

GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT

Golden Gate Bridge  
Seismic Retrofit Phase IIIA  
Environmental Compliance Monitoring Services  
RFQ/RFP No. 2006-B-5

**REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSAL  
(RFQ/RFP)**

Issued March 20, 2008

**Due Date: Monday, April 15, 2008, 2:00 p.m. Pacific Local Time**

The Golden Gate Bridge, Highway and Transportation District (District) is seeking Statements of Qualifications and Proposals (SOQ&P) from qualified professional environmental consultants to provide environmental compliance monitoring services (ECMS) of the construction activities during construction of the Golden Gate Bridge Seismic Retrofit Phase IIIA, North Anchorage Housing/North Pylon Project.

The Phase IIIA construction sites are located in the City and County of San Francisco and Marin County, California (see Location Plan at the end of **EXHIBIT 1**).

**I. SUBMITTAL OF SOQ&P**

If your firm wishes to participate, your SOQ&P must be submitted in a sealed envelope or box marked "Golden Gate Bridge Seismic Retrofit Phase IIIA ECMS, RFQ/RFP No. 2006-B-5" and plainly endorsed with Proposer's name and address. To be eligible for consideration, your SOQ&P, submitted at no cost to the District, must be received at the Office of the District Secretary (located at the Golden Gate Bridge Toll Plaza Administration Building) by **Monday, April 15, 2008, 2:00 p.m. Pacific Local Time**. Please submit eight **(8) copies** of your SOQ&P to Ms. Janet S. Tarantino, Secretary of the District, by mailing them to the following address:

Office of the District Secretary  
Golden Gate Bridge, Highway and Transportation District  
P.O. Box 9000, Presidio Station  
San Francisco, CA 94129-0601

or by delivery to

Office of the District Secretary  
Golden Gate Bridge, Highway and Transportation District  
at the Administration Building, Toll Plaza, Golden Gate Bridge  
San Francisco, California

The District is not responsible for delayed deliveries due to mailing. Submission of a SOQ&P shall constitute a firm offer to the District for ninety (90) days from the submission deadline for Proposals.

This RFQ/RFP does not commit the District to awarding a contract, to paying any costs incurred in the preparation of the Proposal for this request, or to procuring or contracting for services. The District reserves the right to cancel in whole or in part this RFQ/RFP, reject any and all Statements of Qualifications and Proposals, to accept the SOQ&P it considers most favorable to the District's interest in its sole discretion, and to waive any irregularities or informalities in any SOQ&P or in the RFQ/RFP procedures. The District further reserves the right to reject all Statements of Qualifications and Proposals and seek new Statements of Qualifications and Proposals when such procedure is considered by it to be in the best interest of the District.

**II. SCHEDULE OF CONSULTANT SELECTION**

Proposers shall use the following milestones and due dates as the basis for developing their SOQ&Ps:

| <b>MILESTONE</b>   | <b>DUE DATE</b>              |
|--|------------------------------|
| Deadline for submitting questions concerning this RFQ/RFP  | April 8, 2008                |
| Submit SOQ&P   | April 15, 2008               |
| Notification of Ranking of SOQ&Ps  | April 18, 2008               |
| Consultant Interviews and Submittal of <ul style="list-style-type: none"> <li>• Sealed Cost Proposals, and</li> <li>• Sealed Phase IIIA executed Non-Disclosure Agreements, Exhibits A to the Non-Disclosure Agreement and copies of IDs by Proposers and sub-Proposers</li> </ul> | April 22, 2008               |
| Notification of Proposer Ranking   | April 24, 2008               |
| Security Checks  | April 24 through May 8, 2008 |
| Pre-Award Audit  | April 24 through May 9, 2008 |
| Contract & Cost Negotiations   | May 1 through May 9, 2008    |
| Award of Contract for Phase IIIA ECMS  | May 23, 2008                 |
| Execute Phase IIIA ECMS Contract   | May 27, 2008                 |
| Notice to Proceed  | May 28, 2008                 |

The above listed due dates are subject to revisions by the District if the District, at its sole discretion, determines that such revisions are necessary.

### III. SOQ&P CONTENT

Your SOQ&P shall address the scope of services and personnel qualifications listed in **EXHIBIT 2** of this RFQ/RFP and shall include, at a minimum, the following:

1. A letter accompanying the SOQ&P providing the names, titles, work addresses and telephone numbers of individuals with the authority to negotiate and contractually bind the Proposer. The letter shall confirm that the Proposer does not have any interest that would present a conflict of interest (as described in Section 12, "Conflict of Interest," of the Professional Services Agreement form enclosed as **EXHIBIT 8**) and that the Proposer will comply with the District's conflict of interest requirements. Also, the proposer shall include any disclosures required under Section XV, "The Levine Act", below.

Similar letters from all subProposers shall be included with your SOQ&P.

2. Statement of Qualifications for Phase IIIA substantiating the following:
  - a) Proposer's track record in successfully providing environmental compliance monitoring services for transportation related public works projects. Provide minimum of three (3) client references and contact information.
  - b) Capabilities of the Proposer's and subProposer's firms to provide qualified personnel during the Phase IIIA construction and to accommodate changing project requirements. Provide resumes and references for such qualified personnel.
  - c) Management, quality and cost control methods utilized by the Proposer to fulfill obligations under the contract with the District.
  - d) Knowledge of public agencies and experience in coordination of monitoring services with public agencies such as the National Park Service (NPS), United States Fish and Wildlife Service (USFWS), Federal Highway Administration (FHWA), Department of Toxic Substances Control (DTSC) and Caltrans.
3. Proposal for monitoring services required during the construction of Phase IIIA project containing the following:
  - a) Identification of the Proposer's Project Manager, and of personnel who will be performing biological, air, soil, and archaeological monitoring, and all other technical and administrative project personnel, their resumes and references.
  - b) Organizational charts showing the relationship between all Proposer's and subProposers' personnel and support staff, and between the Proposer's and District's team members (see **EXHIBIT 1, section "District's Phase IIIA Construction Administration Plan."**)
  - c) Location of the local San Francisco Bay Area office responsible for administering the contract with the District.
  - d) Description of the approach and methodology to be used to provide the required services.
  - e) A list of work tasks and their descriptions.
  - f) A bar chart schedule of personnel assignments.

- g) A completed Debarment and Suspension Certification in the format shown in **EXHIBIT 4**.
  - h) A completed Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements and, if applicable, the Standard Form SF-LLL, Disclosure of Lobbying Activities, in the formats shown in **EXHIBIT 5**.
  - i) A signed Certification of Consultant form enclosed as **EXHIBIT 9**.
  - j) Any other information that is considered pertinent.
  - k) If a Proposer desires any modifications to the form of the Professional Services Agreement (**EXHIBIT 8**), the proposed modifications must be submitted for consideration with its SOQ&P. Otherwise, the Proposer will be deemed to have accepted the form of Agreement.
4. **Proposers invited to interviews only** shall furnish at the time of the interview the following documents IN TWO (2) SEPARATE SEALED ENVELOPES:
- Envelope I** In a sealed envelope marked “Golden Gate Bridge Seismic Retrofit Phase IIIA ECMS, RFQ/RFP No. 2006-B-5, **Cost Proposal for Phase IIIA**” and plainly endorsed with Proposer’s name and address, a cost proposal using the format shown in **EXHIBIT 6**. SubProposers’ cost proposals shall be submitted in the same format as the prime Proposer’s cost proposal. The cost proposal of each subProposer shall be then carried over as a line item onto the prime Proposer’s cost proposal.
- Envelope II** In a sealed envelope marked “Golden Gate Bridge Seismic Retrofit Phase IIIA ECMS, RFQ/RFP No. 2006-B-5, **Non-Disclosure Agreements for Phase IIIA**” and plainly endorsed with Proposer’s name and address, the prime Proposer and all sub-Proposers’ executed Non-Disclosure Agreements for Release of Security Sensitive Information for Negotiation Purposes (two original executed copies for each firm), completed Exhibits A to the Non-Disclosure Agreements and copies of photo IDs. A form of the Non-Disclosure Agreement for Negotiation Purposes is enclosed as **EXHIBIT 7**.

#### **IV. RFQ/RFP ADDENDA**

The District, at its sole discretion, may amend this RFQ/RFP by issuing written addenda to the RFQ/RFP. Such addenda will be posted on the District website at <http://goldengate.org/contracts>. The Proposers shall monitor the District website for issuance of the addenda.

A Proposer wishing to receive an e-mail notification of an issued addendum shall email its request for notification and email address to [bidquestions@goldengate.org](mailto:bidquestions@goldengate.org).

#### **V. DISADVANTAGED BUSINESS ENTERPRISE**

The use of Disadvantaged Business Enterprise (DBE) consultants and subconsultants is encouraged. See “Notice to Proposers, Disadvantaged Business Enterprise Information” enclosed as **EXHIBIT 3** for more information.

After award of the contract resulting from this RFQ/RFP, as part of the executed Professional Services Agreement, the successful Proposer shall submit to the District the completed “Local Agency Proposer – DBE (Consultant Contracts) – Information” form enclosed as Exhibit “H” to the Professional Services Agreement (see **EXHIBIT 8** of this RFQ/RFP).

#### **VI. PHASE IIIA PROJECT SCHEDULE**

The anticipated schedule of the Phase IIIA construction is presented in **EXHIBIT 1**.

#### **VII. SCOPE OF SERVICES AND QUALIFICATION OF CONSULTANT’S PERSONNEL**

The scope of services and personnel qualifications to be provided by the selected Consultant are presented in **EXHIBIT 2**.

The District, in its sole discretion, may consider other evidence of the qualifications and capabilities of the Proposer's team members to offset minor shortfalls in meeting the minimum experience requirements set forth in **EXHIBIT 2**.

The personnel proposed by the Proposer to perform work under a contract resulting from this RFQ/RFP shall fulfill qualifications requirements specified in Section 9, “Consultant’s Personnel,” of the Professional Services Agreement (see **EXHIBIT 8**).

#### **VIII. NON-DISCLOSURE AGREEMENT FOR RELEASE OF SECURITY SENSITIVE INFORMATION FOR NEGOTIATION PURPOSES**

The Proposer and all subProposers participating in the SOQ&P shall execute the Non-Disclosure Agreements for Release of Security Sensitive Information for Negotiation Purposes enclosed as **EXHIBIT 7** to this RFQ/RFP.

As stated in item 4 of Section III, “SOQ&P CONTENT” of this RFQ/RFP, at the time of District’s interview conducted as part of the RFQ/RFP consultant selection process, Proposer and all subProposers shall submit the following in a separate sealed envelope:

- two (2) executed copies of the Non-Disclosure Agreement with original signatures of prime Proposer’s or subProposer’s authorized representatives;
- a completed Exhibit A to the Non-Disclosure Agreement for Negotiation Purposes that identifies the names of all owners, directors, officers and employees within Proposer’s or subProposer’s company (hereafter collectively referenced as “Employees”) who will be involved in the contract negotiations with the District and all those Employees listed in the Proposer’s SOQ&P to provide services under a contract resulting from RFQ/RFP and/or anticipated to be granted access to Security Sensitive Information and Restricted Areas;
- copies of a government issued photo identification (Photo ID), preferably a driver’s license (Photo ID), for each Employee identified on Exhibit A.

Copies of the Photo IDs will be used for a law enforcement check to compare the names against lists of known terrorists.

**IX. CONSULTANT SELECTION PROCESS**

The Consultant selection process will consist of the following steps:

1. Ranking of SOQ&Ps.
2. Interviews and Ranking of Proposers.
3. Security screening of the top ranked Proposer's personnel.
4. Pre-award audit of the top ranked Proposer.
5. Contract and Cost negotiation with the top ranked Proposer.

**STEP 1 – SOQ&P Ranking**

SOQ&Ps will be ranked based on the following criteria:

|   | <b>MAX.<br/>POINTS</b> |
|---|------------------------|
| <b>A      FIRMS' QUALIFICATIONS</b>   | <b>30</b>              |
| <ul style="list-style-type: none"><li>• Successful track record in providing environmental compliance monitoring services for transportation related public works projects.</li><li>• Capability of providing qualified personnel and to accommodate changing project requirements.</li><li>• Project management abilities and ability to manage multiple subconsultants with varied environmental disciplines.</li><li>• Quality and cost control methods.</li></ul>                                       |                        |
| <b>B      TEAM QUALIFICATIONS AND EXPERIENCE</b>  | <b>40</b>              |
| <ul style="list-style-type: none"><li>• Qualifications of the proposed personnel relevant to the scope of services to be provided under a contract resulting from this RFQ/RFP.</li><li>• Demonstrated capability and successful track record of proposed personnel on similar or related projects.</li><li>• Experience of team members in working with agencies such as NPS, USFWS, DTSC, FHWA and Caltrans.</li><li>• Time commitment (availability) of the personnel assigned to the project.</li></ul> |                        |
| <b>C      PROJECT UNDERSTANDING AND APPROACH</b>  | <b>30</b>              |
| <ul style="list-style-type: none"><li>• Understanding and methodology of providing the scope of services indicated in this RFQ/RFP.</li><li>• Organization of the team in relation to work assignments and effectiveness of monitoring and control of work.</li><li>• Knowledge of environmental compliance requirements and monitoring and reporting requirements of public agencies such as NPS, USFWS, DTSC, and FHWA and Caltrans.</li></ul>  |                        |
| <b>MAXIMUM TOTAL POINTS</b>   | <b>100</b>             |

The District reserves the right to request additional information for clarification of the submitted SOQ&Ps and to conduct reference check.

### **STEP 2 – Interviews and Ranking of Proposers**

The Proposers who submitted up to the three top ranked SOQ&Ps will be invited for interviews. After the interviews, ranking of Proposers will be based on evaluation of the Proposers' SOQ&Ps, interview presentations and reference checks. The previous ranking of the SOQ&Ps will no longer be taken into consideration. The evaluation criteria for assigning the maximum score of 100 points will be as in STEP 1.

### **STEP 3 – Security Screening**

After the Proposer Ranking has been determined and issued by the District, the District will open the envelope **from the top ranked Proposer only** containing Non-Disclosure Agreements, Exhibits A and photo IDs, and will conduct security screening of the Proposer's personnel as described in section "Non-Disclosure Agreement for Release of Security Sensitive Information for Negotiation Purposes" of this RFQ/RFP.

### **STEP 4 – Pre-Award Audit**

After completing security screening of the top-ranked Proposer's personnel, the District will open the cost proposal **from the top ranked Proposer only** and will conduct a pre-award audit evaluation at the Consultant's facility to determine:

1. If the Proposer's accounting system is capable of accumulating reasonable, allocable and allowable costs.
2. If the Proposer is financially and professionally capable of performing the work.
3. If the cost proposed, including the overhead rate, is reasonable.

### **STEP 5 – Contract and Cost Negotiations**

The District may accept the cost proposal of the top ranked Proposer without negotiation or may enter into negotiations with that Proposer, which may take place concurrently with the pre-award audit.

If the negotiations with the top ranked Proposer are unsuccessful, the District will terminate the negotiations with that Proposer and may enter negotiations with the next-highest-ranked Proposer by following steps 3 through 5 listed above or, at its sole discretion, the District may reject all remaining SOQ&Ps. If negotiations with the second-ranked Proposer are also not successful, the District may repeat the negotiation process with the next-highest-ranked Proposer.

## **X. CONFIDENTIALITY**

The California Public Records Act (Cal. Govt. Code Sections 6250, *et seq.*) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to this RFQ/RFP, or any other written communication between the District and Proposer shall be available to the public.

If the Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the District withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire Proposal as confidential.

If Proposer requests that District withhold from disclosure information identified as confidential and District complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless District from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Proposer information), and pay any and all cost and expenses related to withholding Proposer information. Proposer shall not make a claim, sue or maintain any legal action against District or its directors, officers, employees or agents in connection with the withholding from disclosure of Proposer information.

If the Proposer does not request that District withhold from disclosure information identified as confidential, the District shall have no obligation to withhold the information from disclosure and may release the information sought without liability to the District.

## **XI. AWARD OF CONTRACT**

After successful completion of the security screening, the pre-award audit and contract negotiations, a recommendation for award of a Professional Services Agreement resulting from this RFQ/RFP will be sent to Caltrans/FHWA for concurrence and, if such concurrence is granted, to the District's Board of Directors for consideration and action.

## **XII. PROPOSAL PROTEST PROCEDURES**

It is the policy of the District to consider fully and adjudicate promptly protests filed by prospective Proposers or Proposers relating to the District's consultant selection procedure, RFQ/RFP requirements or award of contract. Protests will be processed in accordance with the written protest procedures. Proposer's failure to follow these written protest procedures may result in rejection of the protest by the District. The protest procedures are available for inspection at the Office of the District Secretary.

Protests based upon restrictive RFQ/RFP requirements or alleged improprieties in the consultant selection procedure or RFQ/RFP requirements that are apparent or reasonably should have been discovered prior to the RFQ/RFP submission due date shall be filed in writing with the Office of the District Engineer not later than five (5) calendar days before RFQ/RFP due date. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon the recommendation for award of the Contract shall be submitted in writing to the Secretary of the District within forty-eight (48) hours of receipt of notification

from the District regarding the award recommendation submitted for consideration to the Board of Directors. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

### **XIII. EXECUTION OF PROFESSIONAL SERVICES AGREEMENT (PSA)**

The selected Consultant will be required to execute a Professional Services Agreement with the District. A copy of a general form of such agreement is enclosed for your review as **EXHIBIT 8** so that Proposers have an opportunity to review the terms and conditions that will be included in the Agreement. **If a Proposer desires any modifications to the form of PSA, the proposed modifications must be submitted for consideration with its SOQ&P. Otherwise, the Proposer will be deemed to have accepted the form of PSA.**

Your attention is directed to the following sections of the PSA:

1. Section 5, “Non-Disclosure Agreement for Release of Security Sensitive Information for Professional Service Agreement (PSA) Purposes.” As part of the PSA, the Consultant shall execute the Non-Disclosure Agreement for Release of Security Sensitive Information for PSA Purposes in the form attached as Exhibit “J” to the PSA (see **EXHIBIT 8** to this RFQ/RFP).
2. Section 11, “Insurance Provisions,” of the Professional Services Agreement specifies types and amounts of insurance that the Consultant will be required to maintain under the Contract with the District.
3. Section 12, “Conflict of Interest.” Consultant’s compliance with the District’s Conflict of Interest policy described in Section 12 will be required at all times throughout this engagement. The Consultant will not be eligible to undertake any design or construction work for the Golden Gate Bridge Seismic Retrofit Phase IIIA Project.
4. Section 14, “Disadvantaged Business Enterprise.” The District is committed to and has adopted a Diversity Program for Contracts in accordance with Federal Regulations 49 CFR, Part 26, issued by the U. S. Department of Transportation (U.S. DOT), which is summarized in Section 14 of the PSA. By submitting its SOQ&P, the Proposer is deemed to have made the nondiscrimination assurance set forth in Section 14 and to be bound by the other requirements of the District’s Diversity Program for Contracts. Furthermore, as part of the executed PSA, the Consultant shall submit the completed “Local Agency Proposer – DBE (Consultant Contracts) – Information” form enclosed as Exhibit “G” to the PSA.
5. Section 18, “Compensation,” of the Professional Services Agreement. Payment under a contract resulting from this RFQ/RFP will be on the basis of actual cost of a not-to-exceed amount plus fixed fee.
6. The PSA lists provisions required to maintain Federal Highway Administration (FHWA) funding eligibility for the project. These Federal requirements apply to the contract resulting from this RFQ/RFP, as they may be amended from time to time. Notwithstanding any involvement of the FHWA in the contract, the Federal government shall have no obligations or liabilities to any third-party consultant.

#### **XIV. EX PARTE COMMUNICATION**

Proposers and Proposers' representatives may not communicate orally with an officer, director, employee or agent of the District, with the exception of the Secretary of the District regarding this RFQ/RFP until after a Notice to Proceed has been issued by the District. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the District during a public meeting.

In the context of this RFQ/RFP, an "ex parte communication" is any communication between a Proposer (or the Proposer's representative) and the District's General Manager, Board Member, officer or employee, regardless of who initiates the communication, other than as part of the formal procurement process specified herein, before the District issues a Notice to Proceed.

#### **XV. THE LEVINE ACT**

The Levine Act (Government Code 84308) is part of the Fair Political Practices Act that applies to elected officials who serve on appointed Boards such as the District. The Levine Act prohibits any District Board Member from participating in or influencing the decision on awarding a contract with the District to anyone who has contributed \$250.00 or more to the Board Member within the previous twelve months. The Levine Act also requires a member of the District Board who has received such a contribution to disclose the contribution on the record of the proceeding. In addition, District Board Members are prohibited from soliciting or accepting a contribution from a party applying for a contract while the matter of awarding the contract is pending before the District or for three months following the date a final decision concerning the contract has been made.

Proposers must disclose on the record any contribution of \$250.00 or more that they have made to a District Board Member within the twelve-month period preceding submission of your Proposal. This duty applies to your company, any member of your team, any agents for you or other team members and to the major shareholders of any closed corporation that is part of your team. If you have made a contribution that needs to be disclosed, **you must include this information with your SOQ&P.**

#### **XVI. QUESTIONS**


Questions concerning this RFQ/RFP shall be directed **in writing only** to Ewa Bauer, Project Manager – GGB Seismic Retrofit, by

- fax to (415) 563-0809, or
- mail to Golden Gate Bridge, Highway and Transportation District, P.O. Box 9000, Presidio Station, San Francisco, CA 94129-0601, or
- email to bidquestions@goldengate.org.

The questions shall be submitted as soon as possible but no later than April 8, 2008. Questions and responses will be posted on the District's website at <http://goldengate.org/contracts> so they are available to all Proposers.

**XVII. LIST OF EXHIBITS**

- EXHIBIT 1: Location and Description of the Phase IIIA Project
- EXHIBIT 2: Scope of Services and Required Personnel and Their Qualifications
- EXHIBIT 3: Notice to Proposers, Disadvantaged Business Enterprise Information
- EXHIBIT 4: Certification Regarding Debarment, Suspension form
- EXHIBIT 5: Lobbying Certification and Standard Form SF-LLL
- EXHIBIT 6: Cost Proposal Format
- EXHIBIT 7: Non-Disclosure Agreement for Release of Security Sensitive Information for Negotiation Purposes form
- EXHIBIT 8: Professional Services Agreement, including Non-Disclosure Agreement for Release of Security Sensitive Information for PSA Purposes form
- EXHIBIT 9: Certification of Consultant form



Ewa Z. Bauer, P.E.

Deputy District Engineer

Project Manager – Golden Gate Bridge Seismic Retrofit