

US 101/Trinidad Area Access Improvements Project-RFP

Professional Engineering Services for the Project Approval and Environmental Document (PA&ED) Phase

Trinidad Rancheria, Project Owner
Trinidad, California
Addendum Number 4
September 20, 2021

This is Addendum Number 4 to the Request for Proposals (RFP) for the Professional Engineering Services for the Project Approval and Environmental Document (PA&ED) Phase of the US 101/Trinidad Area Access Improvements Project, in Trinidad California. This addendum provides changes and/or clarifications to the Request for Proposal, released August 5, 2021. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. These modifications pertain to the sections referenced below and to all other referenced or applicable sections in the Document.

Please sign the addendum and return with your cost proposal.

Changes and/or clarifications to the contract documents are as follows:

1. Letter of Interest: A single page letter of interest on Consultant letterhead shall be transmitted via email to lsanders@trinidadrancheria.com no later than 5:00 pm (PST), September 23, 2021. The letter shall state the Consultant's intent to submit a proposal for the project and willingness to attend the proposal presentation addressed subsequently in this addendum.

2. Correction to: Services to be Provided

This entire section of the RFP shall be replaced with the following:

The Trinidad Rancheria is the implementing agency for the PA&ED Phase for the Project. Consultant, under the direction of the Trinidad Rancheria Project Manager, will provide all resources necessary to successfully deliver the Project through the PA&ED Phase. The full scope of services to be provided shall be proposed, by the Consultant, to successfully complete the PA&ED Phase of the project through Caltrans policies and procedures. It is the responsibility of the Consultant to propose said scope of services to achieve this goal in concert with the Trinidad Rancheria's goals and objectives for the project.

3. Correction to: Appendix A – Proposal Requirements

This entire section of the RFP shall be replaced with the following:

Interested Consultants shall submit their qualifications for the Professional Engineering Services for the Project Approval and Environmental Document (PA&ED) Phase of the US 101/Trinidad Area Access Improvements Project no later than 5:00 pm (PST) October 5th, 2021.

a. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Jacque Hostler Carmesin, CEO
Trinidad Rancheria
PO Box 630
Trinidad, CA. 95570

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be signed in blue ink by the individual authorized to bind the Consultant to the proposal. (maximum 2 pages)

b. Consultant Information, Qualifications & Experience

- i. Provide a summary of Consultant Team, including organizational chart of subconsultants and key project team members. (maximum 5 pages)
- ii. Submit a detailed example of a minimum of three (3) similar projects that are either current or completed within the last five (5) years. Each similar project example shall include at a minimum the Project Name, Contracting Agency, Contracting Project Manager, Funding Source, Date of Contract, End Date or Current, Consultant Project Manager. (maximum 10 pages)
- iii. Include brief relevant information of the key project personnel for the Consultant Project Team. (maximum 5 pages)

c. Conflict of Interest Statement

The proposing Consultant shall disclose any financial, business or other relationship with the Trinidad Rancheria, City of Trinidad and or City of Trinidad Engineers of Record that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.

d. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

e. Contract Agreement

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment 2.

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

f. Insurance Coverage

The prospective Consultant shall provide a summary of the firm's insurance coverage for comprehensive, general liability, professional liability, automotive liability and worker's compensation insurance. Indicate the limits of coverage on each policy. The Tribe requires a minimum of \$1 million of general liability coverage during the contract period.

4. Correction to: Appendix B – Proposal Evaluation

This entire section of the RFP shall be replaced with the following:

All qualifications for Professional Engineering Services shall be reviewed by the Trinidad Rancheria Selection Committee (Committee). The Committee shall short-list three (3) Consultants that are deemed most qualified to complete the project. A representative from the Committee will contact each Consultant in writing to inform the Consultant if they are on the short-list. Each of the short-listed consultants shall prepare for and present to the Committee at a time to later be determined on October 15, 2021. The presentation from each consultant shall last no more than 105 minutes (2 hours with a 15-minute break) and include at a minimum the following:

- a. Consultant Team Overview
- b. Project Organization
- c. Project Approach
- d. Public/Community Outreach and Involvement
- e. Coordination with Public Agencies
- f. PA&ED Scope of Services
- g. Anticipated PA&ED Timeline
- h. Project vision post-PA&ED phase
- i. Open Discussion including Q&A from Committee

After all Consultant presentations have been completed, the Committee will rank the consultants in accordance with The Brooks Act (Public Law 92-582). Subsequently, the Committee shall negotiate the final scope and fee with the top ranked consultant. If the Committee is unable to successfully negotiate the final scope and fee with the top ranked consultant, the Committee shall begin negotiations with the 2nd ranked Consultant. The dates of negotiations, contract, and notice to proceed shall be determined by the Committee following the Consultant presentations.

Receipt of Acknowledgement: My firm received Addendum No. 4, consisting of one page, on US 101/Trinidad Area Access Improvements Project-RFP for the Trinidad Rancheria on September 20, 2021.

Name of Firm _____

Name (Print) _____

Name (Signature) _____

Date _____