sheets printed double-sided. A page is considered a single side of an 8-1/2" x 11" sheet. Should the



Proposer wish to submit materials that benefit from larger format paper sizes such as charts, drawings, graphs and schedules then they should do so sparingly. Large format pages will be included in the page limit.

- Pages should be numbered at the bottom to show the page numbers and total number of pages in the response; (e.g., Page 1 of 30, Page 2 of 30, etc.).
- The Proposal shall be no more than 30 pages in length, exclusive of the transmittal letter, resumes as required by Section 5.5.2.3, and the Forms and Certifications).
- Brochures, extraneous publications such as published articles, directories, lengthy client lists, and other miscellaneous materials not specifically requested will not be evaluated.
- If submitting as a team, note which entity is the prime Proposer or lead joint venture partner (if applicable).
- Note the individual who will be the point of contact authorized to bind the Proposer.
- All names and applicable titles shall be typed or printed below the signatures.
- Forms A-B and Certification Nos. 1-10 must be signed and included. If erasures or other changes appear on the forms, each erasure or change shall be initialed and dated by the person signing the response.
- The Proposal shall be divided into sections as described below:
 - A blank page should precede each section with an index tab extending beyond the side of the page; these blank pages will not be counted within the page count.
 - The index tab should have the appropriate section number typed thereon.
 - At a minimum, the items described in Section 5.0 shall be addressed.
 - Sections in the Proposal should be in the same order as they appear in this RFP.

5.2 Transmittal Letter

The Proposal shall be transmitted with a letter that must be signed by an official authorized to bind the Proposer contractually and shall contain a statement that indicates the Proposal is complete and accurate. The transmittal letter shall include a statement affirming that the Proposer has or is able to obtain the required insurance specified in the Draft Agreement, Attachment E of this RFP. The transmittal letter shall also provide the following: names, titles, addresses, telephone numbers, and email addresses of individuals authorized to negotiate and contractually bind the Proposer. All Forms and Certifications shall be manually signed and included as attachments in the transmittal letter section. Neither the transmittal letter nor the Forms and Certifications will be included in the page count. Proposers shall affirm in the transmittal letter that the Minimum Requirements of Section 5.3 are met.

5.3 Minimum Requirements

Proposers must satisfy all of the Minimum Requirements listed below. Failure to satisfy all of the Minimum Requirements at the time of Proposal submission, unless otherwise specified, may



result in the immediate rejection of the submission. The successful Proposer must continue to satisfy all of the Minimum Requirements throughout the term of any contract resulting from this RFP.

The Minimum Requirements for this RFP are:

1. The Proposer must be licensed to do business in the State of California, and hold valid and appropriate professional licensure as required by Section 5.5.2.3 of this RFP. Proposers shall attach copies of licenses to the Transmittal Letter.
2. The Proposer must identify the Project Manager assigned to manage any contract awarded pursuant to this RFP. This individual shall be identified in the Transmittal Letter.
3. The Proposer must provide resumes for the Key Personnel and Task Managers. Resumes shall be attached to the Transmittal Letter.
4. The Proposer must confirm that all associate or journey level and above field staff (right of way agents and relocation agents) have at least three years of experience with the Uniform Act.
5. The Proposer must provide all necessary information and forms required showing proof of small business participation. All subcontractors shall be identified on Form A.
6. The Proposer must affirm in the Transmittal Letter that it has or is able to obtain the required insurance, specified in the Draft Agreement in Attachment E of this RFP.
7. The Proposer must provide three references as required in Section 5.5.1 (including all required information and/or documentation). Contact information for references shall be attached to the Transmittal Letter.
8. The Proposer must provide the Transmittal Letter with all required Forms and Certifications.
9. The Proposer must affirm in the Transmittal Letter that it has not been terminated from another contract for default, or received a civil judgment or criminal conviction in the past five years.
10. The Proposer must affirm in the Transmittal Letter that it will have an office (temporary or permanent) in Merced, Madera, Fresno, Tulare, Kern, or Kings County that will be staffed during normal business hours for the term of any contract resulting from this RFP or if does not, that it will use the Authority office address closest to the Proposer's destination as the point of beginning in calculating travel expenses.



5.4 Executive Summary

Proposers may include an Executive Summary, preferably not exceeding two pages, stating key points of their Proposals that they believe highlight their qualifications to provide the services covered under this RFP. As such, the Executive Summary may emphasize the Proposer's strengths as fully described in the balance of the Technical Proposal. Proposers should be aware that the Executive Summary will not be separately evaluated and that it will count against the page limitations.

5.5 Contents of the Proposal

Using the following criteria as a minimum, state why your firm believes it is qualified to provide the services requested in this RFP. This section contains the Technical Proposal requirements of this RFP.

5.5.1 Past Performance and Experience

The Authority wishes to contract with a team with a proven track record of successfully providing ROW services described in the Scope of Work in Attachment E to this RFP on similar projects.

Provide the following information, and explain how the Proposer meets the past experience criteria:

- Provide names, addresses and telephone numbers for at least three clients for whom the Proposer (i.e., the prime Proposer submitting a Proposal, the joint venture submitting a Proposal, or each individual prime member of the Joint Venture) has performed work on large-scale linear transportation projects.
- References shall be provided as follows:
 - If a single entity is the prime contractor submitting the proposal, the references shall be submitted for the prime and for each of the Major Subcontractors.
 - If the Proposal is submitted by a joint venture that has worked together in the past, the references shall be for the joint venture as a whole and for each of the Major Subcontractors.
 - If the proposal is submitted by a joint venture that has not worked together in the past, references shall be included for each prime member of the joint venture and for each of the Major Subcontractors.
- For each assignment identified, provide the following information attached to the Transmittal Letter:
 - The name of the client;
 - The title of the project or assignment;
 - Contact phone numbers and email addresses for the client;



- The scope of the assignment;
 - The scale of the assignment (e.g., dollar value of contract, number of parcels, geographic scope);
 - The name of each proposed service team member working on the account; and
 - The date of service of the contract.
- Describe how the past projects identified provide the experience preferred in this RFP.
 - Provide examples of cost saving methodologies utilized on past assignments.
 - Provide examples of innovative approaches that contributed to project quality and/or cost or schedule savings.

5.5.2 Understanding of the Scope of Work

The Authority seeks to contract with a team with a strong understanding of the Scope of Work described in Exhibit A of the Draft Agreement in Attachment E of this RFP. The Authority values the timely acquisition and delivery of ROW, and any innovative methods or approaches that will contribute to the successful completion of the tasks described in the Scope of Work. Proposers should provide innovative ways to reduce costs to the Authority and indicate any unique methods the Proposer will implement to achieve cost savings and schedule improvements.

5.5.2.1 Criteria

Discuss the following criteria, and demonstrate how the Proposer would execute the scope of work requirements:

- Discuss the Proposer's understanding of the project elements, project requirements, and how the Proposer adds value and works toward the goal of achieving optimal efficiency for delivering the ROW Services in a timely manner.
- A detailed discussion and understanding of the Project and the Work, and how the Proposer meets each and every minimum qualification.
- The skills and experience that set the Proposer apart and demonstrate that the Proposer can complete acquisitions in greater quantities and within shorter time frames than other teams.
- The Proposer's approach to delivering high-quality products to the Authority that are complete and "right the first time".
- The Proposer's approach to managing the approval interface with the Authority, such as detailed tracking of appraisals, acquisitions documents, condemnation documents, and relocation claims; and workload forecasts to allow the Authority to prepare partner agencies for higher volumes of approvals.



- The Proposer's approach to adapting their systems to the Authority's ROW Management Information System.
- Any innovative, unique or special techniques, methods, or approaches that will be used in the various functions to make the Proposer more likely to successfully and timely complete the tasks required by the Scope of Work, including any unique resources available to the Proposer with a particular focus on those resources designed to maximize efficiencies of time and cost.
- Assurances that the Proposer has reviewed the Scope of Work (Exhibit A) and the payment provisions (Exhibit B) included in the Draft Agreement in Attachment E to this RFP.

5.5.2.2 Organization and Management Plan

Describe the composition of the Proposer's team, and how activities would be assigned. Also provide a brief description of the following elements related to the team's organization and management:

- The Proposer's organization and management approach will be evaluated on the extent to which it includes and describes all pertinent disciplines required to successfully complete the Scope of Work.
- Proposers are directed to the Standard of Care stated in Attachment E. Proposers should describe the manner in which they will meet or exceed this Standard of Care.
- Proposer shall provide sufficient information to enable the Authority to understand and evaluate the Proposer's organization and management approach. At a minimum, the Proposer shall provide a narrative that includes the following information related to the team's organization and management:
 - A brief description of the composition of the ROW services team and how activities would be assigned.
 - A description of how the ROW services team adds value and works toward the goal of achieving optimal efficiency for delivering the land to the Authority.
 - A description of the Proposer team, including an organizational chart of the entire team.
 - The location of the Proposer's and Major Subcontractors' headquarters and satellite office(s) and proposed methods of minimizing costs to the State. Indicate where each Key Personnel position will be based during the term of any contract.
 - A description of the relationship between the prime Contractor and Subcontractors, or among partners in a joint venture, and any successful past working relationship(s) among the Proposer team members.



- A description of any technical capabilities that would facilitate communicating with the Authority (e.g., mobile internet capability, electronic reporting).
- For Work which will be accomplished by a subcontractor(s), include a letter of commitment from the proposed subcontractor(s), which shall include: the point-of-contact for the subcontractor; the classifications or position titles, State licensing requirements for the job classifications or positions; and names, including any licenses and license numbers, of personnel in each job classification or position that will be made available for this Work as necessary to meet time frame performance requirements. Such letters should be attached to the Transmittal Letter and will not be included in the page count.

5.5.2.3 Key Personnel and Task Managers

Proposer shall identify and name Key Personnel, and may appoint Task Managers for specific assignments. Proposer's Key Personnel and Task Managers will be evaluated on the extent to which the qualifications and experience of each individual listed demonstrates that the Work can be effectively completed; and for the volume of work that the firm is able to take on while assuring timely, quality delivery and progress on assigned tasks. All known subcontractors shall be identified on Form A. For companies included as subcontractors on more than one Proposer team, no individual may be designated as Key Personnel in more than one Proposal.

The Proposal must include information regarding California professional licenses held by the Proposer's Key Personnel and Task Managers. At least one key person responsible for direction and control of the ROW Services shall have one of the licenses below now or by the time the contract is executed:

- Certified Real Estate Appraiser license from the California Office of Real Estate Appraisers
- California Real Estate Broker or Salesperson License issued by the California Bureau of Real Estate

Key Personnel are individuals designated to fulfill the roles described below. They are essential to the team's ability to provide the range of services described in this RFP. Key Personnel can hold additional assignments or be focused solely on the defined roles, but an individual can be assigned only one of the Key Personnel roles. The purpose of naming individuals to these roles is to assure that the team addresses project delivery, status reporting, schedule adherence, and quality; and to assure that the team includes the requisite skills, qualifications, experience and credentials to do the job.

Discuss how Key Personnel are qualified for the roles to which they are assigned, and the authority they will have to direct other staff and contractors and manage workflow. Include the resumes of Key Personnel that demonstrate their experience in working on similar projects with comparable responsibilities. Resumes should be limited to two pages and presented in such a way as to particularly highlight the experience on projects or assignments of a similar nature. Resumes shall demonstrate that the individuals proposed have the appropriate licenses or



qualifications for the relevant assignments. The resumes must include summary chronologies of employment history including dates and titles at each firm. Include the names of projects, client, city, and state. Resumes of administrative and support staff should not be included.

The Proposer shall designate individuals to fulfill each of the following Key Personnel roles:

- a. Project Manager – This individual will be responsible for the day-to-day activities of the ROW services team and be the liaison with the Authority’s Contract Manager. They will be responsible for coordinating efforts within the team and with the Authority’s public agency partners.
- b. Quality Manager – This individual will be responsible for assuring the professional quality, technical accuracy, completeness and consistency of all ROW services reports, documents, and activities, particularly document packages (e.g. RON packages and AQC packages defined in the Scope of Work).
- c. Delivery Manager - This individual will assure prompt and accurate status reporting, monitor schedules and enforce deadlines, and track delivery of appraisals, ESAs, ROW contracts, and other documents and deliverables for each property acquisition at every stage of the process.
- d. Appraisal Manager – This individual will be responsible for overseeing all appraisal and valuation efforts, making appraisal assignments, coordinating review appraisals, responding to questions and comments on valuation, obtaining specialty appraisal services (e.g., FFE, Goodwill, damages) and the full range of services described in Task 2 of the Scope of Work.
- e. Acquisition Manager – Responsible for direction of the acquisition effort, this individual will be oversee all phases of property rights acquisition and the full range of services described in Task 4 and Task 7 of the Scope of Work.
- f. Relocation Manager – All relocation efforts, services, and claims and the full range of the assignment described in Task 6 of the Scope of Work will be overseen by the named Relocation Manager.

There shall be no change in the Key Personnel without prior written approval by the Authority.

The Proposer shall identify Task Managers, people who hold primary responsibility for fulfilling and carrying out specific assignments. Key Personnel can also serve as Task Managers. Each of the seven major tasks outlined in the scope of work should have a Task Manager. The purpose of identifying these Task Managers is to provide a primary point of contact and accountability on specific work assignments.

Task Managers should be identified for the following:

- Task 1: Administration and Contract Management: the person most knowledgeable about contract terms and budgeting for the project. Responsible for preparation of Task



Orders and invoicing, this individual will monitor the team's fiscal operations and assure compliance with contract obligations.

- Task 2: Appraisal: the individual identified in the Key Personnel as the Appraisal Manager.
- Task 3: Phase I and Phase II Environmental Site Assessment (ESA): the named individual responsible for conducting the required ESAs and delivering the required reports. This person should be an Environmental Professional as defined in American Society for Testing and Materials International (ASTM), qualified to review and sign ESAs.
- Task 4: Acquisition Manager: the individual identified in the Key Personnel.
- Task 5: Property Management and Parcel Delivery: The person primarily responsible for coordinating the services described in Task 5.
- Task 6: Relocation Assistance: the individual identified in the Key Personnel as the Relocation Manager.
- Task 7: Other Real Property Services: the contact person responsible for coordinating and delivering the variety of Real Property Services described in Task 7.

Task Managers are subject matter experts. They work closely with other Task Managers and Key Personnel in coordinating the work effort. More than one Task can be assigned to a Task Manager (i.e., a single person can be manager of more than one Task). Subcontractors can serve as Task Managers and on more than one Proposer team. Include the resumes of designated Task Managers that demonstrate their experience in working on similar projects, their expertise relative to the assigned task, and their qualifications to lead the task for the Proposer.

5.5.2.4 Staffing Plan

The Authority wishes to contract with a ROW Services team with organizational and staffing plans that are appropriate for the Scope of Work described in Exhibit A of Attachment E, and having experienced personnel managing tasks and fulfilling key roles. All known subcontractors shall be identified on Form A.

Proposer's Staffing Plan will be evaluated for the amount of work that the firm is able to take on while assuring timely, quality delivery and progress on assigned tasks; ability to respond to assigned tasks in timely manner; and whether the full range of ROW services are available. The Proposer shall include an estimate of the volume of work, expressed in terms of annual billing, and number of parcels delivered to the Design-Build (DB) contractor per year, that the proposed staffing plan could accommodate. The magnitude of the volume estimate will not determine the Proposer's ranking in the evaluation, but may inform the amount of the contract award, should the Proposer be awarded a contract as a result of this RFP.



The staffing plan will identify the job titles and number of people who will be assigned to the Project, and the percentage of their time available to work on the project. The Staffing Plan shall also indicate whether the Proposer can adapt to changes in workflow by reassigning, adding or augmenting staff, and how additional staff would be made available, if the volume of work or schedule temporarily demands additional staffing.

For the purpose of the Technical Proposal, the Proposer shall identify the available staff by the job titles and responsibilities outlined in the table below. The Contractor will identify the number of people assigned to each job title and the percentage of time available to devote to the Project and that will be committed to the Project if a contract is awarded. For the Cost Proposal, the Contractor will specify maximum rates for the named functions (Rate Sheet). These maximum rates shall be binding maximum rates for the term of the contract, subject to the escalation provision in Section 2.1.4, Exhibit B of Attachment E. Staff availability and the percentage of time dedicated to the project should be shown year by year for the term of the contract.

The Proposer's team may have a variety of job titles and assignments; if actual job titles and responsibilities for people named in the Staffing Plan deviate from those described, the Proposal should offer a brief explanation.

Job Classification	Description of Duties, Qualifications
Principal	Person authorized to make contractual obligations; oversight of firm. Assigns people to project, directs priorities. Enters into subcontractor agreements.
Project Manager	The Key Person as described above.
Acquisition Manager	The Key Person as described above.
Senior ROW Agent	Experienced, expert level of ROW acquisition skills, 10 or more years of experience. May have or qualify for SR/WA designation. Independent, handles most complex transactions.
ROW Agent	Minimum three years' experience. Handles most transactions independently, works with supervision or assistance on more complex assignments.
Relocation Manager	The Key Person as described above.
Senior Relocation Agent	Experienced, expert level at relocation assistance. Ten or more years' experience. May have or qualify for SR/WA designation. Independent, handles most complex transactions.



Job Classification	Description of Duties, Qualifications
Relocation Agent	Minimum three years' experience. Handles most transactions independently, works with supervision or assistance on more complex cases.
Appraisal Manager	The Key Person as described above.
Appraiser	Licensed and qualified to prepare and sign appraisal reports.
Review Appraiser	Independent Review Appraiser. Has or qualifies for MAI or ARA designation.
Environmental Professional (for ESA)	Qualified Environmental Professional as defined by ASTM, able to prepare and sign Phase I and Phase II ESAs.
Quality Manager	The Key Person as described above.
Delivery Manager	The Key Person as described above.
Contract & Fiscal Manager	Person most knowledgeable about contract terms and budgeting for the project. Responsible for preparation of Task Orders and invoicing.
Senior Administrative Support	Supervisory position providing administrative services and overseeing other support staff.
Administrative Support	Administrative support, document production, reporting, timekeeping and invoice preparation.
Data and Reporting Technician	Technical support staff, may have specialized subject matter expertise (e.g., ROW documents, escrow and title, GIS, database).

All associate or journey level acquisition agents shall have the appropriate California real estate broker or salesperson license and a minimum of three years of experience performing these duties under the provisions of the Uniform Act. All associate or journey level relocation agents shall have a minimum of three years of experience performing these duties under the provisions of the Uniform Act. The Proposer must provide assurances that all acquisition and relocation personnel performing at journey level and above have the required experience. The Proposal shall include a table that identifies the associate and journey level acquisition and relocation agents by name, provides their license number and expiration date, and indicates their years of experience with the Uniform Act. The table can also include any professional designations (e.g., SR/WA) held by the agents.



All appraisers assigned to the project and preparing and signing appraisal reports that will serve as the basis for determining fair market value and just compensation, or providing appraisal review, shall have a valid appraisal license from the State of California. The Proposal shall include a table that identifies the appraisers who will be assigned to the project by name and provides their license number and expiration date, as well as any professional designations (e.g., MAI, ARA).

All personnel assigned to the Project must perform the Work with the highest level of professional competency.

5.5.2.5 Sample Task Orders

The Proposer shall respond to the Sample Task Orders presented in Attachment D+1. Using the worksheets also included in the Attachment D+1, the Proposer will combine personnel assignments, number of hours worked, and reimbursable expenses to propose a work plan based on the scenario outlined in the Sample Task Order.

The evaluation of the work plans shall be based on the Authority's experience with the Project. The work plan that presents a thorough understanding of the Project's schedule and workload requirements, and assigns qualified staff for an appropriate number of hours necessary to deliver high quality documents and services will be rated highest. The estimated number of transactions and hours indicated on the Worksheets will be used solely to evaluate the Proposer's understanding of the scope of work and the approach to staffing and work planning.

The Worksheet shall not be binding on the Authority; this RFP includes no guarantee of work. In the event of a computational error, unit figures will prevail over extended totals. The Authority shall check calculations and recalculate totals.

5.5.3 Small Business Participation

The Authority's SB/DBE Program establishes a 30 percent Small Business (SB) utilization goal, which is inclusive of a 10 percent Disadvantaged Business Enterprise (DBE) goal and a three percent Disabled Veteran Business Enterprise (DVBE) goal for this Agreement. The Authority's Small and Disadvantaged Business Enterprise Program, August 2012 (SB/DBE Program) is in compliance with the Best Practices of 49 C.F.R. Part 26, Executive Order S-02-06, Military and Veterans Code 999 and Title VI of the Civil Rights Act of 1964 and related statutes.

The Proposer is expected to make efforts to meet the SB/DBE Program goals and provide a SB Performance Plan on how the goals will be met throughout the contract duration. The Contractor shall clearly identify firms being utilized to meet the SB/DBE Program goals, including the contract value and scope of work that will be used to meet these goals and requirement. The Proposer shall also comply with other SB/DBE Program requirements, including but not limited to SB utilization reporting, substitution/termination processes, and other performance related factors as identified in the Authority's SB/DBE Program. The Proposer should refer to the Authority's SB/DBE Program for a Recognized SB Roster of Certifying Agencies and the Prompt Payment Act provisions that apply to this Agreement.



The Authority SB/DBE Program Plan is incorporated by reference into this Agreement. The Proposer is advised to read and become familiar with the Authority SB/DBE Program Plan, which may be found on the Authority's Small Business Policy and Program web page:

http://www.hsr.ca.gov/Programs/Small_Business/policy.html

5.5.4 Cost Proposal

5.5.4.1 Rate Sheet

The Authority shall reimburse the successful Proposer for actual hours worked at the rates identified on the Rate Sheet, plus reimbursable expenses. Proposers shall submit all cost information on Attachment D, Rate Sheet. All Rate Sheets must include rates for each job classification that shall serve as maximum rate caps that shall remain binding for the term of the contract. The Rate Sheet shall also specify the Proposer's fee, and include it in the maximum rates.

Individuals fulfilling one of the Key Personnel or Task Manager roles shall be compensated at or under the rate for that role, regardless of their other job titles or functions. For example, a Principal serving as Quality Manager shall be compensated at or under the maximum Quality Manager rate for time spent providing quality management services.

The rates listed on the Rate Sheet shall be fully loaded and include all actual direct and indirect costs, including overhead, taxes incidental to the specified rates, and the Proposer's fee or profit. The overhead costs shall be auditable rates as defined in 48 CFR 31. The information provided on the Rate Sheet shall become part of the final contract. The successful Proposer shall provide all labor, materials, licenses, permits, and transportation necessary to perform all services required in the Scope of Work. The cost of such items shall be included in the rates provided on the Rate Sheet. The purchase of equipment is not allowed under this contract. The successful Proposal is expected to provide all necessary equipment to perform the Scope of Work.

5.5.4.2 Tiering

The Cost Proposal shall also indicate the Proposer's preferred tier for contract award. Based on current staff and consistent with the Staffing Plan submitted with the proposal as described in Section 5.5.2.4, the Proposer shall indicate its preferred tier for contract award. The Authority intends to award multiple contracts to the best qualified teams in amounts appropriate to the volume of work that each team can deliver with high quality results and within the schedule set by the Authority.

The total dollar value for all contracts resulting from this RFP is not to exceed \$34,000,000 to \$44,000,000. It is anticipated that multiple contracts will be awarded. Contracts awarded under this RFP may be for different not to exceed amounts. Actual contract amounts are entirely at the Authority's discretion; there are no assurances expressed or implied that amounts awarded will be within the range specified as the Proposer's preferred tier. The assignment of tiers shall be based on the Proposers perceived capacity as shown by the Cost Proposal. The amount



awarded to each Proposer invited to contract with the Authority will be based on perceived capacity, not final score or ranking. Agreements shall be executed in order of final ranking, regardless of capacity or award amount.

The tiers are:

Tier S:	\$1 million to \$6 million
Tier M:	\$6 million to \$10 million
Tier L:	over \$10 million

5.5.4.3 Time and Materials or Lump Sum Compensation

The Authority reserves the right to reimburse Contractor by fixed price lump sum for milestones completed or by time expended by Task, as listed below. The Task numbers provided refer to the Scope of Work in Attachment E to this RFP.

Task 1: Administration and Project Management – reimbursed by time and materials.

Task 2: Appraisals – reimbursed by milestone payments determined by the type of property to be acquired.

Task 3.1: Phase I Environmental Site Assessments – reimbursed by milestone payments.

Task 3.2: Phase II Environmental Site Assessments – reimbursed by time and materials, with retention paid upon successful completion of the Task.

Task 4 through 4.4: Land Rights and Real Property Acquisition/Condemnation – reimbursed by time and materials, with retention paid upon successful completion of the Task.

Task 4.5.1, 4.5.2: Resolution of Necessity package preparation – reimbursed by milestone payments.

Task 4.5.3: Resolution of Necessity litigation support – reimbursed by time and materials.

Task 5: Property Management - reimbursed by time and materials, with 10% retention as required by State Contract law. Most maintenance and cleanup assignments will be viewed as a unique and separate task that is considered completed when the ACM confirms said service has been completed and approves the invoice for said service. The Contractor can simultaneously invoice for the associated retention of said completed service to be paid concurrently with the invoice for that service.

Task 6: Relocation Assistance – reimbursed by time and materials, with retention paid upon successful completion of the Task.

Task 7: Other Real Property Services – reimbursed by time and materials, with retention paid upon successful completion of the Task.



6.0 Evaluation and Negotiation

The following summarizes the Proposal Review, Evaluation, and Negotiation processes.

6.1 Proposal Review

The Authority shall review and evaluate each Proposal to determine if it meets the requirements contained in Section 5.0 and Attachments A through C. Failure to meet the requirements of the Request for Proposals may result in the rejection of the Proposal.

The Authority may reject any Proposal if it is conditional, incomplete, or contains irregularities. The Authority may waive an immaterial deviation in a Proposal. Waiver of an immaterial deviation shall in no way modify the Proposal documents or excuse the Proposer from full compliance with the contract requirements if the Proposer is awarded the contract.

6.2 Proposer Evaluation

The Minimum Requirements and Proposals shall be evaluated on a consensus basis. The Authority shall first evaluate whether the Proposals meet the Minimum Requirements on a pass/fail basis. Proposers that meet all Minimum Requirements shall then have their Technical and Cost Proposals evaluated and scored. All Proposers who receive a score of 85 percent (59.5 points out of a possible 70 points) or higher shall be invited to participate in interviews. The Proposer with the highest Final score, including the Technical Proposal, Cost Proposal, and Interview scores, shall be identified as the highest-scored Proposer.

6.2.1 Minimum Requirements

The Proposer must submit all of the required information as described in Attachment A: Minimum Qualifications Checklist. All of the information identified must be included for the Proposal to be considered responsive. Proposals with missing or incomplete information may be rejected. If a Proposer passes this phase, its Technical Proposal will be evaluated and scored.

6.2.2 Technical Proposal Evaluation

The Technical Proposal shall be evaluated and scored in accordance with Attachment B: Written Proposal Evaluation Scoring Sheet. The Technical Proposal can receive a maximum of 40 points, or 40 percent of the final score.

The Authority shall evaluate each Proposal to determine its responsiveness to the RFP. The Technical Proposal shall be scored by the Authority using a consensus point system. The Technical Proposal points shall be assigned based on consensus of the Evaluation/Selection Committee scores for determining the Technical Proposal scores.



6.2.3 Cost Proposal Evaluation

The Proposer shall complete the attached Rate Sheet Form located in Attachment D when submitting its Cost Proposal. A Cost Proposal can receive a maximum of 30 points, or 30 percent of the final score.

Cost Proposals shall be evaluated by comparing the Proposer's "Maximum Loaded Hourly Rate (\$)" rates for each job classification to the lowest of all proposals' "Maximum Loaded Hourly Rate (\$)" rate for that job classification. The lowest rate shall be rated the highest, and all other Proposers' rates will be pro-rated against the lowest rate.

For each classification, the lowest cost proposal "Maximum Loaded Hourly Rate (\$)" will be awarded the full weight. The remaining cost proposal "Maximum Loaded Hourly Rate (\$)" will be award cost points based on the Cost Proposal Formula below:

$$(\text{Lowest Cost by Classification}/\text{Other Cost by Classification}) \times \text{Classification Weight} = \text{Proposer Classification Cost Score}$$

The Total Cost Proposal Score will be a sum of each proposer's Classification Cost Scores.

$$\text{Proposer Total Cost Proposal Score} = \text{Classification 1 score} + \text{Classification 2 score} + \dots + \text{Classification X score}$$

A Cost Proposal can receive a maximum of 30 points The Cost Proposals submitted will be awarded the percentage of the available 30 points based on the total of their overall Classification Scores. Reference Attachment ___ for an additional example of the individual and Total Classification Scoring. The Cost Proposals will be awarded cost points based on the Cost Proposal Formula below:

$$(\text{Total Cost Proposal Score} \times 30)/100 = \text{Total Cost Proposal Score}$$

Vendor A	$(49.06/30) \times 100 = 14.7$ points
Vendor B	$(78.50/30) \times 100 = 23.55$ points
Vendor C	$(90.69/30) \times 100 = 27.21$ points

The Cost Proposal score will be added to the Technical Proposal score, for a maximum possible technical score of 70 points.

6.2.4 Interviews

The Authority will conduct interviews, at a minimum, with all Proposers receiving a score of 85 percent (59.5 points) or higher on the Proposals score, including both the Technical Proposal and Cost Proposal. Proposers with scores under 85 percent may be invited to participate in Interviews at the sole discretion of the Authority. Interviews will be separately scored using the criteria in Attachment C. The Final Scores will be established after the Interviews.



6.3 Final Scores

Final Scores will be established after all Interviews are completed. The Final Scores will be calculated as follows:

Technical Proposal Score = Maximum 40

Cost Proposal Score = Maximum 30

Interview Score = Maximum 30

These scores will be added together to establish the Final Score.

6.4 Notice of Proposed Award

After the Proposers with the highest total Final Scores are determined, the Notice of Selection will be posted on the Authority's website at http://hsr.ca.gov/About/Doing_Business_with_HSR/contracts_for_bid.html.

6.5 Debriefings

After the Notice of Proposed Award is posted, Proposers may request a debriefing with the Authority Contracts Office. The meeting shall be requested within 10 business days from the date of the Notice of Proposed Award. The debriefing meeting is an opportunity for unsuccessful Proposers to learn why their particular Proposal was not successful and may provide insight to improving proposal preparation for future solicitations.

7.0 Protest Procedures

A Proposer may file a protest against the proposed awarding of a contract. Once a protest has been filed, contracts will not be awarded until either the protest is withdrawn, or the Authority cancels the RFP, or DGS decides the matter.

Please note the following:

- Protests are limited to the grounds contained in the California Public Contract Code Section 10345.
- During the five working days that the NOPA is posted, protests must be filed with the DGS Legal Office and the Authority Contracts Office.
- Within five days after filing the protest, the protesting Proposer must file with the DGS and the Authority's Designated Point-of-Contact listed in Section 3.1 of this RFP a full and complete written statement specifying the grounds for the protest.



- If the protest is not withdrawn or the solicitation is not canceled, DGS will decide the matter. There may be a formal hearing conducted by a DGS hearing officer or there may be briefs prepared by the Proposer and the Authority for the DGS hearing officer consideration.
- The Authority shall comply with the procedures outlined in PCC § 10344 in the determination of any protest resulting from this RFP.
- Protests must be mailed or delivered as directed below, with a courtesy copy mailed or delivered to the Authority's Point of Contact listed in Section 3.1 of this RFP:

Department of General Services
Office of Legal Services
Attention: Protest Coordinator
707 Third Street, 7th Floor, Suite 7-330
West Sacramento, CA 95605
FAX: (916) 376-5088



Attachment A: Minimum Requirements Checklist

#	Minimum Requirement	Yes	No
1.	Was the Proposal received no later than the date and time listed in Table 1?		
2.	Did the Proposal include one original and 10 hard copies in separate 3-ring binders contained in a sealed shipping package? Original is marked "Original" on its face and spine, and each copy is marked with the Proposer's name and numbered 1 through 10 on their spines.		
3.	Did the Proposer include one electronic version of their Technical and Cost Proposals in an unprotected searchable .pdf format on a CD or DVD, and an electronic version of their Cost Proposal in Microsoft Excel format?		
4.	Is the Proposal typewritten and signed manually?		
5.	Are pages numbered to show page numbers and total number of pages in the response at the bottom of the page?		
6.	Is the Proposal no more than 30 pages in length, exclusive of the transmittal letter, resumes, and the Forms and Certifications?		
7.	Did the Proposer possess and provide proof of valid and appropriate licensure as required by Section 5.5.2.3 of this RFP?		
8.	Did the Proposer identify the Project Manager assigned to manage any contract awarded pursuant to this RFP?		
9.	Did the Proposer provide a resume for all identified Task Managers and Key Personnel?		
10.	Did the Proposer include a table identifying all associate or journey level and above field staff and confirming they have at least three years of experience with the Uniform Act?		
11.	Did the Proposer provide all necessary information and forms required showing proof of small business participation and list all Subcontractors on Form A?		
12.	Did the Proposer affirm in the Transmittal Letter that it has or is able to obtain the required insurance, specified in the Draft Agreement in Attachment E of this RFP?		
13.	Did the Proposer provide three references as required in 5.5.1		



	(including all required information and/or documentation)?		
14.	Has the Proposer been terminated from another contract for default, or has the Proposer received a civil judgment or criminal conviction in the past five years?		
15.	Has the Proposer affirmed in the Transmittal Letter that it will have an office (temporary or permanent) in Merced, Madera, Fresno, Tulare, Kern, or Kings County that will be staffed during normal business hours for the term of any contract resulting from this RFP or that the Authority office address closest to the Work will be used to calculate transportation costs?		
16.	Did the Proposer provide the Transmittal Letter all required Forms and Certifications?		
16a.	Form A: Schedule of Subcontractor(s)/ Subconsultant(s) (Proposer Only)		
16b.	Form B: Organizational Conflicts of Interest Disclosure Statement (Proposer and Subcontractor(s)/ Subconsultant(s))		
16c.	Cert 1: Certification Regarding Miscellaneous State Requirements (Proposer Only)		
16d.	Cert 2: Proposer's Overall Project Small Business Goal Commitment Affidavit (Proposer Only)		
16e.	Cert 3: Iran Contracting Certification (Proposer Only)		
16f.	Cert 4: Darfur Contracting Act Certification (Proposer Only)		
16g.	Cert 5: Major Participant Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification (Proposer and Subcontractor(s)/ Subconsultant(s) >\$25,000)		
16h.	Cert 6: Subcontractor Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification (Subcontractor(s)/ Subconsultant(s))		
16i.	Cert 7: Non-collusion Affidavit (Proposer)		
16j.	Cert 8: Equal Employment Opportunity Certification (Proposer, Joint Venture Members and Subcontractor(s)/ Subconsultant(s))		
16k.	Cert 9: Non-discrimination Certification (Proposer and Subcontractor(s)/ Subconsultant(s))		
16l.	Cert 10: Certification Regarding Lobbying (Proposer Only)		



Attachment B: Criteria for Awarding Points for the Proposal

Technical Proposal Evaluation and Scoring		Maximum Score	Actual Score
1.	<p>PAST PERFORMANCE AND EXPERIENCE</p> <ul style="list-style-type: none"> • Has the Proposer successfully delivered on past projects? • Has the Proposer demonstrated sufficient experience on past projects performing the tasks that may be required under the Scope of Work? • Does the Proposer have recent experience (within the past 36 months) with federal funds and requirements including the Uniform Act? • Has the Proposer demonstrated applicable cost savings and schedule improvement methodologies utilized on past projects? • Has the Proposer demonstrated a successful and repeatable past approach to delivering high quality products with schedule constraints? 	12	
2.	<p>UNDERSTANDING OF PROJECT REQUIREMENTS</p> <p>Project Criteria:</p> <ul style="list-style-type: none"> • Has the Proposer demonstrated a thorough knowledge and understanding of what is required to deliver the ROW services identified in the Scope of Work? • Has the Proposer presented sufficient concepts as to how the ROW services should be structured, including incorporating any uniquely effective resources available to the Proposer? • Does the Proposer have sufficient resources, skills and experience to set it apart from the other teams and allow it to complete acquisitions in greater quantities and within shorter time frames than other teams? • Does the Proposer have any innovative, unique or special techniques, methods, or approaches that will be used in the various functions to make the Proposer more likely to successfully and timely complete the tasks required by the Scope of Work?? • Has the Proposer demonstrated that its approach to delivering high quality products will be successful and repeatable? • Is the Proposer's approach to managing the approval interface with the Authority sufficient? • Has the Proposer demonstrated that its management of tracking systems can be adapted to the Authority's ROW database as described in the Scope of Work? 	8	
	<p>Organization and Management Plan:</p> <ul style="list-style-type: none"> • Has the Proposer described how the ROW team adds value and will work toward the goal of achieving optimal efficiency for delivering land to the Authority? • Has the Proposer described the composition of the Proposer's team and required experience level, and provided an organizational chart of the entire team that will work on this contract? • Are all the pertinent disciplines required to successfully complete the Scope of Work represented? 	6	



	<ul style="list-style-type: none"> Does the Proposer's team have any history working together in the past, and have such past working arrangements been successful? Has the Proposer included a letter of commitment from each identified Subcontractor, including any relevant licenses, positions, and hours that the Subcontractor will work to meet the performance requirements? 		
	<p>Key Personnel and Task Managers:</p> <ul style="list-style-type: none"> Are the personal qualifications and professional skills of the Task Manager and Key Personnel nominees appropriate for the roles assigned? Does the Project Manager have sufficient authority within his organization to effectively lead and manage the project? Does the Proposal identify the location of the Proposer's and Major Subcontractors' headquarters and satellite office(s) and proposed methods for enhancing interaction and minimizing costs to the State? Does it indicate where each Key Personnel position will be based during the term of any contract? 	3	
	<p>Staffing Plan:</p> <ul style="list-style-type: none"> Are an adequate number of qualified staff assigned or available to complete the Scope of Work? Are an adequate number of qualified staff assigned or available to deliver the volume of work indicated by the Proposer? Is the Proposer's staffing plan appropriate to complete the Scope of Work? Is the full range of ROW services represented? Can staff be augmented depending on volume of work or schedule? Is the staffing plan adaptable to changes in workflow? Do all associate or journey level acquisition and relocation agents have the required experience? 	5	
	<p>Sample Task Orders:</p> <ul style="list-style-type: none"> Are the appropriate job titles assigned to the task? Are staffing levels appropriate number of people assigned to the task for the given schedule? Are the hours dedicated to Project Management and oversight relative to line staff functions appropriate? 	3	
3.	<p>SMALL BUSINESS PARTICIPATION</p> <ul style="list-style-type: none"> Does the approach to Small Business utilization demonstrate the Proposer's responsiveness in meeting the Authority's Small Business goal objectives? 	3	
	Total Technical Proposal Score	40	
	Total Cost Proposal Score	30	
	Total Proposal Score (Technical + Cost)	70	



Proposal score needed for automatic invitation for Interview: 59.5.

See Section 6.2.3 of this RFP for calculation of the Cost Proposal Scores.



Attachment C: Criteria for Awarding Points for the Interview and Total Score Worksheet

		Maximum Score	Actual Score
1.	PRESENTATION <ul style="list-style-type: none"> • Quality and appropriateness of the presentation • Logic of the chosen speakers relative to project challenges • Project manager control over the team 	5	
2.	PROJECT MANAGER PARTICIPATION <ul style="list-style-type: none"> • Quality of presentation and responsiveness to questions • Understanding of ROW Services challenges and requirements • Perceived level of involvement with Proposal structure, content and presentation plan 	5	
3.	KEY STAFF PARTICIPATION <ul style="list-style-type: none"> • Quality of presentations and responsiveness to questions • Understanding of assignment challenges and requirements • Perceived level of involvement with Proposal preparation 	10	
4.	UNDERSTANDING OF PROJECT <ul style="list-style-type: none"> • Does Proposer convey an understanding of the critical project success factors? • Is the Proposer able to provide evidence of successful small business utilization for this project? • Is the Proposer able to provide evidence of prior project experience with challenges of this magnitude and complexity? • Is the Proposer candid about any project failings that have been instructive for addressing the particular needs of this project? 	10	
Total:		30	

Total Score for the Proposal and the Interview	Maximum Score	Actual Score
Total Proposal Score (70%)	70	
Total Interview Score (30%)	30	
TOTAL FINAL SCORE	100	



Attachment D: Cost Proposal Worksheet Form*Worksheet One: Rate Sheet*

Please complete and submit Worksheet One, which is separately attached to this RFP.

Tiering Preference

Tier S:	under \$6 million
Tier M:	\$6 million to \$10 million
Tier L:	over \$10 million

Attachment D+1: Sample Task Orders

Assumptions for all sample Task Orders:

1. Appraisal Maps are provided to the contractor at time of Notice to Proceed (NTP).
2. Funding is available.
3. Support for ROW Engineering and Surveying (all mapping, legal descriptions, and exhibits, staking, boundary marking) is provided by others.

Provide a Work Plan Proposal using the attached spreadsheet that includes:

1. Person hour estimate by position title for each deliverable or task.
2. Estimated other direct cost (ODC) per deliverable. Include mileage from local office or Authority office address (1401 Fulton Ave., Fresno).
3. Estimated time to complete the deliverable or task from NTP to final acceptance by the Authority.
4. Brief description of no more than ½ page of the Contractor's understanding of the Scope of Work, assumptions used, and approach to accomplishing each TO.

Sample Task Order A: Appraisal**SERVICES ASSIGNMENT:**

For 10 commercial properties located along a former state highway and having land uses typical for older highway frontage, ROW Contractor shall perform the services described in Task 2 (Appraisals) of Exhibit A of the Contract. All 10 are partial acquisitions. Two of the acquisitions are small slivers with little utility and low value; two are gas stations; two are motels; two are small retail buildings; and two have national name brand tenants.

ROW Contractor shall also perform the services described in Task 3 (Phase I and Phase II Environmental Site Assessments (ESA)) of Exhibit A of the Contract, LIMITED TO Phase I ESA. Phase I ESA shall be prepared in general accordance with ASTM E1527-13 standards and the Caltrans' Initial Site Assessment (ISA) guidance document.

Deliverables and services included with this assignment:

1. Appraisal (AP)
2. Review Appraisal (Rev AP)



3. Phase I ESA

SCHEDULE REQUIREMENTS:

Propose a schedule for completion of the assignment, identifying milestones along the way that indicates duration from Notice to Proceed (NTP). Assume that NTP is triggered when appraisal maps are completed.

WORK PLAN:

Use the attached worksheet to propose a work plan for the assignment, identifying staff assigned by job classification and the number of hours dedicated to the assignment and each of the three deliverables. Summarize the work plan both by month, and by specific deliverable.

Sample Task Order B: Acquisition

SERVICES ASSIGNMENT:

For(10) agricultural properties, two of them owner-occupied requiring relocation and two of them occupied by tenants living in mobile homes requiring relocation, prepare a work plan to perform the services described in Task 4 (Land Rights and Real Property Acquisition/ Condemnation), Task 6 (Relocation Assistance), Task 5 (Property Management and Parcel Delivery) and Task 7 (Other Real Property Services) of Exhibit A of the Scope of Work.

Deliverables included with this assignment:

1. Acquisition documents as described in Exhibit A of the Scope of Work.
2. Resolution of Necessity documents as described in Exhibit A of the Scope of Work.
3. Relocation documents as described in Exhibit A of the Scope of Work.
4. Permits to Enter for Geotechnical investigation.
5. Property Management Plans.
6. Construction Memoranda.

SCHEDULE REQUIREMENTS:

Propose a schedule of work over a period of six (6) months, identifying milestones along the way (e.g., First Written Offer, RON Package, AQC package delivery). The schedule should indicate duration (length of time from Notice to Proceed) and dates that deliverables would be submitted. Assume the schedule starts when the amount of Just Compensation is established.

WORK PLAN:

Complete the attached worksheet indicating staffing by job classification and number of hours devoted to this task over the six month span indicated. Project Management, administration and coordination with the Authority, Partner Agencies, and legal shall be included in the work plan proposal.

Sample Task Order C: Valuation and Litigation Support

For 10 parcels previously appraised by the Proposer's team and assigned to the Proposer for acquisition, prepare a work plan to provide continued valuation services and condemnation support. Five properties will require a Memorandum of Appraisal Update (MAU), five will require Confirmation of Market Value (CMV). All will need valuation information in support of



acquisition closeout, and half will require services associated with the Condemnation Support services described in Task 4 (Land Rights and Real Property Acquisition/Condemnation).

Deliverables and services included with this assignment may include:

1. Memorandum of Appraisal Update (MAU).
2. Confirmation of Market Value (CMV).
3. Suit package preparation.
4. Condemnation support.

SCHEDULE REQUIREMENTS:

Propose a schedule for providing MAUs and CMVs, and for preparing the Suit Package, indicating both duration (expressed as a length of time from Notice to Proceed) and in terms of total hours/days, over the six month period indicated on the worksheet. Assume that Notice to Proceed starts 30 days before adoption of the Resolution of Necessity is scheduled.

WORK PLAN:

Complete the attached Worksheet indicating personnel assigned and the time actually devoted to completion of this task. Project Management, administration and coordination with the Authority, Partner Agencies, legal and acquisition agent shall be included in the proposed work plan.

Worksheet Two: Work Plans

Please complete and submit Worksheet One, which is separately attached to this RFP.

Sample Task Order A

Sample Task Order B

Sample Task Order C

