

ALAMEDA COUNTY PUBLIC WORKS AGENCY

REQUEST FOR PROPOSAL / QUALIFICATIONS No. LAN20151122

for

ON CALL GEOTECHNICAL ENGINEERING SERVICES

For complete information regarding this project, see RFP/Q posted at <http://acgov.org/pwa/business/services.htm> or contact the ACPWA representative listed below.

Thank you for your interest!

Contact Person: Roel Villacarlos, ACPWA

Phone Number: (510) 670-5529

E-mail Address: Roel@acpwa.org

RESPONSE DUE

by

2:00 p.m.

on

February 9, 2016

at

Alameda County Public Works Agency

951 Turner Court, Room 100

Hayward, CA 94545

COUNTY OF ALAMEDA
ON CALL GEOTECHNICAL ENGINEERING SERVICES REQUEST FOR PROPOSAL
AND STATEMENT OF QUALIFICATIONS
SPECIFICATIONS, TERMS & CONDITIONS
For
ON CALL GEOTECHNICAL ENGINEERING SERVICES

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COUNTY OF ALAMEDA
ARCHITECTURAL & ENGINEERING PROFESSIONAL SERVICES
REQUEST FOR PROPOSAL AND STATEMENT OF QUALIFICATIONS
SPECIFICATIONS, TERMS & CONDITIONS
For
ON CALL GEOTECHNICAL ENGINEERING SERVICES

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- Exhibit H – First Source Agreement
- Exhibit I – Exceptions, Clarifications, Amendments
- Exhibit J – Draft Agreement for information only
- Exhibit K – (Not Used)
- Exhibit L – Debarment and Suspension Certification
- Exhibit M – The Iran Contracting Act (ICA) of 2010

I. ACRONYM AND TERM GLOSSARY

Unless otherwise noted, the terms below may be upper or lower case. Acronyms will always be uppercase.

A/E	Architecture(-al) and Engineer(-ing)
Board	Shall refer to the County of Alameda Board of Supervisors
ASC	Shall refer to Agency Selection Committee
Contractor	When capitalized, shall refer to selected Proposer that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
District	When capitalized, shall refer to the Alameda County Flood Control and Water Conservation District
Federal	Refers to United States Federal Government, its departments and/or agencies
F.O.B	Shall mean without charge for delivery to destination and placing on board a carrier at a specified point (Free On Board)
IRS	Refers to Internal Revenue Service
Labor Code	Refers to California Labor Code
MSDS	Refers to Material Safety Data Sheets
OSHA	Refers to California Occupational Safety and Health Administrations
Proposal	Shall mean proposer/contractor response to this RFP
Proposer	Shall mean specific person or firm responding to this RFP
PO	Shall refer to Purchase Order(s)
Agency	Public Works Agency
Qualifications	Shall mean Proposer's response to this RFP
Request for Proposal	Shall mean this document, which is the County of Alameda's request for contractors'/proposers' proposal to provide the services being solicited herein. Also referred herein as RFP
Response	Shall refer to proposer's proposal or quotation submitted in reply to RFP
RFP	Request for Proposal
SLEB	Small Local Emerging Business
State	Refers to State of California, its departments and/or agencies

II. STATEMENT OF WORK AND SCOPE OF SERVICES

The Alameda County Public Works Agency ("Agency") is seeking proposals from firms that are interested in providing on-call professional geotechnical engineering and review services and material testing services for both private development review and Capital Improvement Agency projects. The Agency intends to enter into a contract with four (4) consultants ("Consultants") for a maximum period of three (3) years for each contract. By mutual agreement, any contract which may be awarded pursuant to this RFP, may be extended for an additional two-year term at agreed prices with all other terms and conditions remaining the same.

A. PROJECT DESCRIPTION AND OVERVIEW:

The Agency is responsible for approving the design and construction of roadway and flood control improvements proposed by others, designing and constructing similar improvements that will be built under contract with the Agency or the District, and undertaking emergency and planned repairs of County roadways and District facilities. To carry out these responsibilities, the Agency anticipates it will require certain geotechnical engineering, geologic, civil engineering, hydrological and hydraulic engineering, structural engineering, and materials-testing services (collectively "Services").

The specific scope of Services that could be required at any given time in support of one or more of the above activities during the period of the contract(s) is unknown at this time, but will be defined by a Project Manager at the time of request for Services in accordance with the provisions of the contract entered with the successful Proposer. Previous Services required under similar Agency contracts in the past have included the following:

1. Independent review of professionally-prepared soils reports, seismic hazard and earthquake fault zone studies, and other similar geotechnical and geologic documents.
2. Overview of earthquake fault excavations and other similar geotechnical and geologic field investigations.
3. Geotechnical, hydrological, and civil review of grading and drainage plans.
4. Structural review of plans and specifications for temporary and permanent bridges, poles, and other special structures.
5. Preparation of plans, specifications, and estimates (PS&E) in support of Agency contracts for emergency repairs or other modifications of County roadways and bridges or District flood control facilities.
6. Geotechnical and hydrological studies and report preparation in conjunction with District levee and dam improvement projects.
7. 24-7 emergency responses (in coordination with Agency personnel) to flood control levee breaches, scouring of roadway bridge abutments, landslide damages to County roadways, creek bank erosion, structural damage to County bridges, etc.
8. Special tests of various materials in support of the Agency's Materials Test Laboratory.

B. SCOPE OF SERVICES

In accordance with the circumstances described above, the Agency seeks a firm or firms to provide the following generally described phases of service:

The Agency anticipates the need to request on-call Services from time-to-time in the performance of each of the following geotechnical engineering, geologic, civil engineering, hydrological and hydraulic engineering, structural engineering, and materials testing tasks:

1. Recommendations to the Agency following the independent review of technical studies, plans, reports, and other documents submitted by others to the Agency in conjunction with proposed private developments and redevelopments.
2. Studies for and recommendations to the Agency in support of maintenance, repairs, and modification of County-maintained public roadways and District-maintained flood control facilities, including emergency repairs.
3. Field and laboratory materials testing services in support of various Agency and District construction and restoration projects.

Note: Proposers are strongly encouraged to respond with proposals to provide Services across the full range of the listed tasks; i.e. "Full Response." The Agency may consider limited "Partial Responses" that propose to provide some but not all of the above-listed tasks, but Proposers should understand that the Agency reserves the right to favor a Full Response over a Partial Response.

C. BIDDER QUALIFICATIONS

Bidder and all key personnel assigned to the project shall be regularly and continuously engaged in the business of providing geotechnical engineering services for at least three (3) years.

Bidder shall possess all licenses and professional credentials necessary to perform services as specified under this RFP/Statement of Qualifications (SOQ).

Bidders proposing to provide Services in the areas of geotechnical engineering and geology shall include evidence in their response that they are fully qualified and credentialed so as to provide reviews in accordance with the provisions of Special Publications 42 and 117, as published by the California Department of Conservation.

D. TIME OF SERVICES/PROJECT SCHEDULE

Most past Services have been relatively short-term, but some previous projects have required longer periods of continuing support. It is anticipated that during the prescribed

period there will be a consistent and continuing need for Services from multiple Consultants at any given time.

E. PRICING

All fees as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.

Unless otherwise stated, Proposer agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the Agency.

Any fee increases or decreases for subsequent contract terms may be negotiated between Contractor and ACPWA only after completion of the initial 36-month term.

All fees quoted shall be in United States dollars and "whole cent," no cent fractions shall be used. There are no exceptions.

Federal and State minimum wage laws apply. The ACPWA has no requirements for living wages.

Prevailing Wages: Pursuant to Labor Code Sections 1770 et seq. Consultant shall pay to persons performing labor in and about Work provided for in the contract not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the Work is performed, and not less than the general prevailing rate of per diem wages for legal holiday and overtime work in said locality, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations to be the general prevailing rate of per diem wages for each craft or type of workman or mechanic needed to execute this contract.

Department of Industrial Relations Registration: A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, (unless it is registered at time of bid submission), or engage in the performance of any contract for public work, as defined in this chapter, unless registered and qualified to perform public work pursuant to Section 1725.5. However, for federally-funded projects, it is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

F. OTHER COUNTY REQUIREMENTS

Local Participation: Note that it is a requirement for award that all contracts such as this one include local (defined as Alameda County based) businesses to the maximum extent possible consistent with the nature of the services to be provided. The County Small Local and Emerging Business (SLEB) Program requires that to be awarded this contract the lead firm must be a SLEB or, if the lead firm is not a SLEB, the lead firm must partner with SLEBs to the maximum extent reasonable and possible, with a minimum of 20%

SLEB participation required. Please note detailed provisions in COUNTY PROVISIONS SECTION of this RFP.

Environmentally Friendly Packaging: Alameda County is an environmentally responsible employer and seeks all practical opportunities for waste reduction and recycling. The County, therefore, encourages its contractors to reduce waste volume and toxicity by using environmentally friendly packaging material whenever possible. Options may include backhauling product packaging to the supplier for reuse or recycling, shipping in bulk or reduced packaging, using soy bean-based inks for packaging printing, using recycled product packaging or using recyclable or reusable packaging material. The County encourages all Proposers and contractors for goods and services to adhere to these principles where practicable.

III. INSTRUCTIONS TO PROPOSERS

A. COUNTY CONTACTS

The Agency is managing the competitive process for this project. All contact during the competitive process is to be through the Alameda County Public Works Agency only.

The evaluation phase of the competitive process shall begin upon receipt of sealed bids and continue until a contract has been awarded. Proposers shall not contact or lobby evaluators during the evaluation process. Attempts by Proposers to contact evaluators may result in disqualification of Proposer.

All questions regarding these specifications, terms and conditions are to be submitted in writing, preferably via e-mail by 2:00 p.m. on January 22, 2016 to:

Roel Villacarlos
Alameda County Public Works Agency
951 Turner Court, Room 100
Hayward, CA 94545
E-Mail: Roel@acpwa.org
Phone: (510) 670-5529

The PWA Doing Business With Us website will be the official notification posting place of all Requests for Interest, Proposals, Quotes and Addenda. Go to <http://acgov.org/pwa/business/services.htm> to view current contracting opportunities.

B. CALENDAR OF EVENTS

Event	Date/Location
RFP Issued	January 4, 2016
Written Questions Due	<u>BY</u> 2:00 PM on January 22, 2016
Networking/RFP Conference	10:00 AM JANUARY 14, 2016 <u>LOCATION:</u> <i>Turner Court Building Room 203 951 Turner Court Hayward, CA 94545</i>
Second Networking/RFP Conference	2:00 PM JANUARY 21, 2016 <u>LOCATION:</u> <i>Turner Court Building Room 203 951 Turner Court Hayward, CA 94545</i>
Addendum Issued	January 22, 2016
Response Due (At least 10 business days after last addendum issued)	FEBRUARY 9, 2016 <u>NO LATER THAN</u> 2:00 p.m.
Evaluation Period	February 15, 2016 – February 19, 2016
Oral Presentation/ Interviews	Week of March 7, 2016
Board Letter Issued	Week of April 4, 2016
Board Award Date	April 26, 2016
Contract Start Date	July 1, 2016

Note: Award and start dates are approximate.

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions of this RFP. By the submission of a Proposal, Proposer certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

C. NETWORKING/RFP CONFERENCE

NOTE: Firms wishing to participate must attend ONE Conference.

Two (2) networking/RFP conference(s) will be held to:

- Provide an opportunity for small and local and emerging businesses (SLEBs) and large firms to network and develop partnering relationships in order to participate in the contract(s) that may result from this RFP.
- Provide an opportunity for proposers to ask specific questions about the project and request RFP clarification.
- Provide proposers an opportunity to receive documents, etc. necessary to respond to this RFP. Provide the Agency with an opportunity to receive feedback regarding the project and RFP.

All questions will be addressed, and the list of attendees will be included, in an RFP/SOQ Addendum following the networking/bidders conference(s).

Attendance at the networking/bidders conferences is mandatory for Prime Consultants.

Networking/RFP conference(s) will be held as shown on Calendar of Events section above.

D. SUBMITTAL OF PROPOSALS

1. All proposals must be SEALED and must be received at the Office of the Public Works Agency of Alameda County **BEFORE** 2:00 p.m. on the due date specified in the Calendar of Events.

NOTE: LATE AND/OR UNSEALED PROPOSALS CANNOT BE ACCEPTED. IF HAND DELIVERING PROPOSALS PLEASE ALLOW TIME FOR METERED STREET PARKING OR PARKING IN AREA PUBLIC PARKING LOTS AND ENTRY INTO SECURE BUILDING.

Proposals will be received only at the address shown below, and by the time indicated in the Calendar of Events. Any proposal received after said time and/or date or at a place other than the stated address cannot be considered and will be returned to the Proposer unopened.

All proposals, whether delivered by an employee of Proposer, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated address prior to the time designated. The Technical Services Department's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of proposals.

2. Proposals are to be addressed and delivered as follows:

ON CALL GEOTECHNICAL ENGINEERING SERVICES

Roel Villacarlos
Alameda County Public Works Agency
951 Turner Court, Room 100
Hayward, CA 94545

3. Proposer's name and return address must also appear on the mailing package.
4. No telegraphic, e-mail or facsimile proposals will be considered.
5. By submission of its proposal Proposer agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform.
6. All costs required for the preparation and submission of a proposal shall be borne by Proposer.
7. Only one proposal response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response.

E. **RESPONSE FORMAT**

1. Proposal responses are to be straightforward, clear, concise and specific to the information requested. Submit in 8-1/2 x 11 format one (1) original plus four (4) copies of the proposal, plus a copy shall be submitted on read-only CD in "PDF" format. Original proposal is to be clearly marked, printed on plain white paper, and must be either loose leaf or in a 3-ring binder (NOT bound). It is preferred that all proposals submitted shall be printed double-sided and on minimum 30% post-consumer recycled content paper. Inability to comply with this recommendation will have no impact on the evaluation and scoring of the proposal. Submittals shall contain only material directly related to response to requirements, not general marketing material. Organize your information under tabs in the same order delineated below under "Response Content."
2. Include a title page with the RFP subject, the name of the proposer's firm, location address, telephone number, name of the contact person, e-mail address, and the date. Indicate Small, Local and Emerging Business (SLEB) firm(s) and other firms serving as sub-consultants. Include the Department of Industrial Relations (DIR) registration number for registered consultants and sub-contractors.
3. In order for proposals to be considered complete, Proposer **must** provide responses to all information requested.

4. Bid responses, in whole or in part, are NOT to be marked confidential or proprietary. ACPWA may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP/Q may be subject to public disclosure. ACPWA shall not be liable in any way for disclosure of any such records. Please refer to the County's website at: <http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential Information policies.
5. Proposal responses must be signed in ink. The signatures of all persons required under the applicable organizational documents in order to bind the Proposer must be on the proposal response. Provide applicable signature documentation pursuant to Contractor's organizational structure verifying the authority of the person signing the proposal response to commit to its Proposal on behalf of the Contractor.
6. Proposal response shall include the following information:
 - a. Organization and Approach
 - (1) Describe the roles and organization of your proposed team for this on-call services contract. Indicate the composition and number of project staff, facilities available and experience of your firm/team as it relates to the contract.
 - (2) Describe your project and management approach. Provide a detailed description of how the team, including all sub-consultants, will be managed and the scope of work provided by each firm to respond to the on-call services phases described herein in Section B.
 - (3) Describe the roles of key individuals on the team, including roles of individuals in each sub-consultant firm. Provide resumes and references for all key team members. Resumes shall show relevant experience, for the Project's Scope of Work, as well as the length of employment with the proposing firm. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of service.
 - b. Litigation:

(1) Indicate if your firm was involved with any litigation in connection with your prior projects. If yes, briefly describe the nature of the litigation and the result. This information must be provided as well for you proposed subconsultants if any.

c. Hourly Rate Schedule

(1) Consistent with the Section on Pricing herein, provide hourly rate fee schedules for your office and each key consultant indicating the job classifications for the proposed staff.

d. References

(1) Provide one to three references for clients/projects which are similar to this one and who can attest to proposer's firm/team performance. Provide name, contact address and telephone number, with brief description of the project. Prefer completed projects, but one may be ongoing.

e. SLEB Participation: - The Agency supports Alameda County's efforts to contract with small local emerging businesses (SLEBs). The County's requirement is to have at least 20 percent of the contract work be performed by Alameda County SLEB certified firm(s). Using Exhibits E through G, indicate whether proposing firm(s) and other firms serving as sub-consultants are certified as Alameda County SLEBs. Indicate the percentage and scope of work to be performed by SLEBs. Indicate if Proposer has an office located in Alameda County.

f. For more information regarding the SLEB program, go to:

<http://www.acgov.org/auditor/sleb>

3. Exhibits/Attachments

Proposers shall include in their submittal completed and signed documentation for all listed Exhibits, including any attachments required by the Exhibit. Any material deviation from these requirements may be cause for rejection of the proposal, as determined in the County's sole discretion. The content and sequence for each required document shall be as follows:

- Exhibit A – Acknowledgement
- Exhibit B – (Not Used)
- Exhibit C – Insurance Requirements
- Exhibit D – (Not Used)
- Exhibit E – SLEB Certification Application Package
- Exhibit F – Small and Local Business Partnering Information
- Exhibit G – Request for Bid Preference
- Exhibit H – First Source
- Exhibit I – Exceptions, Clarifications, Amendments
- Exhibit J – Draft Agreement for information only
- Exhibit K – (Not Used)
- Exhibit L– Debarment and Suspension Certification
- Exhibit M– The Iran Contracting Act (ICA) of 2010

F. EVALUATION CRITERIA/SELECTION COMMITTEE

All Proposals will be evaluated by an Agency Selection Committee (ASC). The Agency Selection Committee may be composed of Agency staff and other parties that may have expertise or experience in the professional services described herein. The ASC will review the submittals and will rank the proposers. The five highest ranked proposers will be invited for an interview in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the ASC.

All contacts during the evaluation phase shall be through the Agency contact only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact and/or influence members of the ASC may result in disqualification of Proposer.

The ASC 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.

As a result of this RFP, the Agency intends to interview the eight (8) highest ranked proposers. However, the Agency reserves the right to determine the number of interviews it will conduct for this project. Upon conclusion of successful contract negotiations, the Agency will recommend that a total of three (3) or four (4) on call contracts be awarded. Should an agreement not be reached with a particular highest-ranked firm, the Agency will negotiate with the next highest ranked firm.

Each of the Evaluation Criteria below will be used in ranking and determining the quality of the Proposals. Proposals will be evaluated according to each Evaluation Criteria, and scored on the zero to five-point scale outlined below. The scores for all Evaluation Criteria will then be added, according to their

assigned weight (below), 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 fifty (550) points, including the possible fifty (50) points for local and small, local and emerging, or local preference points (maximum 10% of final score).

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of Proposer’s proposals. Proposals will be evaluated according to each Evaluation Criteria, and rated on a zero to five-point scale where the range is defined as follows:

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.

The Evaluation Criteria and their respective weights are as follows:

	Evaluation Criteria	Weight
F.1.	<p><u>Completeness of Response</u> 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.</p> <p>To be considered complete, Proposers must include the complete and accurate documentation identified herein that they are certified small and local or emerging and local business or are partnering, joint venturing or subcontracting with small and local or emerging and local business(es) that are certified at the time of response submittal. 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.</p>	Pass/Fail
F.2.a. F.2.a.1	<p><u>Organization & Approach</u> <u>Roles and Organization of Proposed Team</u></p> <ul style="list-style-type: none"> ▪ Proposes adequate and appropriate disciplines of project team. ▪ Some or all of team members (firms) have previously worked together on similar project(s). ▪ Overall organization of the team is relevant to Agency needs. 	100 Points
F.2.a.2 F.2.a.3 F.2.a.4	<p><u>Project and Management Approach</u></p> <ul style="list-style-type: none"> ▪ Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project. ▪ Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones. <p><u>Roles of Key Individuals on the Team</u></p> <ul style="list-style-type: none"> ▪ 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. <p><u>Working Relationship with PWA</u></p> <ul style="list-style-type: none"> ▪ 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. 	
F.2.b F.2.b.1	<p><u>Scope of Services to be Provided</u> <u>Detailed Scope of Services to be Provided</u></p> <ul style="list-style-type: none"> ▪ Proposed scope of services is appropriate for all phases of the work. 	100 Points

	Evaluation Criteria	Weight
F.2.b.2	<ul style="list-style-type: none"> ▪ Scope addresses all known project needs and appears achievable in the timeframes set forth in the project schedule. <u>Project Deliverables</u> <ul style="list-style-type: none"> ▪ Deliverables are appropriate to schedule and scope set forth in above requirements. 	
F.2.b.3	<u>Cost Control and Budgeting Methodology</u> <ul style="list-style-type: none"> ▪ Proposer has a system or process for managing cost and budget. ▪ Evidence of successful budget management for a similar project. 	50 Points
F.2.d.	<u>Litigation History</u> <ul style="list-style-type: none"> ▪ Litigation history, if any, is described. ▪ If judgment(s) against Proposer or subconsultants, appropriate explanation provided. 	50 Points
F.2.e.	<u>Hourly Rate Schedule</u> <ul style="list-style-type: none"> ▪ Schedule for each firm and for representative positions within each firm is provided for each key consultant/team member. 	50 Points
F.2.f.	<u>References</u> <ul style="list-style-type: none"> ▪ Three references for the lead firm on similar projects are provided. 	50 Points
G.	<u>Oral Presentation and Interview</u> Following evaluation of the written proposals, Proposers receiving the eight (8) highest scores will be invited to an oral presentation and interview. The scores at that time will not be communicated to Proposers. The oral presentation and question/answers by each Proposer shall not exceed sixty (60) minutes in length. The oral interview will consist of a Proposer's presentation, followed by standard questions asked of each of the Proposers and specific questions regarding the specific proposal. The proposals may then be re-evaluated and re-scored based on the oral presentation and interview.	100 Points
SMALL LOCAL EMERGING BUSINESS PREFERENCE		
	Local Preference: Points equaling five percent (5%) of Proposer's total score, for the above Evaluation Criteria, will be added. This will be the Proposer's final score for purposes of award evaluation.	Five Percent (5%)
	Certified Small and Local or Emerging and Local Preference: Points equaling five percent (5%) of Proposers total score, for the above Evaluation Criteria, will be added. This will be the Proposer's final score for purposes of award evaluation.	Five Percent (5%)

G. NOTICE OF AWARD

1. At the conclusion of the RFP response evaluation process (“Evaluation Process”), all Proposers will be notified in writing of the contract award recommendations. The document providing this notification is the Notice of Award.

The Notice of Award will provide the following information:

- The name of the proposers being recommended for contract award;
 - The names of all other proposers; and,
 - In summary form, evaluation points for each proposer.
2. Debriefings for unsuccessful proposers may be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror’s proposal with the Project Manager.
 - a. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful proposer, etc.
 - b. Debriefing may include review of successful proposer’s proposal.
 3. The submitted proposals shall be made available upon request no later than five (5) business days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

H. PROPOSAL PROTEST/APPEALS PROCESS

The Agency prides itself on the establishment of fair and competitive contracting procedures and the commitment made to following those procedures. The following is provided in the event that Proposers wish to protest the bid process or appeal the recommendation to award a contract for this project once the Notices of Intent to Award/Non-Award have been issued. Bid protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the Agency.

1. Any Proposal protest by any Proposer regarding any other Proposal must be submitted in writing to the PWA Deputy Director, located at 951 Turner Court, Room 100, Hayward, CA 94544, before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award, not the date received by the Proposer. A Proposal protest received after 5:00 p.m. is considered received as of the next business day.
 - a. The Proposal protest must contain a complete statement of the reasons and facts for the protest.
 - b. The protest must refer to the specific portions of all documents that form the basis for the protest.
 - c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.

- d. The Agency will transmit a copy of the bid protest to all Proposers as soon as possible after receipt of the protest.
2. Upon receipt of written protest, PWA Deputy Director, or designee will review and evaluate the protest and issue a written decision. The PWA Deputy Director, may, at his or her discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Proposer and others (as appropriate) to discuss the protest. The decision on the bid protest will be issued at least ten (10) business days prior to the Board hearing or PWA award date.

The decision will be communicated by e-mail or fax, and certified mail, and will inform the proposer whether or not the recommendation to the Board of Supervisors or PWA in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all Proposers affected by the decision. As used in this paragraph, a Proposer is affected by the decision on a Proposal protest if a decision on the protest could have resulted in the Proposer not being the apparent successful Proposer on the RFP.

3. The decision of the PWA Deputy Director on the Proposal protest may be appealed to the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502. The Proposer whose Proposal is the subject of the protest, all Proposers affected by the PWA Deputy Director decision on the protest, and the protestor have the right to appeal if not satisfied with the PWA Deputy Director decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the PWA Deputy Director, not the date received by the Proposer. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by the PWA Deputy Director shall not be considered under any circumstances by the PWA or the Auditor-Controller OCC.
 - a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - b. In reviewing protest appeals, the OCC will not re-judge the proposal(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFP or, where appropriate, contracting policies or other laws and regulations.
 - c. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the PWA Deputy Director. As such, a Proposer is prohibited from stating new grounds for a Proposal protest in its appeal. The Auditor-Controller (OCC) shall only review the materials and conclusions reached by the PWA Deputy Director or department designee, and will determine whether to uphold or overturn the protest decision.

- d. The Auditor's Office may overturn the results of a Proposal process for ethical violations by GSA staff, Agency Selection Committee members, subject matter experts, or any other staff managing or participating in the competitive process, regardless of timing or the contents of a proposal protest.
 - e. The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC will be furnished to the protestor, the Proposer whose Proposal is the subject of the Proposal protest, and all Proposers affected by the decision.
4. The Agency will complete the Proposal protest/appeal procedures set forth in this paragraph before a recommendation to award the Contracts is considered by the Board of Supervisor or PWA.
 5. The procedures and time limits set forth in this paragraph are mandatory and are each Proposer's sole and exclusive remedy in the event of Proposal Protest. A Proposer's failure to timely complete both the Proposal protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Proposal protest, including filing a Government Code Claim or legal proceedings.

IV. TERMS AND CONDITIONS

A. AWARD

1. The Evaluation Committee will recommend award to the proposer who, in its opinion, has submitted the proposal that best serves the overall interests of the Agency, attains the highest overall point score, submits an acceptable fee proposal upon request and completes successful contract negotiations.
2. The Agency reserves the right to reject any or all responses that materially differ from any terms contained herein or from any Exhibits attached hereto and to waive informalities and minor irregularities in responses received.
3. The Agency reserves the right to award to a single or multiple contractors.
4. The Agency has the right to decline to award this contract for any reason.
5. Board approval to award a contract is required.
6. Consultant shall sign an acceptance of award letter prior to Board approval.
7. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Proposer's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

B. METHOD OF CONTRACTING

1. A signed Agreement will be issued upon Board approval.
2. Agreement will be faxed, transmitted electronically or mailed and shall be the only authorization for the Consultant to begin work
3. Payments will be issued only in the name of Consultant.
4. Change orders shall be agreed upon by Consultant and Agency and issued as needed in writing by the County or District.

C. COUNTY PROVISIONS

1. Small and Emerging Locally Owned Business: The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services. As a result of the County's commitment to advance the economic opportunities of these businesses, **Proposers must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award.** These requirements can be found online at: <http://acgov.org/auditor/sleb/overview.htm>
For purposes of this proposal, applicable industries include, but are not limited to, the following NAICS Code(s): 541330 & 541380

A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business, as defined by the County, is one that has less than one-half (1/2) of the preceding amount and has been in business less than five (5) years.

2. Compliance with the SLEB program is required for goods, services and professional services contracts, including but not limited to architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects.
3. Alameda County utilizes the Elation Systems contract compliance application as part of its commitment to assist contractors to conveniently comply with legal and contractual requirements. Elation Systems, a secure web-based system, was implemented to monitor compliance and to track and report SLEB participation in County contracts.

The prime contractor and all participating local and SLEB subcontractors awarded contracts as a result of this bid process for this project are required to use Elation to submit SLEB Program information including, but not limited to, monthly progress payment reports and other information related

to SLEB participation. Use of Elation Systems, support and training is available at no charge to prime and subcontractors participating in County contracts.

Upon contract award

- a. The County will provide contractors and subcontractors participating in any contract awarded as a result of this bid process, a code that will allow them to register and use Elation Systems free of charge.
- b. Contractors should schedule a representative from their office/company, along with each of their subcontractors, to attend Elation training.
 - Free multi-agency Elation Systems one-hour training sessions require reservations and are held monthly in the Pleasanton, California area.

It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize Elation Systems. For further information, please see the Elation Systems training schedule online at http://www.elationsys.com/elationsys/support_1.htm or call Elation Systems at (925) 924-0340.

If you have any other questions regarding the utilization of Elation Systems please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak Street, Room 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

Compliance Information And Records: As needed and upon request, for the purposes of determining compliance with the SLEB Program, the Contractor shall provide the County with access to all records and documents that relate to SLEB participation and/or certification. Proprietary information will be safeguarded. All subcontractor submittals must be through the prime contractor.

4. First Source Program: The County is vitally interested in supporting our Alameda County employed and underemployed residents. Contractors awarded contracts for goods and services for \$100,000 or more as a result of this RFP/SOQ are required to agree to this program. For more details: <http://acgov.org/auditor/sleb/sourceprogram.htm>

D. DEBARMENT/SUSPENSION POLICY:

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each Proposer will be screened at the time of Bid response
<http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>

EXHIBIT A – RFP ACKNOWLEDGEMENT

**COUNTY OF ALAMEDA
REQUEST FOR PROPOSAL/QUALIFICATIONS
For
ON CALL GEOTECHNICAL ENGINEERING SERVICES**

The County of Alameda is soliciting proposals from qualified vendors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP. This Proposal Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the proposal response. Obligations assumed by such signature must be fulfilled.

- 1. Preparation of proposals:** (a) All proposal responses must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing proposal. No alterations or changes or any kind shall be permitted to Exhibits attached herein unless indicated otherwise in writing. Responses that do not comply shall be subject to rejection in total.
- 2. Failure to submit proposal:** If you are not submitting a proposal but want to remain on the mailing list and receive future proposals, complete, sign and return this Proposal Acknowledgement and state the reason you are not proposing.
- 3. Award:** (a) Unless otherwise specified by the proposer or the RFP gives notice of an all-or-none award, the County may accept any item or group of items of any proposal. (b) Proposals are subject to acceptance at any time within thirty (30) days of opening, unless otherwise specified in the RFP/SOQ. (c) A valid, written purchase order mailed, or otherwise furnished, to the successful proposer within the time for acceptance specified results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
- 4. Patent indemnity:** Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
- 5. California Government Code Section 4552:** In submitting a proposal to a public purchasing body, the proposer offers and agrees that if the proposal is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the proposer for sale to the purchasing body pursuant to the proposal. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the proposer.
- 6. No guarantee or warranty:** The County of Alameda makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order.

The undersigned acknowledges receipt of above referenced RFP and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the vendor indicated below, in accordance with the specifications, terms and conditions of this RFP Acknowledgement.

Firm:
Address:
State/Zip
What advertising source(s) made you aware of this RFP?

By: _____ Date _____

Print Name Signed Above: _____

Title: _____

Phone _____

EXHIBIT C
COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES	MINIMUM LIMITS
A Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability; Abuse, Molestation, Sexual Actions, and Assault and Battery	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or disease
D Professional Liability/Errors & Omissions Includes endorsements of contractual liability and defense and indemnification of the County	\$1,000,000 per occurrence \$2,000,000 project aggregate
E Endorsements and Conditions: <ol style="list-style-type: none"> 1. ADDITIONAL INSURED: All insurance required above with the exception of Professional Liability, Commercial or Business Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 2. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. 3. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties. 4. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. 5. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13. 6. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> - Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above. - Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured". 7. CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation. 8. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision. 	



COUNTY OF ALAMEDA
SMALL, LOCAL AND EMERGING BUSINESS PROGRAM
SLEB
CERTIFICATION INSTRUCTIONS

1. Complete the application form

3 Easy Steps

Program Definitions

Local Business: A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County

Small Business: A business which has been certified by the County as local and meets the U.S. Business Administration (SBA) size standards for its classification. Size standards and classification codes information available at <http://www.naics.com/search.htm>

Emerging Business: A business which has been certified by the County as local and meet less than one half of the U.S. SBA size standards for its classification and has been in business less than 5 years.

If you own less than 51% interest in your business, please indicate other owner(s) name(s), title(s) and percentage of ownership. List all current business and professional licenses. If you have been in business for less than three years, please provide your actual gross receipts received for the period that you have been in business. If you have not been in business for a complete tax year, please provide actual gross receipts to date. If any item on the application form is not applicable, please put "N/A" in the designated area. If additional space is needed, please attach additional sheet(s).

2. Please sign* and mail Application to:

Alameda County Auditor-Controller Agency
Office of Contract Compliance
1221 Oak Street, Room 249
Oakland, CA 94612

*The application form must be signed by the owner, principal partner or authorized officer of the corporation. We will contact you within 10 days to schedule a site visit upon receipt of your application.

3. On-site Visit

The following items must be available for our review during the visit to your business address:

- Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years**
- Business Licenses
- Current Identification (i.e. Driver's License, Identification Card)
- Deed, Rental or Lease Agreement showing Business Address

**Personal Net Worth Statement (if the business has never filed taxes)

If you have questions regarding your certification, please contact:

Office of Contract Compliance Tel: (510) 891-5500 Fax: 510-272-6502 or Email: ACSLEBcompliance@acgov.org

Thank you for your interest in doing business with Alameda County.

East Bay Interagency Alliance (EBIA)

COMMON APPLICATION for LOCAL CERTIFICATION

Alameda County – Alameda County Transportation Commission – City of Oakland – Port of Oakland

Submittal Date: _____

Check Certifying Agency and click link to download Supplemental:

- Alameda County – No supplemental required
- Alameda County Transportation Commission – Complete [Supplemental B](#)
- City of Oakland – Complete [Supplemental C](#)
- Port of Oakland – Complete [Supplemental D](#)
- All the above

The Common Application is a sharing of information between agencies and NOT a reciprocal certification.

1) Contact Information

Legal Name of Entity		Contact Person (Name & Title)		
Street Address of Entity (No P.O. Box)				
City		State	Zip Code	County
Telephone ()	Fax # ()		Cell# ()	
Email Address		Web Site		

2) Company Profile

Primary Service undertaken/offered:		Specialty Service undertaken/offered:		
Date Entity was established (mm/dd/yr)	Does the entity have one or more additional offices outside the city of Oakland, CA? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, list other location(s)		Date Oakland office was established (mm/dd/yr)	
Method of Acquisition	<input type="checkbox"/> New <input type="checkbox"/> Merger or consolidation	<input type="checkbox"/> Purchased existing <input type="checkbox"/> Inherited	<input type="checkbox"/> Secured concession <input type="checkbox"/> Other (explain)	Federal ID Number:
Has this entity operated under a different name during the past five years? <input type="checkbox"/>				
Type of Firm <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Publicly traded entity <input type="checkbox"/> Non-Profit or Church <input type="checkbox"/> Other _____		Ethnicity Group of owners(s) that own greater than 50% of the business. (for tracking purposes only) <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Asian Pacific /Hawaiian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Caucasian <input type="checkbox"/> Filipino <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Multi ethnic ownership <input type="checkbox"/> Multi ethnic minority ownership <input type="checkbox"/> Other _____		
Gross Receipts for the last three recent fiscal years: Please attach copies of appropriate tax returns: (e.g. Form 990, Form 1040, Form 1120, etc)		Gender (for tracking purposes only) <input type="checkbox"/> Male <input type="checkbox"/> Female		
Year Ended _____	Year Ended _____	Total Receipts \$ _____	Total Receipts \$ _____	Total Receipts \$ _____

**Exhibit E
Small Local Emerging Business (SLEB) Program new Certification Application
RFP/Q No. LAN20151122 for On Call Geotechnical Engineering Services**

2) Company Profile: (Continue)

Number of Employees at the local office Permanent Full time ____ Permanent Part time ____	Temporary Full Time ____ Temporary Part Time ____	Seasonal Full Time ____ Seasonal Part Time ____
TOTAL Number of Employees at all locations. Permanent Full time ____ Permanent Part time ____	Temporary Full Time ____ Temporary Part Time ____	Seasonal Full Time ____ Seasonal Part Time ____

3) Certifications:

Name of Issuing Authority	Type	Number	Expiration Date
City / County Business Tax Certificate			
Internal Revenue Service (required) – If your firm is a Non-Profit, submit the Letter of Determination of Not For Profit Status.			
State of CA /CUCP Certification for DBE/ACDBE firm			
State of CA /SBA Certification for Small firm			
Other Certification			
Other Certification			
Other Certification			

4) Professional Licenses, Permits and/or Certificates (e.g. contractor, architect, engineer, etc. – list all that apply - attach copies. List on a separate page if additional space is needed)

Name of Issuing Authority	Type	Number	Expiration Date
State of CA Contractor’s License Board – Contractor’s License:			
State of CA Professional Service License or Permit:			
State of CA Service Provider License or Permit:			
Other:			
Other:			

5) NAICS Codes: Please review the NAICS¹ listing of work codes and indicate below your areas of expertise ranked in order of importance (begin with primary and specialty areas as indicated in the Company Profile section) NAICS Codes can be found at: <http://www.naics.com/search.htm> & <http://www.census.gov/epcd/naics02/>. Add separate sheet for additional NAICS codes if needed.

NAICS Code	Description of Work

6) Additional Information:

Are you a Trucking Firm? Yes No Are you a Truck Broker? Yes No Both? Yes No
A supplier? Yes No

7) When submitting this application to any of the checked Certification Taskforce members, I consent to the sharing of information contained herein and declare under penalty of perjury that statements in this application are true and correct. Yes No

Signature Print Name Title Date

¹ North American Industry Classification System – www.naics.com
Rev. 05/2011

EXHIBIT F

SMALL LOCAL EMERGING BUSINESS (SLEB) PARTNERING INFORMATION SHEET

RFP No. LAN20151122 On Call Geotechnical Engineering Services

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all bidders must complete this form as required below.

Bidders not meeting the [definition of a SLEB \(http://acgov.org/auditor/sleb/overview.htm\)](http://acgov.org/auditor/sleb/overview.htm) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/index.htm>).

BIDDER IS A CERTIFIED SLEB (sign at bottom of page)

SLEB BIDDER Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

NAICS Codes Included in Certification: _____

BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT ____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES: _____

SLEB Subcontractor Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

SLEB Certification Status: Small / Emerging

NAICS Codes Included in Certification: _____

SLEB Subcontractor Principal Name: _____

SLEB Subcontractor Principal Signature: _____ Date: _____

Upon award, prime Contractor and all SLEB subcontractors that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Printed Name/Title: _____

Street Address: _____ City _____ State _____ Zip Code _____

Bidder Signature: _____ Date: _____

EXHIBIT G

COUNTY OF ALAMEDA

RFP No. LAN20151122

for

On Call Geotechnical Engineering Services

REQUEST FOR BID PREFERENCE

PLEASE READ AND COMPLETE THIS FORM CAREFULLY:

IF YOU ARE A PRIME BIDDER WHO IS A **LOCAL BUSINESS**, AND/OR A **CERTIFIED SMALL AND LOCAL BUSINESS** OR A **CERTIFIED EMERGING AND LOCAL BUSINESS**, COMPLETE THIS FORM AND RETURN IT WITH YOUR RFP/SOQ SUBMITTAL.

Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is 10% (5% local & 5% certified). Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects.

Check the appropriate boxes below (2 maximum) and provide the requested information.

<input type="checkbox"/> Request for 5% LOCAL Bid Preference (Complete 1-4, print name, title, sign and date below) Submit the following:			
<ul style="list-style-type: none">• Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and• Proof of six (6) months business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.			
1. Company Name			
2. Street Address			
3. Telephone Number			
4. Business License #			
(Check One)			
<input type="checkbox"/> Request for 5% SMALL Local Business Bid Preference			
<u>OR</u>			
<input type="checkbox"/> Request for 5% EMERGING Local Business Bid Preference			
(Complete certification information below)			
SLEB Certification #:		SLEB Certification Expiration Date	/ /
NAICS Codes Included in SLEB Certification			

The Undersigned declares that the foregoing information is true and correct:

Print/Type Name:

Print/Type Title:

Signature:

Date:

EXHIBIT H

V. COUNTY OF ALAMEDA

RFP No. LAN20151122

for

On Call Geotechnical Engineering Services

**ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT
VENDOR INFORMATION**

ALCOLINK Vendor Number (if known): 00000

SLEB Vendor Number:

Full Legal Name:

DBA

Type of Entity: Individual Sole Proprietor Partnership

Corporation Tax-Exempted Government or Trust

Check the boxes that apply:

Goods Only Goods & Services Rents/Leases Legal Services

Rents/Leases paid to you as the agent Medical Services Non-Medical Services – Describe _____

Other _____

Federal Tax ID Number (required): _____

P.O. Box/Street Address: _____

Vendor Contact's Name: _____

Vendor Contact's Telephone: _____ Fax: _____

Vendor Contact's E-mail address: _____

Please check all that apply:

LOC Local Vendor (Holds business license within Alameda County)

SML Small Business (as defined by Small Business Administration)

I American Indian or Alaskan Native (>50%)

A Asian (>50%)

B Black or African American (>50%)

F Filipino (>50%)

H Hispanic or Latino (>50%)

N Native Hawaiian or other Pacific Islander (>50%)

W White (>50%)

Number of entry level positions available through the life of the contract: _____

Number of other positions available through the life of the contact: _____

This information to be completed by County:

Contract # _____

Contract Amount: _____

Contract Term: _____

EXHIBIT H

VI. COUNTY OF ALAMEDA

RFP No. LAN20151122

for

On Call Geotechnical Engineering Services

**ALAMEDA COUNTY VENDOR FIRST SOURCE AGREEMENT
VENDOR INFORMATION**

Vendor agrees to provide Alameda County (through East Bay Works and Social Services Agency), ten (10) working days to refer to Vendor, potential candidates to be considered by Vendor to fill any new or vacant positions that are necessary to fulfill their contractual obligations to the County, that Vendor has available during the life of the contract before advertising to the general public. Vendor will also provide the County with specific job requirements for new or vacant positions. Vendor agrees to use its best efforts to fill its employment vacancies with candidates referred by County, but final decision of whether or not to offer employment, and the terms and conditions thereof, to the candidate(s) rest solely within the discretion of the Vendor.

Alameda County (through East Bay Works and Social Services Agency) agrees to only refer pre-screened qualified applicants, based on vendor specifications, to vendor for interviews for prospective employment by Vendor (see Incentives for Vendor Participation under Vendor/First Source Program located on the Small Local Emerging Business (SLEB) Website, <http://www.acgov.org/auditor/sleb/>).

If compliance with the First Source Program will interfere with Vendor’s pre-existing labor agreements, recruiting practices, or will otherwise obstruct Vendor’s ability to carry out the terms of the contract, Vendor will provide to the County a written justification of non-compliance in the space provided below.

(Company Name)

(Vendor Signature)

(Date)

(East Bay Works / One-Stop Representative Signature)

(Date)

Justification for Non-Compliance:

EXHIBIT J

**DRAFT PROFESSIONAL SERVICES AGREEMENT
FOR
COUNTY OF ALAMEDA
ON CALL GEOTECHNICAL ENGINEERING SERVICES**

(FOLLOWS)

EXHIBIT L

COUNTY OF ALAMEDA

RFP No. LAN20151122

for

ON Call Geotechnical Engineering Services

DEBARMENT AND SUSPENSION CERTIFICATION

For Procurements Over \$25,000

The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its Principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

BIDDER: _____

PRINCIPAL: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

EXHIBIT M
(for contracts of \$1,000,000 or more)

COUNTY OF ALAMEDA

RFP No. LAN20151122

for

ON Call Geotechnical Engineering Services

The Iran Contracting Act (ICA) of 2010

The California Legislature adopted the Iran Contracting Act (ICA) to respond to policies of Iran in a uniform fashion (PCC § 2201(q)). The ICA prohibits persons engaged in investment activities in Iran from bidding on, submitting proposals for, or entering into or renewing contracts with public entities for goods and services of one million dollars (\$1,000,000) or more (PCC § 2203(a)). A person who “engages in investment activities in Iran” is defined in either of two ways:

1. The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
2. The person is a financial institution (as that term is defined in 50 U.S.C. § 1701) that extends twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list created by the California Department of General Services (DGS) pursuant to PCC § 2201(b) as a person engaging in the investment activities described in paragraph 1 above.

By signing below, I hereby certify that as of the time of bidding or proposing for a new contract or renewal of an existing contract, neither I nor the company I own or work for are identified on the DGS list of ineligible persons and neither I nor the company I own or work for are engaged in investment activities in Iran in violation of the Iran Contracting Act of 2010.

If either I or the company I own or work for are ineligible to bid or submit a proposal or to renew a contract, but I believe I or it qualifies for an exception listed in PCC § 2202(c), I have described in detail the nature of the exception:

_____.

NAME: _____

PRINCIPAL: _____ TITLE: _____

SIGNATURE: _____ DATE: _____