



# REQUEST FOR QUALIFICATIONS

FOR

Land Surveying, Right-of-Way, Civil Engineering, and  
Construction Management Services

October 19, 2022

Capital SouthEast Connector  
10640 Mather Boulevard, Suite 120  
Mather, CA 95655  
(916) 876-9094  
[www.ConnectorJPA.net](http://www.ConnectorJPA.net)

# SUMMARY

- Proposal Due Date: **Friday, November 18, 2022, by 4:00 p.m.**  
Proposal packages received after the time and date stated above will be returned unopened to the consultant.
- Submittals: Three (3) paper copies of the proposal along with either a compact disc or flash drive containing an electronic copy of the proposal in Adobe \*.pdf format.
- Addressed to: Derek Minnema  
Executive Director  
Capital SouthEast Connector  
10640 Mather Boulevard, Suite 120  
Mather, CA 95655
- Notification List: The full content of the RFQ is available through the JPA website ([www.connectorjpa.net](http://www.connectorjpa.net)). If addendums are necessary, they will be posted onto the JPA website as well. Prospective proposers are asked to send an e-mail to Matt Lampa at [LampaM@saccounty.gov](mailto:LampaM@saccounty.gov) by **Friday, November 2, 2022, by 4:00 p.m.** so that the firm can be added to a notification list to directly receive any addendums, changes or responses to written inquiries.
- Pre-proposal Meeting: A pre-proposal meeting is not scheduled.
- Inquiries: Requests for clarification regarding this RFQ must be submitted in writing via e-mail to Matt Lampa at [LampaM@saccounty.gov](mailto:LampaM@saccounty.gov) and received no later than **by Friday, November 2, 2022, by 4:00 p.m.** No other direct contact with JPA staff will be accommodated during this RFQ period.
- Funding: Funding for any task orders resulting from this solicitation will be from local Measure A funds and local Member Jurisdiction contributions.
- Contract Term Limit: On-call contracts will be for a 5-year term
- DBE Requirements: None
- Anticipated Consultant Selection Schedule: Requests for Clarifications due: November 2, 2022  
Proposals due: November 18, 2022  
Proposal review and evaluation: November 21 through December 2, 2022  
Selection/Negotiation: December 2022  
Contract Approval: January 2023

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## 1. INTRODUCTION

### Description of the Capital SouthEast Connector

The planned Capital SouthEast Connector Project (Connector) is a 34-mile limited-access roadway spanning from the Interstate 5 / Hood-Franklin interchange, south of Elk Grove, to U.S. 50 at the new Silva Valley Parkway interchange just east of El Dorado Hills Blvd. It will feature four traffic lanes, and accommodate bicycle, pedestrian, equestrian, transit, truck and automobile travel.

The Connector study area is generally bounded by I-5 on the west, the Urban Services Boundary and Kammerer Road on the south, Grant Line and White Rock Roads on the east, and U.S. 50 on the north. Within unincorporated Sacramento County, the corridor passes through the Franklin-Laguna, Vineyard, and Cosumnes communities. Within unincorporated El Dorado County, the corridor is located in the El Dorado Hills community.



Figure 1: Connector Vicinity Map

## Description and Role of the Joint Powers Authority

The Connector is managed by a Joint Powers Authority (JPA) that includes the cities of Folsom, Elk Grove, and Rancho Cordova, and El Dorado and Sacramento counties. The JPA was formed in December, 2006 when the cities and counties formalized their collaboration to proceed with planning, environmental review, engineering design and development of what was initially called the Elk Grove-Rancho Cordova-El Dorado Connector Project. Up to that point, the Sacramento Area Council of Governments (SACOG) had overseen the early planning stages.

The JPA and its governing Board of Directors have moved ahead with planning, environmental review, and engineering design of the Connector. As the project advances, key decisions made by the JPA Board will also be reviewed by each member agency's governing body (i.e., City Council or Board of Supervisors).

## Past Work to Date

Since being formed in 2006, the JPA has prepared a Program-level Environmental Impact Report (PEIR) for the Connector Project. The PEIR was certified by the JPA Board, on March 7, 2012, and a project route was selected, consisting primarily of Kammerer, Grant Line, and White Rock Roads.

In 2013, the JPA adopted a Plan of Finance and Project Design Guidelines. In 2014, the Connector was adopted into the General Plan of Sacramento County and the Folsom Plan Area Specific Plan. In 2015, the Connector was adopted into the General Plan of the City of Elk Grove and the City of Rancho Cordova.

Since that time, numerous segments have completed CEQA and obtained NEPA clearance. Several segments have been constructed, including the SR 99 / Grant Line Road Interchange, Grant Line Road Widening and Grade Separation Project, the White Rock Road Reconstruction Project, the U.S. 50 / Silva Valley Parkway Interchange, and Segments A2, B2, and D3a.

The following projects are currently in construction; Scott Road Realignment and Segment D3a Class 1 Multi-Use Path.

## 2. PURPOSE OF THE RFQ

The JPA has issued this Request for Qualifications (RFQ) to contract with qualified consultant(s) to provide services on an as-needed and project by project basis in the following specialty service areas:

- Land Surveying Services
- Right of Way Acquisition Services
- Civil Engineering Services
- Construction Management Services

The intent of this solicitation is to enable JPA staff to augment existing resources by forming a pool of qualified consultants to provide specialized services that are required for executing studies, minor

projects and master planning efforts in identified areas through “Task Orders” with a fee of less than \$50,000. Task Order agreements greater than \$50,000 will require approval from the JPA Board of Directors. If Task Orders are anticipated to exceed \$50,000, the JPA may consider releasing a Request for Proposals (RFP) to qualified consultants from the On-Call Consultant list.

Consultants may respond to one or all specialty service areas. Only one Statement of Qualifications (SOQ) is required but the Consultant should only include experience and qualifications for those specialty service areas in which the Consultant wishes to be considered. SOQs can be mailed or delivered together or separately.

Costs of the preparation of consultant qualifications in response to this solicitation are the sole responsibility of the Consultant and will not be paid by the JPA.

### 3. REQUESTED SERVICES

The following outline includes the category of services requested as well a general description of the type of tasks that could be included. These descriptions are not all-inclusive and the JPA may choose to request related tasks under each category should a need arise.

#### A. Land Surveying

This category of Land Surveying is intended to solicit all-inclusive services for surveying work that will advance the Right of Way phase of the Connector program as well as advance early engineering efforts for Segments that have not yet been initiated.

Types of Services Anticipated:

- Boundary Retracement and Records of Survey

The Consultant may perform boundary surveys to support engineering and early right of way acquisition efforts. The scope includes, but is not limited to, record research, a Record of Survey that complies with the Professional Land Surveyors Act processed through Sacramento County and reference points will be set at various locations to perpetuate the location of monuments that may be disturbed or destroyed during construction activities.

- Survey Acquisition Documents (Legal Descriptions and Plats)

The Consultant may prepare appraisal maps, legal descriptions and plats.

- Comprehensive Base Mapping, Aerials and Topographic Surveys

The Consultant may perform base mapping, aerial mapping and topographic surveys to support engineering and environmental approval efforts. The scope of comprehensive base mapping

and surveying includes, but is not limited to, Control Surveys, Aerial Photogrammetry, Utility Mapping and Design Level Topographic Surveys.

## **B. Right of Way Acquisition Services**

This category of Right of Way Acquisition services is intended to solicit all-inclusive services for the acquisition of property including the necessary JPA Board of Director actions to begin appraisal, make offers, arrive at just compensation and if necessary proceed through eminent domain proceedings to arrive at an Order of Possession. These descriptions are not all-inclusive, and the JPA may choose to request related tasks under each category should a need arise.

The Connector JPA has a Program Environmental Impact Report certified under CEQA for the entire 34-mile alignment. In addition, numerous tiered, project-level environmental documents have been completed. Several segments have obtained environmental approval under the National Environmental Protection Act (NEPA). The Connector JPA intends to begin acquisition of road right of way, utility easements and environmental mitigation lands. Some acquisitions will utilize federal funding. The types of acquisition that may occur include but are not limited to:

- ✓ Property that is currently owned by the County of Sacramento that is required to be transferred to road right of way.
- ✓ Property encumbered with conservation easements
- ✓ Properties that are known to be full acquisitions, including properties where dwelling units exist and relocation is required
- ✓ Properties with pending development where Irrevocable Offers of Dedication are in place or planned
- ✓ Properties that will need to be acquired under the provisions of the South Sacramento Habitat Conservation Plan and held in perpetuity as mitigation or open space.

Types of Services Anticipated:

- Appraisals and Appraisal Review

The Consultant may prepare appraisal reports per the Caltrans Right of Way Manual. The appraisal report would be performed using contemporary valuation methods set in the framework of California Eminent Domain law, Caltrans Right-of-Way Appraisal Standards, the uniform Act of 1970 as amended, and the standards established in the Uniform Standards of Professional Appraisal Practice (USPAP) to arrive at estimates of just compensation. The review appraiser will ensure the appraisal meets the minimal reporting requirements and follows the case law for eminent domain in California.

- Acquisition Services, Required Documentation, Escrow, Title, and Closing

Consultant may develop and lead the acquisition of right of way including but not limited to the necessary JPA Board of Director actions to Notice of Decision to Appraise, offer letters, appraisal summary statement, summary statement pertaining to the acquisition of real property or an interest therein, acquisition agreement, temporary or permanent easement deeds, grant deeds and Possession and Use agreements. Consultant may be required to coordinate and facilitate the title and escrow process. Consultant may be required to assist with relocating property owners displaced by the project.

### **C. Civil Engineering Services**

This category of Civil Engineering services is intended to solicit services that will advance overall the Connector program, advance Segments that have not yet initiated, and that will assist JPA staff with various technical questions that arise during the course of project delivery, and includes traffic and geotechnical engineering services.

Types of Services Anticipated:

- Early civil engineering geometric concepts and alternative analysis
- Preliminary structure and geotechnical studies
- QA/QC of engineering design
- Cost estimates
- Studies related to construction staging, including paving and drainage
- Visual and graphical depiction of engineering concepts
- Studies related to grant funding applications, including traffic performance benefits and project costs.

### **D. Construction Management Services**

This category of Construction Management services is intended to solicit services that will assist JPA staff with oversight and management of minor construction activities such as demolition work, clearing and grubbing, fencing, and installation of signage. Additional services may also include pre-construction services associated with alternative delivery such as the Construction Manager/ General Contractor (CM/GC) method.

Types of Services Anticipated:

- Constructability review of project plans and specifications
- Review of construction cost estimates
- Inspection and Resident Engineer services
- Review and respond to Contract Change Orders
- Labor compliance
- Facilitation of pre-construction activities associated with alternative delivery

## 4. PROPOSAL FORMAT AND CONTENT REQUIREMENTS

These guidelines were developed to standardize the preparation of proposals by consultants, to help assure consistency in format and content.

### General Guidelines

Each page of the proposal must be numbered. Proposals shall not exceed 18 pages. Pages must have a minimum of 1" margins. All references to the maximum number of pages are to a single side, not including tabs or section dividers. The minimum font size for the body text shall be 10 point although 11 point is preferred. The use of 11"x17" sheets of paper is acceptable and will only be considered a single page. Divider tabs that follow the order specified below are encouraged and are not counted in the page count. Proposers may submit on one or all services and a separate proposal is required for each. Each response to this RFQ shall include the information described in this section.

### I Transmittal Letter (Not included in page count)

The Transmittal letter should be on the Consultant's letterhead and addressed to the JPA's Executive Director, as indicated on the Summary page of this RFQ. The letter shall be wet-signed, in blue ink, by an official or representative authorized to negotiate and contractually bind the Consultant firm with the JPA. Please also provide the telephone number, e-mail, and office location of the Consultant's point of contact for contract negotiation.

### Required Statements

The following information is required as part of the Transmittal Letter (a separate page is acceptable):

Addendums: If an Addendum has been issued by the JPA, the Consultant must acknowledge receipt of the Addendum.

Duration: The Consultant shall provide a brief statement affirming that the proposal terms shall remain binding for ninety (90) days following the date proposal submittals are due.

Conflict of Interest: The consultant must disclose to the JPA any actual or perceived interests, direct or indirect, which could conflict in any manner or degree with the performance of services required. A potential conflict of interest may result from personal or business relationships, including but not limited to, prior or ongoing work on the Connector Project and/or work related to projects in the Connector Project area, such as contracts with counties, cities, developers, property owners, current or former clients, and other parties who may have a financial interest in the outcome of the Connector. At the JPA's discretion, a potential conflict of interest may be waived or factored into the final award decisions and/or a modified scope of work.

Standard Agreement: The consultant shall indicate his/her/its acceptability of the terms and conditions of the draft consultant agreement included as Attachment 1. Any requested deviations from the standard agreement should be noted with blue, underlined text for additions and red, strike-out text for deletions.

## II Introduction (1 Page Only)

The introduction should indicate the Consultant's basic understanding of the Connector JPA's requested services and the Consultant's understanding of the work required under the RFQ. Provide detail which illustrates the Consultant's understanding of the overall Connector JPA's goals in the RFQ services category and the challenges or requirements to provide the requested services.

## III Qualifications and Experience

This section is intended for the Consultant to illustrate to the JPA the Consultant's ability to deliver the services requested experience and unique qualifications.

Firm and Staff profile: Provide an overview of your firm, including services and expertise. Emphasize the abilities relevant to the specific services described in this RFQ. Emphasize your working knowledge of the Connector JPA, the Connector Project, and the local agencies that are members of the Connector JPA. Identify the locations of the offices where Key Staff would accomplish the work. If your firm's headquarters are not located in the Sacramento region, describe how the majority of the work can be conducted in close association with the JPA staff.

Organizational Chart: Provide an organization chart of your firm's Key Staff that will accomplish the work. Provide brief biographies of the Key Staff and emphasize their experience and abilities and explain the function each key person will perform. Key Staff must each have a minimum of 10 years of professional experience.

Relevant Qualifications and Experience: Provide a brief summary of past work or projects that the firm and Key Staff have completed. The summary should include:

- A brief description of the firm's experience with similar organizations;
- The proposal must include a list of references for similar clients. References should include client contact names, addresses, and phone numbers, descriptions of the type of work performed, approximate dates on which the work is completed, and professional staff who performed the work.
- Description and dates of services provided;
- Relevant aspects related to this RFQ;
- Current status (i.e., active, completed, etc.);
- Key personnel involved

## IV Understanding and Approach to Performing Requested Services

The Connector JPA and Connector Project is a unique government agency and regional facility that requires an understanding of not only the overall program but the requirements of each of its member jurisdictions and the desires of a large stakeholder group. In addition, to advance the Connector program, the Connector JPA relies heavily on a range of private Consulting services such as legal services, outreach and legislative lobbying that require coordination outside of JPA staff. With this in mind, discuss

your firm's understanding and approach to delivering the specific requested services for the Project and JPA.

#### **V Additional Relevant Information**

Provide additional relevant information that may be helpful in the selection process.

#### **VI Appendix (Not included in page count)**

- A. Resumes of Key Staff only - Resumes of Key Staff to be assigned to the project should include a brief biography of the individual's experience, their registration information (if applicable), their education, professional affiliations and information on specific projects the individual has been involved with, clearly showing and highlighting relevant experience. Resumes can be two pages each, maximum.
  
- B. Schedule of Rates for Consultant team members (including subconsultants if necessary) and a detailed schedule of any other related costs that are to be billed directly. The Schedule of rates should be submitted in a separate sealed envelope and should not be included as a part of the overall proposal. Following review and evaluation of proposer qualifications, consultants will be selected and cost proposals will be opened and negotiations with qualified consultants will begin with each selected consultant. On-Call Services Contracts will be awarded to consultants whose costs are fair and reasonable. The Schedule of Rates will be effective for the first three calendar years of the contract, at which point the rates may be escalated by 3% at the discretion of the Executive Director. The escalated rates will remain in effect for the remaining two years of the contract.

### **5. EVALUATION**

The Secretary of the JPA Board will review the proposals for compliance with the requirements of the RFQ. Each proposal will be reviewed to determine if it meets the requirements contained in "PROPOSAL FORMAT AND CONTENT REQUIREMENTS." The JPA may reject any proposal if it is conditional, incomplete, or contains irregularities. The JPA may waive an immaterial deviation in a proposal. A waiver of an immaterial deviation shall not modify the proposal documents, and it shall not exempt the consultant from any terms of an executed consultant services agreement, should one be awarded.

The Executive Director will then lead a ranking committee, comprised of qualified individuals who will evaluate submitted proposals. The evaluation worksheet will be similar to the sample worksheet is shown below.

EVALUATION WORKSHEET				
	WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE	REVIEWER NOTES
I	Compliance with requirements of RFQ	10		
II	Introduction – Proposers understanding of overall JPA’s goals with regard to the requested services	10		
III	Qualifications & Experience – Proposer’s demonstrated qualifications and experience of the firm and key staff	40		
IV	Understanding and Approach to performing services – Proposer’s understanding of the JPA program and the approach to successfully providing the needed services.	30		
VI	References	10		
	<b>Total:</b>	<b>100</b>		

Aside from the selection process described herein, Consultants or their representatives are prohibited from attempting to influence this selection process by contacting Selection Committee members, elected officials, JPA staff, or other individuals and entities involved in selecting the Consultant or awarding the consultant agreement(s). Any such attempt to influence selection outside of the prescribed process will be grounds for disqualification.

## 6. SELECTION PROCEDURE

The JPA will select the consultant(s) for each category of services based on the following procedure:

1. After the period has closed for receipt of proposals, each proposal will be examined to determine compliance with the proposal format and content requirements specified in the RFQ. Any proposal that does not meet the format and content requirements may be deemed non-responsive. The JPA may reject any proposal if it is conditional or incomplete.
2. Evaluate the proposals. Proposers may be telephoned and asked for further information, if necessary. References may be called. The JPA will select consultants based solely on written proposals and not convene oral interviews.
3. Develop a final ranking of consultants.

4. Notify Consultants of the results.
5. Negotiate and execute on-call contract(s) for a 5-year period.

### **Schedule**

- Deadline to request inclusion on notification list: November 2, 2022
- Requests for Clarifications due: November 2, 2022
- Proposals due: November 18, 2022
- Proposal review and evaluation: November 21 through December 2, 2022
- Contract Negotiations: December 2022

### **Award**

Award of the selected consultant contract(s) will be subject to the Procurement Policies of the Connector JPA. Aside from announcing the top ranked proposals, evaluation scoring will be kept confidential.

## **7. GENERAL CONDITIONS**

### **Limitations**

This RFQ does not commit the JPA to award a contract or to procure a contract for services or supplies. The JPA is not responsible for any costs incurred in the preparation of proposals in response to this request, as further explained below. The JPA expressly reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFQ procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. The JPA reserves the right to withdraw this RFQ at any time without prior notice. Furthermore, the JPA reserves the right to modify the RFQ schedule.

Until a final ranking of consultants is prepared, the proposals shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for the opening thereof. All proposals shall become the property of the JPA, and shall be subject to disclosure following the award of a contract, pursuant to the Public Records Act.

### **RFQ Addendum**

Any changes to the RFQ requirements will be made by written addenda issued by the JPA and shall be considered part of the RFQ. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

### **Pre-contractual Expenses**

Pre-contractual expenses include any expenses incurred by proposers and selected contractor in:

1. Preparing proposals in response to this RFQ.
2. Submitting proposals to the JPA.
3. Negotiations with the JPA on any matter related to proposals.
4. Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, the JPA shall not be liable for any pre-contractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFQ. The JPA shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFQ.

### **Signature**

The proposal shall provide the following information: name, title, address, e-mail address, and telephone number of the individual with authority to bind the consultant or consultant team and also who may be contacted during the period of proposal evaluation. The proposal shall be wet-signed by an official authorized to bind the consultant or consulting team and shall contain a statement to the effect that the proposal is a firm offer and remains in effect for at least a ninety (90) day period.

### **Contract Arrangements**

1. Title VI of the Civil Rights Act of 1964: The consultant must agree to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
2. Equal Employment Opportunity: In connection with the performance of the contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex or national original. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

### **Conflict Of Interest**

Consultants and consultant firms submitting proposals in response to this RFQ must disclose to the JPA any actual, perceived, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFQ. If the consultant has no conflict of interest, a statement to that effect shall be included in the transmittal letter.

### **Insurance Requirements**

The successful consultant shall provide a summary of the firm's insurance coverage for Comprehensive General Liability, Automotive Liability, Professional Liability, and Worker's Compensation. The limits of insurance coverage shall be as specified in the JPA's Draft Consultant Agreement in Attachment 1.

## **8. ATTACHMENTS**

### **Attachment 1 – Sample Consultant Agreement**