

# Attachment D



**COUNTY OF MONTEREY  
DEPARTMENT OF PUBLIC WORKS, FACILITIES  
AND PARKS  
1441 SCHILLING PLACE, SOUTH - 2<sup>ND</sup> FLOOR  
SALINAS, CA 93901-4527  
(831) 755-4800**

---

## **REQUEST FOR PROPOSALS #10948**

**TO PROVIDE BRIDGE DESIGN SERVICES  
PAINT BRIDGES - VARIOUS LOCATIONS IN  
MONTEREY COUNTY, CALIFORNIA**

**COUNTY PROJECT NO. 1184  
FEDERAL BRIDGE PREVENTATIVE MAINTENANCE PROGRAM –  
LOCAL (BPMPL) PROJECT NO. BPMPL-5944(140)**

**For**

**COUNTY OF MONTEREY  
DEPARTMENT OF PUBLIC WORKS, FACILITIES AND PARKS**

**Proposals are due by 4:00 p.m. (PST)**

**Friday, May 2, 2025**

Approved as to Form

Signed by:

*Mary Grace Perry*

633031E17FD247F...

Mary Grace Perry

Deputy County Counsel

Date: 3/28/2025 | 4:57 PM PDT

**Table of Contents**

1.0 INTENT..... 1

2.0 BACKGROUND..... 1

3.0 CALENDAR OF EVENTS ..... 2

4.0 COUNTY POINT OF CONTACT..... 2

5.0 SCOPE OF WORK ..... 3

6.0 REQUIRED CONTENT/FORMAT FOR PROPOSAL PACKAGE ..... 4

7.0 SUBMITTAL INSTRUCTIONS AND CONDITIONS..... 7

8.0 SELECTION CRITERIA ..... 7

9.0 CONTRACT AWARD ..... 11

10.0 SEQUENTIAL CONTRACT NEGOTIATION ..... 11

11.0 AGREEMENT TERMS AND CONDITIONS..... 11

12.0 COLLUSION..... 12

13.0 RIGHTS TO PERTINENT MATERIALS..... 12

APPENDIX I: SIGNATURE PAGE..... 1

APPENDIX II: SAMPLE COST PROPOSAL ..... 2

APPENDIX III: DBE FORMS..... 3

APPENDIX IV: COUNTY PLANNING SCHEDULE ..... 4

APPENDIX X: SAMPLE PROFESSIONAL SERVICES AGREEMENT ..... 5

**1.0 INTENT**

- 1.1 The County of Monterey, Department of Public Works, Facilities and Parks, hereinafter referred to as “County”, is soliciting proposals from qualified firms, hereinafter referred to as “CONTRACTORS”, to provide Bridge Design Services for the Paint Bridges -Various Locations project in Monterey County, California (Project). Interested CONTRACTORS shall submit their proposals in response to this Request for Proposals (RFP) No. 10948 per the requirements that follow.
- 1.2 This solicitation is intended to create a single, exclusive Professional Services Agreement (PSA), hereinafter referred to as “Agreement”.

**2.0 BACKGROUND**

- 2.1 The County is on the Central Coast of California, approximately 120 miles south of San Francisco, encompassing an area of approximately 3,350 square miles.
- 2.2 The County is seeking proposals from qualified consulting engineering firms to provide design services to develop construction plans and specifications to remove old paint, repair damaged bridge components, and repaint substructure and superstructure for (9) bridges throughout the County. The subject bridges, including their names, identification numbers, and locations are presented in Table 2.1 below and are located on the Monterey County GIS site at the following location [County Bridges](#).

*Table 2.1. List of Project Bridges*

Name	Bridge No.		Location
	Caltrans	County	
Parkfield Coalinga Road	44C0146	430	35.929428N, -120.457422E
North Fork Road	44C0161	410	36.213414N, -120.705000E
Griffin Road	44C0160	423	36.198186N, -120.713767E
Milpitas Road	44C0014	411	36.099111N, -121.440136E
Carmel Valley Road	44C0072	549	36.321711N, -121.490919E
Tassajara Road	44C0119	532	36.390992N, -121.595103E
Garrapatos Road	44C0162	527	36.396022N, -121.880475E
Old Coast Road	44C0020	548	36.329575N, -121.862181E
Old Coast Road	44C0019	547	36.330381N, -121.862514E

- 2.3 Federal funds will be utilized to design and construct the Project. Consequently, the following is required and must be considered in responding to this RFP:
- National Environmental Policy Act (NEPA) environmental clearance
  - Full conformance to the Uniform Relocation, Assistance and Real Property Acquisition Policies Act of 1970 (i.e., the “Uniform Act”) for all right of way acquisition procedures, and preparation of a Right of Way Certification
  - Federal Highway Administration (FHWA) Buy America compliance
  - Compliance with the Americans with Disabilities Act of 1990 (ADA)

- Inclusion of FHWA Form 1273 in the contract documents and the Agreement along with Mandatory Federal Language described in Exhibit 12-G of the Local Assistance Procedures Manual (LAPM)
- Plans, Specifications, and Estimate (PS&E) pursuant to Chapter 12 of the LAPM
- Construction Engineering (CE)/Contract Administration in conformance with Chapter 16 of the LAPM

**3.0 CALENDAR OF EVENTS**

3.1 A calendar of events related to this solicitation is presented below:

Release RFP	Thursday, March 28, 2025
Deadline for Written Questions	5:00 p.m., PST, Wednesday April 18, 2025
Posted Response to Written Questions	5:00 p.m., PST, Wednesday April 23, 2025
Proposal Package Submittal Deadline	4:00 p.m. PST, Friday May 2, 2025
Notification of Selection (Approximate)	May 16, 2025
Estimated AGREEMENT Date	July 11, 2025

3.2 CONTRACTORS who received notification of this solicitation by means other than through a County of Monterey mailing, shall contact the person designated in Section 4.0 COUNTY POINT OF CONTACT herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date. It is the contractors’ sole responsibility to ensure that they receive any and all addenda for this RFP by either informing the County of their mailing information or by regularly checking the County’s Solicitation Center web page at:

<https://www.countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks/public-works/projects-out-to-bid>

3.3 Addenda will be posted on the website the day they are released.

**4.0 COUNTY POINT OF CONTACT**

4.1 Questions and correspondence regarding this solicitation shall be directed to:

Douglas Poochigian, PE  
 County of Monterey  
 Department of Public Works, Facilities and Parks  
 1441 Schilling Place South 2<sup>nd</sup> Floor  
 Salinas, CA 93901-4527  
 Phone: (831) 755-4888

Email: [poochigiand@countyofmonterey.gov](mailto:poochigiand@countyofmonterey.gov)

- 4.2 Questions regarding this solicitation shall be submitted in writing (e-mail is acceptable and preferable). Answers to questions received will be issued via an Addendum to this RFP and posted on the County's Solicitation Center website.
- 4.3 The deadline for submitting written questions regarding this solicitation is indicated in Section 3.0 CALENDAR OF EVENTS herein. Questions submitted after the deadline will not be answered.
- 4.4 Prospective CONTRACTORS shall not contact County officers or employees with questions or suggestions regarding this solicitation except through the designated contact listed above. Any unauthorized contact may be considered undue pressure and cause for disqualification of the CONTRACTOR.

## 5.0 SCOPE OF WORK

- 5.1 **CONTRACTOR Minimum Work Performance Percentage:** CONTRACTOR shall perform not less than fifty percent (50%) of the original total Agreement price with its own personnel.
- 5.2 The Project requires a diversity of expertise and the ability to deal with several specialized design issues. Of particular interest to the County are the qualifications and experience of the individual(s) who will be directly involved in the project, specifically as they relate to the California Department of Transportation (Caltrans) FEDERAL BRIDGE PREVENTATIVE MAINTENANCE PROGRAM – LOCAL (BPMPL).
- 5.3 The Design effort shall include, but not be limited to, the following:
- 5.3.1 **Design Administration:** CONTRACTOR shall provide overall coordination of the Project that involves the removal of existing (potentially lead-based) paint then repaint the listed bridges. The project will be administered by County of Monterey with funding through the Federal BPMPL and Local funds. Project management tasks shall include contract administration, labor compliance, implementation of a Disadvantaged Business Enterprises (DBE) program and oversight of the CONTRACTOR'S subconsultants. CONTRACTOR shall prepare for and attend regularly scheduled project meetings with the County or County representatives by internet conference, at County office, or at the bridge sites for field review as required.
  - 5.3.2 **Design:** Services shall include the full design and environmental planning and permitting for the bridge paint removal and repainting the nine (9) Monterey County bridges as listed in Table 2.1 in Section 2.0 BACKGROUND of this RFP. Plans, Specifications, and Estimate of Probable Costs (PS&E) shall be completed in accordance with the Caltrans State Standard Specifications and Special Provisions, and State Standard Plans and the LAPM. CONTRACTOR shall ensure that the work is consistent with the appropriate California Environment Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation, engineering reports, special environmental studies, and regulatory agency permits are obtained for the project work.
  - 5.3.3 **Permitting Support:** CONTRACTOR shall coordinate meetings with regulatory agencies as necessary to prepare and revise applications pursuant to acquiring permits necessary for the Project.

5.3.4 **Design Services during Construction:** During construction, work with County to provide timely review of construction submittals and prepare written recommendations regarding the adequacy of the construction contractor's submittals. Review and document engineering recommendations in writing on shop drawings. Final submittal approvals shall be made in consultation with the County.

At the completion of the project, submit the original set of design books or electronic files to the County as directed by the County. These records shall include plans, specifications, estimates, correspondence, meeting minutes, photographs, agreements, hazardous waste material information and tests, subcontractor information, labor compliance, contract administration forms, contract item quantity's (engineer's estimate), project status information, project completion documents, etc.

5.4 CONTRACTOR shall advocate for the County and ensure the product produced is in the best interest of the County. CONTRACTOR shall deliver products on or ahead of required schedule and within proposed budget.

5.5 All work shall be performed in conformance with all applicable County, State, and federal laws, including but not limited to County Standards, Caltrans State Standard Plans and Specifications, Manual on Uniform Traffic Control Devices, and ADA, as may be revised and amended from time to time.

## 6.0 REQUIRED CONTENT/FORMAT FOR PROPOSAL PACKAGE

6.1 **Content and Layout:** CONTRACTOR'S proposal shall be organized in the order of and as per the listing below, and provide the information requested as applicable to the proposed services. The proposal shall include, at a minimum, the following information in the format indicated. Each attachment must be clearly labeled in the upper right corner: RFP No. 10948 Attachment "X":

6.2 **Cover Letter:** Proposal package shall be accompanied by a cover letter not exceeding two (2) pages providing firm and contact information.

6.3 **Signed RFP Signature Page (Attachment A):** Proposals shall be submitted with the completed signature page provided in Appendix I of this RFP. Signatures shall be manual and in BLUE INK. Notations must be typed or written in BLUE ink. Errors may be crossed out and corrections printed in ink or typed adjacent to said correction and must be initialed in BLUE ink by the person signing the proposal package.

6.4 **Signed Addenda (Attachment B):** Include all addenda released for this solicitation. Proposals submitted without signed addenda shall be deemed non-responsive. Signatures shall be manual and in BLUE INK. Prices and notations must be typed or written in BLUE INK. Errors may be crossed out and corrections printed in ink or typed adjacent to said correction and must be initialed in BLUE INK by the person signing the proposal package.

6.5 **General Firm Information (Attachment C):**

Provide general information about your firm which, at minimum, includes the information listed below and following the outline provided below:

6.5.1 **Firm Name and Address, Year Established**

Provide the year the firm (or branch office, if appropriate) was established under current name.

**6.5.2 Data Universal Numbering System (DUNS) Number**

Insert the Data Universal Numbering System (DUNS) number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number.

**6.5.3 Ownership Type**

Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, limited liability corporation, joint venture, etc.).

**6.5.4 Point of Contact**

Provide the point of contact information for a representative of the firm that County can contact for additional information. Representative shall be authorized to speak on contractual and policy matters.

**6.5.5 Former Firm Name(s)**

Indicate any previous names for the firm (or branch office) during the last five (5) years. Indicate the year the firm name change or changes was/were effective and the associated DUNS number. This information is used to review past performance on federal contracts.

**6.5.6 Employee by Discipline**

Specify all staff members anticipated to work on the project, including their job titles, their area of specialty, and including licenses and/or certifications they hold.

**6.5.7 Litigation History**

Provide a description of litigation to which your firm has been a party to in the past five (5) years. Please include the following details:

- Name of case/Court Case number
- Date filed
- Court in which case was filed
- Judgment or result

**6.6 Organizational Chart of Proposed Team: (Attachment D):** Provide an organizational chart illustrating CONTRACTOR'S project team. The chart shall show the names and roles of all key personnel and the firm they are associated with if they are a subcontractor. The chart shall provide a clear picture of the working relationship between all key personnel on the proposed team.

**6.7 Resume(s) of Key Personnel for this Contract: (Attachment E):** Provide resume(s) for each key person on the Project team. County will be looking at each proposed team member's relevant technical expertise listed in the Scope of Work. County will also check that key personnel have the appropriate licenses, registrations, and certifications to support design of tasks listed in County's Scope of Work. Indicate whether some or all team members have previously worked together on similar projects.

**6.8 Project Experience and References: (Attachment F):**

**6.8.1 References:** CONTRACTOR shall describe at least three (3) projects for which it provided services similar to the services being solicited herein. For each project, the following shall be provided:

- Project Name
- Brief Project Description

Include information about scope, schedule, and record of performance. The description should also discuss the entire project delivery team, i.e. subcontractors and their respective roles. Include any experience with Caltrans LAPM, LAPG, FHWA and ADA. Project information should discuss the type of CEQA/NEPA document prepared for the project as well as the regulatory permits obtained.

- Client Name
- Client Contact Information  
Include telephone number and e-mail address of the Agency's Project Manager.
- Size of Project
- Name of General Contractor on Project
- Specify the Specialty Area

**6.9 Project Management Approach (one [1] page Limit): (Attachment G):** Provide a description of the approach and the steps and methods used to ensure project will be constructed per the approved plans and specifications. Include methods or steps used to minimize project change orders and claims.

**6.10 Schedule Management Approach (one [1] page Limit): (Attachment H):** Provide a schedule showing project tasks and milestones and task durations and dependencies. In order to assess duration and resources, the project planning and scheduling of tasks should be done using conventional project managements software (e.g., Microsoft Project) and presented in Gantt chart format.

**6.11 Cost Management Approach (one [1] page Limit): (Attachment I):** Provide a Cost Management Approach. Describe your firm's value engineering methodology.

**6.12 Fee Schedule: (Attachment J):**

6.12.1 The method of payment for the Agreement is by "Cost-Plus-Fixed-Fee" with some prevailing wage work for non-professional work. A sample cost proposal is provided in Appendix II.

6.12.2 CONTRACTOR shall complete Attachment J, Fee Schedule and submit it with its proposal package. Fees may be negotiated after the tentative award announcement is made for this solicitation. If fee negotiations with CONTRACTOR determined to be most qualified are not successful, and/or the fees discussed are outside the budgetary constraints for the project, County reserves the right to suspend negotiations with the most qualified firm, and proceed to second most qualified firm, and so on.

6.12.3 **CONTRACTOR'S fee estimate shall be provided in a separate sealed envelope.** Selection of CONTRACTOR shall be based on qualifications per the Selection Criteria listed in Section 9.0 of this RFP.

**6.13 Exceptions Submittal (if applicable)**

Submit any and all exceptions to this solicitation on separate pages, and clearly identify at the top of each page, "EXCEPTION TO MONTEREY COUNTY RFP NO. 10948." Each exception shall reference the page number and section number, as appropriate. CONTRACTOR shall note that the submittal of an exception does not obligate County to revise the terms of the RFP or Agreement.

## 7.0 SUBMITTAL INSTRUCTIONS AND CONDITIONS

- 7.1 **Submittal Identification Requirements:** The Solicitation Number RFP No. 10948 Proposal shall be sealed and bear on the outside, prominently displayed in the lower left corner CONTRACTOR'S company name. CONTRACTOR shall include one (1) original hard copy, two (2) hard copies, and one (1) CD or Thumb Drive with pdf files of submittal materials; and one (1) original Attachment J, Fee Schedule, in a separate sealed envelope.
- 7.2 **Mailing Address:** Proposals shall be delivered to or mailed to County at the mailing address indicated on RFP No. 10948 Front Cover page to the attention of RFP No. 10948 Project Manager.
- 7.3 **Due Date:** Proposal packages must be received by COUNTY on or before the time and date specified in the solicitation. It is the sole responsibility of the CONTRACTOR to ensure that the proposal package is received at or before the specified time. Postmarks and facsimiles are not acceptable. Proposal packages received after the deadline shall be rejected and returned unopened.
- 7.4 **Shipping Costs:** Unless stated otherwise, the Free on Board (FOB) for receivables shall be destination. Charges for transportation, containers, packaging, and other related shipping costs shall be borne by the sender.
- 7.5 **Acceptance:** Proposals are subject to acceptance at any time within ninety (90) days after opening. County reserves the right to reject any and all proposal packages, or part of any proposal package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal package and that would not affect a CONTRACTOR'S ability to perform the work adequately as specified.
- 7.6 **Ownership:** All submittals in response to this solicitation become the property of the County.
- 7.7 **Compliance:** Proposal packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores, or be deemed non-responsive.
- 7.8 **Disadvantaged Business Enterprise:** The DBE goal for this project is **eleven percent (11%)**. LAPM Exhibits 10-O1 and 15-H, included in Appendix III, shall be completed by CONTRACTORS and included in its proposal.

## 8.0 SELECTION CRITERIA

- 8.1 **Introduction:** The selection of CONTRACTOR and subsequent Agreement award will be based on the criteria contained in this RFP, as demonstrated in the submitted proposal package. CONTRACTOR shall submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the proposal to be deemed non-responsive and may be cause for rejection.
- 8.2 **Evaluation Process:** Proposals will be evaluated by a County Selection Committee (Committee). The Committee may be composed of County staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the County Contract Administrator/Project Manager only. Proposers shall neither contact nor lobby evaluators during the

evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County’s requirements as set forth in this RFP.

Unopened cost proposals will be returned at the conclusion of procurement process. Upon acceptance of a cost proposal and successful contract negotiations, staff will recommend a contract be awarded.

**8.3 Evaluation Criteria:** Proposals will be evaluated according to the rating scale presented in Table 8.1 below. Evaluation Criterion will be scored on a zero-to-five point rating. Evaluation Criteria scores will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is five hundred (500) points.

*Table 8.1. Proposal Rating Scale*

Score	Rating	Rating Description
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/ Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/ Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

Table 8.2. Summary of Proposal Evaluation Criteria and Weighting

No.	Proposal Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualifications & Experience	25
3	Organization & Approach	25
4	Scope of Services to be Provided	20
5	Schedule of Work	15
6	Conflict of Interest Statement	Pass/Fail
7	Local Presence	5
8	References	10
	<b>Total</b>	<b>100</b>

8.4 **Completeness of Response (Pass/Fail):** Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.

8.5 **Qualifications & Experience (25 points):** Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants to conduct traffic engineering services on both federal and nonfederal-aid projects.

8.6 **Organization & Approach (25 points)**

8.6.1 Describes familiarity of project and demonstrates understanding of work completed to date and project objectives moving forward.

8.6.2 Roles and Organization of Proposed Team

- Proposes adequate and appropriate disciplines of project team.
- Some or all of team members have previously worked together on similar project(s).
- Overall organization of the team is relevant to COUNTY needs.

8.6.3 Project and Management Approach

- Team is managed by an individual with appropriate experience in similar projects. This person’s time is appropriately committed to the project.
- Team successfully addresses Site Planning and Programming efforts.
- Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.

8.6.4 Roles of Key Individuals on the Team

- Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
- Key positions required to execute the project team’s responsibilities are appropriately staffed.

8.6.5 Working Relationship with COUNTY

- Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.

- Team leadership understands the nature of public sector work and its decision-making process.
- Proposal responds to need to assist COUNTY during the project.

#### 8.7 **Scope of Services to be Provided (20 points)**

##### 8.7.1 Detailed Scope of Services to be provided

- Proposed scope of services is appropriate for all phases of the work.
- Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule.

##### 8.7.2 Project Deliverables

- Deliverables are appropriate to schedule and scope set forth in above requirements.

##### 8.7.3 Cost Control and Budgeting Methodology

- Proposer has a system or process for managing cost and budget.
- Evidence of successful budget management for a similar project.

#### 8.8 **Schedule of Work (15 points)**

8.8.1 Schedule shows completion of the work within or preferably prior to the COUNTY overall time limits as specified in **Appendix IV**.

8.8.2 The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.

8.8.3 The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFP.

#### 8.9 **Conflict of Interest Statement (Pass/Fail)**

8.9.1 Discloses any financial, business or other relationship with the COUNTY that may have an impact upon the outcome of the contract or the construction project.

8.9.2 Lists current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.

8.9.3 Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project.

8.10 **Local Presence (5 points):** A statement addressing firm's presence within the County or surrounding area.

8.11 **References (10 points):** Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

8.12 Weighted scores for each Proposal will be assigned utilizing Table 8.3 below.

Table 8.3. Weighted Score Calculation

No.	Evaluation Criteria	Rating (0-5)	Weight	Score (=Rating*Weight)
1	Completeness of Response	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		25	
3	Organization & Approach		25	
4	Scope of Services to be Provided		20	
5	Schedule of Work		15	
6	Conflict of Interest Statement	N/A	Pass/Fail	Pass/Fail
7	Local Presence		5	
8	References		10	
<b>Total:</b>			100	

**9.0 CONTRACT AWARD**

- 9.1 No Guaranteed Value: County does not guarantee a minimum or maximum dollar value for any Agreement resulting from this solicitation.
- 9.2 Board of Supervisors: The award made from this solicitation is subject to approval by the County Board of Supervisors.
- 9.3 Incurred Costs: County is not liable for any cost incurred by CONTRACTOR in response to this solicitation.
- 9.4 Notification: All CONTRACTORS who have submitted a proposal package will be notified of the final decision and ranking of proposers as soon as determined by County.
- 9.5 In County’s Best Interest: The award resulting from this solicitation will be made to the CONTRACTOR that submits a response that, in the sole opinion of County, best serves the overall interest of County.

**10.0 SEQUENTIAL CONTRACT NEGOTIATION**

10.1 County will pursue Agreement negotiations with the CONTRACTOR who submits the best proposal or is deemed the most qualified in the sole opinion of County, and which is in accordance with the criteria as described within this solicitation. If the Agreement negotiations are unsuccessful, in the opinion of either County or CONTRACTOR, County may pursue Agreement negotiations with the entity that submitted a proposal which County deems to be the next best qualified to provide the services, or County may issue a new solicitation or take any other action which it deems to be in its best interest.

**11.0 AGREEMENT TERMS AND CONDITIONS**

11.1 CONTRACTOR selected through the solicitation process will be expected to execute a formal Agreement with County for the provision of the requested services. The Agreement shall be written by County in a standard format approved by the Office of the County Counsel, substantially similar to the “**PROFESSIONAL SERVICES AGREEMENT**” provided as **Appendix V**. Submission of a signed proposal package and the **RFP SIGNATURE PAGE** will be interpreted to mean CONTRACTOR HAS

AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the Agreement.

11.2 The term of the Agreement will be for a period of three (3) years with the option to extend the Agreement for two (2) additional one (1) year periods.

11.3 County reserves the right to cancel the Agreement, or any extension of the Agreement, without cause, with a thirty-day (30) written notice, or immediately with cause.

11.4 If this RFP includes options for renewal or extensions, CONTRACTOR must commence negotiations for rate changes a minimum of ninety (90) days prior to the expiration of the Agreement. Both parties shall agree upon rate extensions or changes in writing. The County does not have to give a reason if it elects not to extend or renew the Agreement.

## 12.0 COLLUSION

12.1 CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

## 13.0 RIGHTS TO PERTINENT MATERIALS

13.1 All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the CONTRACTOR that are submitted as part of the submittal will become the property of the County when received by the County and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION". The County will not disclose proprietary information to the public, unless required by law; however, the County cannot guarantee that such information will be held confidential.

**APPENDIX I: SIGNATURE PAGE**

COUNTY OF MONTEREY	RFP NO. 10948
DEPARTMENT OF PUBLIC WORKS, FACILITIES AND PARKS	ISSUE DATE: March 28, 2025
	
RFP TITLE: Bridge Design Services for the BPMPL - Paint Bridges at Various Locations - Project No. 1184	
PROPOSALS ARE DUE IN THE OFFICE OF THE DEPARTMENT OF PUBLIC WORKS, FACILITIES AND PARKS BY 4:00 P.M., LOCAL TIME, ON Friday May 2, 2025	<b>MAILING ADDRESS:</b> COUNTY OF MONTEREY PUBLIC WORKS, FACILITIES AND PARKS 1441 Schilling Place, South 2nd Floor SALINAS, CA 93901-4527
QUESTIONS ABOUT THIS RFP SHOULD BE DIRECTED TO Douglas Poochigian, P.E., poochigiand@countyofmonterey.gov	
CONTRACTOR MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL: <ul style="list-style-type: none"> <li>Proposal (as required by this RFP) – One (1) original hard copy, two (2) hard copies, and one (1) CD or thumb drive with PDF files of submittal</li> <li>Fee Schedule (Attachment J) – One (1) original hard copy (sealed in a separate envelope)</li> </ul>	
<input type="checkbox"/> ALL REQUIRED CONTENT AS DEFINED PER SECTION 8.1 HEREIN	
This Signature Page must be included with your submittal in order to validate your proposal. <b>Proposals submitted without this page will be deemed non-responsive.</b>	
<input type="checkbox"/> <b>CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION.</b>	
CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL	
I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an official officer representing my firm and authorized with signatory authority to present this proposal package.	

Company Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

License No. (If applicable): \_\_\_\_\_

License Classification (If applicable): \_\_\_\_\_

**APPENDIX II: SAMPLE COST PROPOSAL**

**SAMPLE COST PROPOSAL 1**

**COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS**

(DESIGN, ENGINEERING AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

Prime Consultant     Subconsultant     2<sup>nd</sup> Tier Subconsultant

Consultant \_\_\_\_\_

Project No. \_\_\_\_\_ Contract No. \_\_\_\_\_ Date \_\_\_\_\_

**DIRECT LABOR**

Classification/Title	Name	Hours	Actual Hourly Rate	Total
_____	_____	_____	_____	\$ 0.00
_____	_____	_____	_____	\$ 0.00
_____	_____	_____	_____	\$ 0.00
_____	_____	_____	_____	\$ 0.00

**LABOR COSTS**

a) Subtotal Direct Labor Costs \_\_\_\_\_ \$ 0.00  
 b) Anticipated Salary Increases (see page 2 for calculation) \_\_\_\_\_  
 c) **TOTAL DIRECT LABOR COSTS [(a) + (b)]** \_\_\_\_\_ **\$ 0.00**

**INDIRECT COSTS**

d) Fringe Benefits (Rate: 0.00% ) \_\_\_\_\_ e) Total Fringe Benefits [(c) x (d)] \_\_\_\_\_ \$ 0.00  
 f) Overhead (Rate: 0.00% ) \_\_\_\_\_ g) Overhead [(c) x (f)] \_\_\_\_\_ \$ 0.00  
 h) General and Administrative (Rate: 0.00% ) \_\_\_\_\_ i) Gen & Admin [(c) x (h)] \_\_\_\_\_ \$ 0.00  
 j) **TOTAL INDIRECT COSTS [(e) + (g) + (i)]** \_\_\_\_\_ **\$ 0.00**

**FIXED FEE**

k) **TOTAL FIXED FEE [(c) + (j)] x fixed fee 0.00% ]** \_\_\_\_\_ **\$ 0.00**

**l) CONSULTANT'S OTHER DIRECT COSTS (ODC) – ITEMIZE (Add additional pages if necessary)**

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs				\$ 0.00
Equipment Rental and Supplies				\$ 0.00
Permit Fees				\$ 0.00
Plan Sheets				\$ 0.00
Test				\$ 0.00

l) **TOTAL OTHER DIRECT COSTS** \_\_\_\_\_ **\$ 0.00**

**m) SUBCONSULTANTS' COSTS (Add additional pages if necessary)**

Subconsultant 1: \_\_\_\_\_  
 Subconsultant 2: \_\_\_\_\_  
 Subconsultant 3: \_\_\_\_\_  
 Subconsultant 4: \_\_\_\_\_

m) **TOTAL SUBCONSULTANTS' COSTS** \_\_\_\_\_ **\$ 0.00**

n) **TOTAL OTHER DIRECT COSTS INCLUDING SUBCONSULTANTS [(l)+(m)]** \_\_\_\_\_ **\$ 0.00**

**TOTAL COST [(c) + (j) + (k) + (n)]** \_\_\_\_\_ **\$ 0.00**

NOTES:

- Key personnel **must** be marked with an asterisk (\*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (\*\*). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
- The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans.
- Anticipated salary increases calculation (page 2) must accompany.

**SAMPLE COST PROPOSAL 1**  
**COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS**  
 (CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

**1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)**

Direct Labor Subtotal per Cost Proposal	Total Hours per Cost Proposal	=	Avg Hourly Rate	5 Year Contract Duration
\$250,000.00	500		\$50.00	Year 1 Avg Hourly Rate

**2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)**

	Avg Hourly Rate		Proposed Escalation			
Year 1	\$50.00	+	2%	=	\$51.00	Year 2 Avg Hourly Rate
Year 2	\$51.00	+	2%	=	\$52.02	Year 3 Avg Hourly Rate
Year 3	\$52.02	+	2%	=	\$53.06	Year 4 Avg Hourly Rate
Year 4	\$53.06	+	2%	=	\$54.12	Year 5 Avg Hourly Rate

**3. Calculate estimated hours per year (Multiply estimate % each year by total hours)**

	Estimated % Completed Each Year		Total Hours per Cost Proposal		Total Hours per Year	
Year 1	20.0%		5000	=	1000	Estimated Hours Year 1
Year 2	40.0%		5000	=	2000	Estimated Hours Year 2
Year 3	15.0%		5000	=	750	Estimated Hours Year 3
Year 4	15.0%		5000	=	750	Estimated Hours Year 4
Year 5	100%		5000	=	500	Estimated Hours Year 5
Total	100%		Total	=	5000	

**4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)**

	Avg Hourly Rate (calculated above)		Estimated hours (calculated above)		Cost per Year	
Year 1	\$50.00		1000	=	\$50,000.00	Estimated Hours Year 1
Year 2	\$51.00		2000	=	\$102,000.00	Estimated Hours Year 2
Year 3	\$52.02		750	=	\$39,015.00	Estimated Hours Year 3
Year 4	\$53.06		750	=	\$39,795.30	Estimated Hours Year 4
Year 5	\$54.12		500	=	\$27,060.80	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation			=	\$257,871.10	
	Direct Labor Subtotal before Escalation			=	\$250,000.00	
	Estimated total of Direct Labor Salary Increase			=	\$7,871.10	Transfer to Page 1

**NOTES:**

1. This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year
2. An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable.  
(i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology)
3. This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.
4. Calculations for anticipated salary escalation must be provided.

**SAMPLE COST PROPOSAL 1**

**Certification of Direct Costs:**

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. [Title 23 United States Code Section 112](#) - Letting of Contracts
4. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
5. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
6. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement. Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

**Prime Consultant or Subconsultant Certifying:**

Name: \_\_\_\_\_ Title \*: \_\_\_\_\_ \$ 0.00

Signature : \_\_\_\_\_ Date of Certification (mm/dd/yyyy): \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\*An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

**APPENDIX III: DBE FORMS**

**APPENDIX IV: COUNTY PLANNING SCHEDULE**

## Appendix IV: Planning Schedule

RFP No. 10948 Bridge Design Services  
Paint Bridges – Various Locations  
County Project No. 1184

ID	Task Mode	Task Name	Duration	Start	Finish	Timeline																		
						2025	2026	2027	2028															
						Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2				
1		Issue RFP	0 days	1/16/25	1/16/25																			
2		Prepare Proposals	22 days	1/16/25	2/14/25																			
3		Proposals Received	0 days	2/14/25	2/14/25																			
4		Evaluate Proposals	32 days	2/17/25	4/1/25																			
5		Tentative Consultant Selection	0 days	4/1/25	4/1/25																			
6		Prepare Board Report	25 days	4/2/25	5/6/25																			
7		Board Approves Consultant	0 days	5/6/25	5/6/25																			
8		Notice to Proceed	0 days	5/20/25	5/20/25																			
9		Perform Design	210 days	5/21/25	3/10/26																			
10		Bidding & Contractor Selection	66 days	3/11/26	6/10/26																			
11		Notice to Proceed	0 days	6/10/26	6/10/26																			
12		Construct Project	360 days	6/11/26	10/27/27																			
13		Project Complete	0 days	10/27/27	10/27/27																			

Note: Duration in working days	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

## **APPENDIX V: SAMPLE PROFESSIONAL SERVICES AGREEMENT**

The County of Monterey Agreement for Professional Services with Surveyors, Architects, Engineers & Design Professionals with all terms and conditions may be viewed at: <https://www.countyofmonterey.gov/home/showpublisheddocument/139258/638779912688970000>