



PROCURING A&E ON-CALL CONTRACTS

Instructors

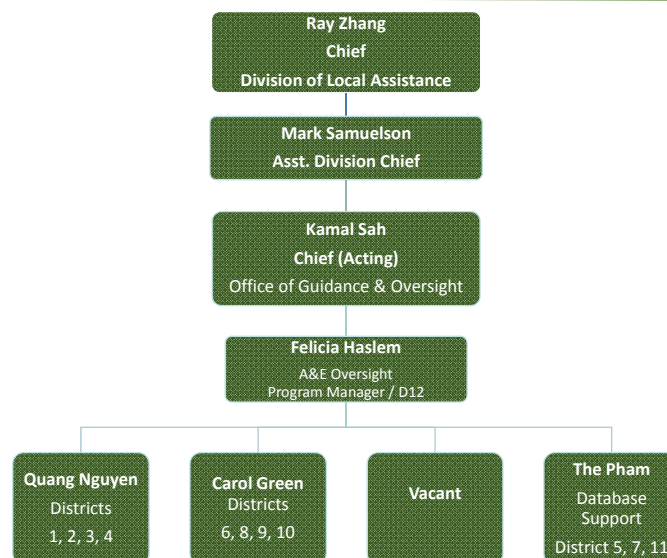
Felicia Haslem & Carol Green

Caltrans HQ

Division of Local Assistance

1

Office of Guidance & Oversight A&E Oversight Branch



2

Why This Training?



User group suggestions

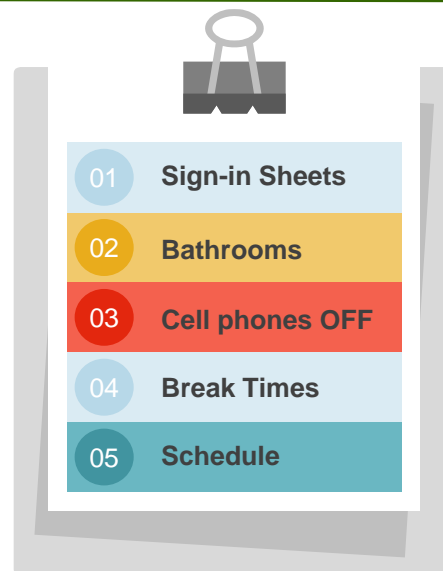
Most asked questions
since Oct. 1, 2017



Exhibit 10-C
review issues

3

Housekeeping



4

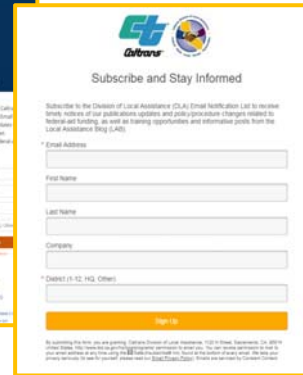
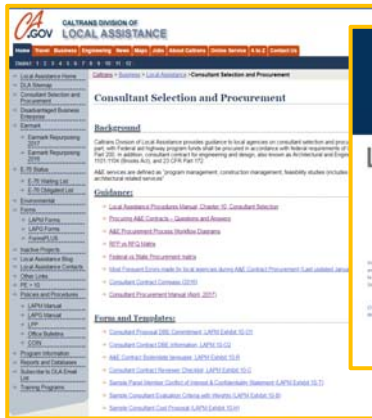
Important Links



- Local Assistance Consultant Selection and Procurement Website:
<http://www.dot.ca.gov/hq/LocalPrograms/AE/index.htm>

- Local Assistance Blog:
www.localassistanceblog.com

- Subscribe to Local Assistance Emails:
<http://www.dot.ca.gov/hq/LocalPrograms/sub.htm>

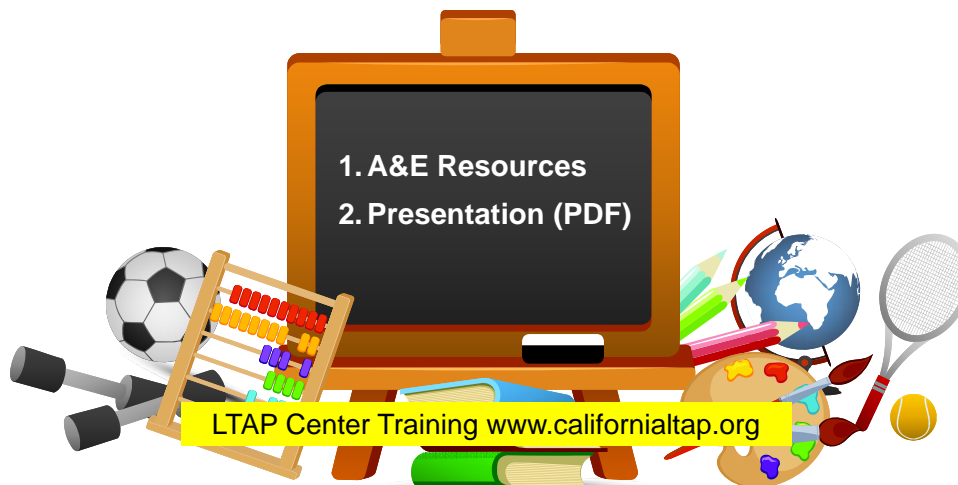


5

Training Materials



- All handouts associated with this training are posted on our blog at:
<http://www.localassistanceblog.com/ae-training/>



6

Introductions



7

Agenda for A&E On-Call Contracts



AGENDA



01 On-Call Contracts in General

02 DBE Goal Setting

Cost Analysis **03**

04 Simplified Acquisition Procedure

8

On-Call Contracts in General



What is an on-call contract really?

When is it appropriate to use?

Do you know the essentials?

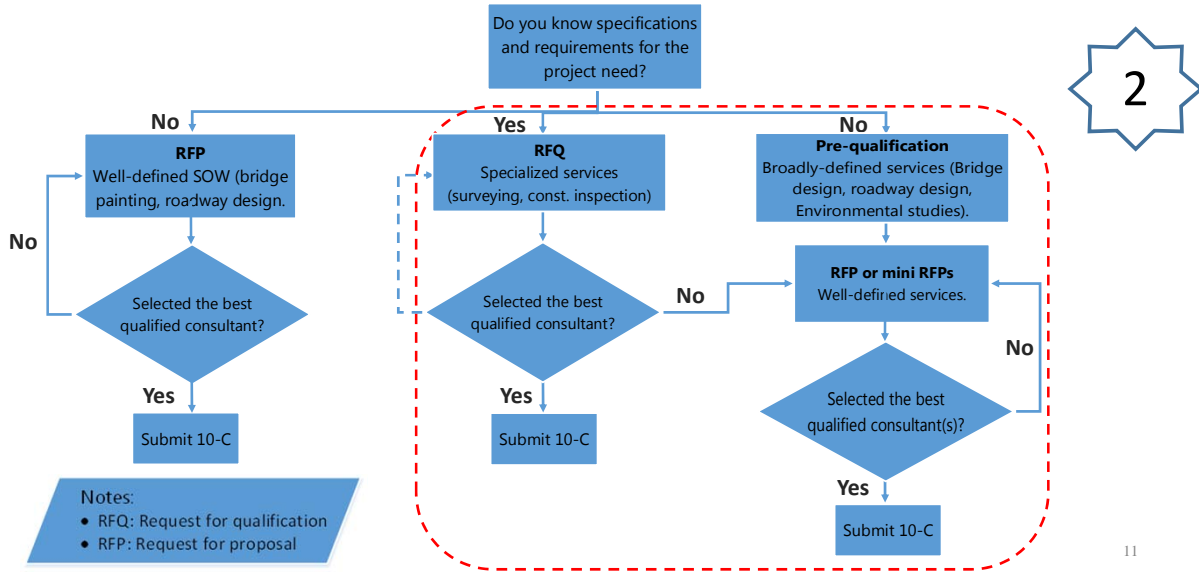
9

Procurement Planning (Scoping)



10

RFQ vs. RFP



On-call or Indefinite Delivery/Indefinite Quantity (IDIQ)



What it is

A **contract** for a number of projects, under which task or work orders are issued on an as-needed basis, for an established period (23 CFR 172.9(a)(3)).



Typically used when a specialized service of IDIQ are needed for a number of different projects (23 CFR 172.9(a)(3)).

e.g.: Material testing, surveying, construction engineering, roadway design, environmental analysis, traffic studies, geotechnical studies, etc.

Essentials: Federal & State Laws and Regulations



Federal

23 CFR 172
2 CFR 200



State

Gov. Code 4525-4529.5
PCC 10301-10381



Caltrans

LAPM Chapter 10

On-call or Indefinite Delivery/Indefinite Quantity (IDIQ)



When would you want to use an on-call contract?

- Multiple projects needing the same service
- Small projects that would pose an unnecessary cost burden to RFP
- Specialized services such as design, general engineering, construction inspection but unknown locations/timeframes
- Consultant in a Management Support Role (CMSR)

Examples of On-Call Contracts



Single Contract / Single Service

Material Testing, surveying,
or construction inspector



Single Contract / Multiple Services

New/replacement/rehab
bridge, repair & overlay,
drainage design, survey
crew, material testers,
construction inspectors



Multiple Contracts / Single Service

Material Testing, surveying,
or construction inspector.



Multiple Contracts / Multiple Services

New/replacement/rehab
bridge, repair & overlay,
drainage design, survey
crew, material testers,
construction inspectors

15

Essentials for ALL A&E Contracts



1. Competitive Negotiation (QBS selection)
2. Solicitation
3. RFP
 1. Scope of Work
 2. Evaluate 3 or more
 3. Evaluation factors with weights
 4. Specify contract type and method of payment
 5. Special provisions/contract requirements
 6. Sealed cost proposal
 7. Procurement schedule
4. Evaluate, Rank, Select
5. Negotiate – ICE, cost analysis
6. DBE (federal)
7. Contract Provisions (federal)
8. CMSR – approval by FHWA (federal)

DOCUMENT!

16

Essentials Specific to On-Call



1. Reasonable Maximum Length including begin/end date
2. Maximum Total Contract Dollar Amount
3. Statement of Work
4. Identify number of contracts that may be awarded
5. Specify procedures to award task orders
 - Additional qualifications based selection
 - Regional basis
6. Payment Method



3

DOCUMENT!

17

On-call or Indefinite Delivery/Indefinite Quantity (IDIQ)



1. Reasonable
Maximum Length



Shall not exceed 5
years in total

2. Maximum total
Contract Dollar
Amount



Specify a max \$ amount
under a contract in the
solicitation

18

Essentials

3. Statement of Work



Final Design

Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to: i. Cross sections/elevations

- Project layout/staging areas
- Design details
- Specifications
- Utility relocation designs
- Construction limits, including environmentally sensitive areas that should be avoided during construction
- Required permits
- Quantities
- Estimate of construction costs to within +/- 20%
- Schedules for design, permitting, acquisition and construction
- Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
- Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- Assist the city with all necessary documentation to ensure compliance with all Program requirements and regulations.

19

Essentials

3. Statement of Work



Contract Management and Construction Oversight

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to contract management and construction oversight.

- Ensure delivery of project in accordance with contract.
- Provide ongoing Construction Oversight Reports detailing the status of construction.
- Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations.
- Provide periodic and final inspections and tests reports, as required for the project.
- Provide on-site supervision and oversight of construction activities at a minimum on a bi-weekly basis or as directed.
- Review Construction Change Orders and provide recommendation as appropriate action.

things to consider:

- How will you evaluate?
- Conflict of interest mitigation

20

Essentials

3. Statement of Work



Professional Engineering Services

- **Plan Review Services:** The selected consulting City Engineer will provide technical review of, and answer inquiries relating to, site plans, subdivision plans, improvement plans, construction plans and escrows relating to projects proposed by applicants to be developed in the City to ensure that such conform to codes adopted by the City.
- **City Project Design Services:** The selected consulting City Engineer must have the capability to design a full array of public works type projects including transportation infrastructure systems, water distribution systems, and stormwater management systems, in a manner that the infrastructure is functional and cost effective.
- **Environmental Services and Regulatory Agency Interactions:** The selected consulting City Engineer shall be well versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including but not limited to the following: Caltrans, U.S. Army Corps of Engineers, Federal Emergency Management Agency, Federal Highway Administration, United States Environmental Protection Agency.
- **Grant Assistance:** The selected consulting City Engineer shall, as requested, complete or assist in the completion of grant applications for City projects.
- **Surveying, Easements and Related Services:** The selected consulting City Engineer shall have the capability of performing boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents, and assist in easement acquisition.
- **CAD and GIS Capabilities:** The selected consulting City Engineer shall have computer-aided drafting and geographical information system capabilities upon request.
- **Meeting Attendance and Participation:** The selected consulting City Engineer may be expected to attend a variety of City meetings, including, but not limited to, planning and zoning meetings, council meetings, meetings of affected property owners, and meetings with city staff and developers.

Add in projects

See FTIP

Solicitation



4. Identify number of contracts that may be awarded

5. Specify procedures to award task orders

SOW

1 or 2 consultants needed?

If more than 1 agreement for same type of work

Include a statement of work, or other description to define the scope of work, complexity, and professional nature of the services

Indicate if multiple consultants are selected through a single solicitation for specific services

Under competitive procurement, each specific task or work order shall be awarded to the selected most qualified consultants Or be regionally assigned

Essentials – Method of Payment

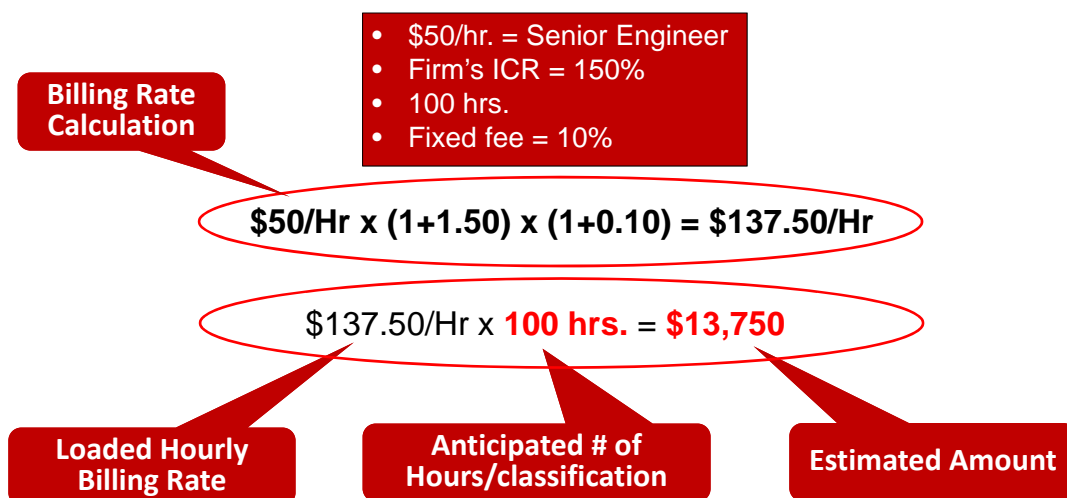
6. Method of Payment

Specific rates of compensation payment method should be limited to:

- contracts or components of contracts for specialized or support type services
- where the consultant is not in direct control of the number of hours worked
- such as construction engineering and inspection.

23

Payment Method -Specified Rate of Compensation



24

Procurement Planning – DBE Goal



**Disadvantaged
Business
Enterprise
DBE Contract Goal**

25

Procurement Planning – DBE Goal - What



What is DBE
Contract GOAL?

**Subcontracting
opportunities**



26

Procurement Planning – DBE Goal - Who



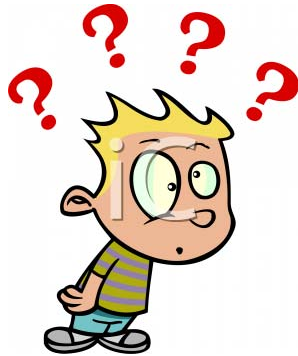
27

Procurement Planning – DBE Goal - WHEN



28

Procurement Planning – DBE Goal - How



*How to set
DBE contract
goals?*

29

Procurement Planning – DBE Goal



where do I Start?

EXHIBIT 9-D



30

HOW to set a DBE goal



Seven STEPS



33

HOW to set a DBE goal – Seven Steps



1. Identify work
2. Determine work category codes
3. Search for available DBE firms (CUCP)
4. Apply DBE factors to sub work
5. Calculate a soft goal
6. Apply 60% factor
7. Round to nearest whole %

34

Prerequisite – Cost Estimate



| Sutter County BPMP Environmental Permitting Cost Estimate | | | | |
|--|-------|----------|--------------------|--------------|
| Federal Project No.: BPMP-5918(086) | | | | |
| County Project No.: BR31001413R | | | | |
| | Hours | Rate \$ | Bridges Applied To | Total |
| Task 1 - Field Review | 6 | \$ 90.00 | 7 | \$ 3,780.00 |
| Field Review was done by the County for the PES. Assume additional follow-up by the consultant / field visit. Bridges: 18C0001, 18C0009, 18C0025, 18C0041, 18C0047, 18C0073, 18C0080 | | | | |
| Task 2 - Delineation of Waters of the U.S. | 48 | \$ 90.00 | 3 | \$ 12,960.00 |
| Estimated 48 hours per bridge Bridges: 18C0001, 18C0009, 18C0073 | | | | |
| Task 3 - Natural Environmental Study | 120 | \$ 80.00 | 3 | \$ 28,800.00 |
| Estimated 120 hours per bridge. Work to be performed by Subconsultant for DBE Goal Bridges: 18C0001, 18C0009, 18C0073 | | | | |
| Task 4 - Biological Assessment | 150 | \$ 90.00 | 3 | \$ 40,500.00 |
| Estimated 150 hours per bridge. Work to be performed by Subconsultant for DBE Goal Bridges: 18C0001, 18C0009, 18C0073 | | | | |
| Task 5 - Historic Property Survey (HPSR) / Archaeological Survey (ASR) | | | | |
| Estimate 100 hours per bridge. Work to be performed by Subconsultant | | | | |

35

STEP One – Identify Work Items



| Item No. | Approx. Quant. | Meas. Unit | Quantity of Bridges | Item Description | Unit Price | Total | Likely to be Performed by Sub-contractor (Y=Yes)? | Trucking or Supply of Material Involved (Y=Yes)? | Work Category Code (enter a code if corresponding cell in either Column G or H is "Y") | Number of Available DBEs | DBE Work Factor (input a percentage only if the number of available DBEs > 9) | DBE Work Dollar Amount | Comment |
|----------|----------------|------------|---------------------|--|------------|--------------|---|--|--|--------------------------|---|------------------------|---------|
| 1 | 6 | hrs. | 7 | Task 1 - Field Review Field Review was done by the County for the PES. Assume additional follow-up by the consultant / field visit. Bridges: 18C0001, 18C0009, 18C0025, 18C0041, 18C0047, 18C0073, 18C0080 | \$ 90.00 | \$ 3,780.00 | | | | | | | |
| 2 | 48 | hrs. | 3 | Task 2 - Delineation of Waters of the U.S. Estimated 48 hours per bridge Bridges: 18C0001, 18C0009, 18C0073 | \$ 90.00 | \$ 12,960.00 | | | | | | | |
| 3 | 120 | hrs. | 3 | Task 3 - Natural Environmental Study Estimated 120 hours per bridge. Work to be performed by Subconsultant for DBE Goal Bridges: 18C0001, 18C0009, 18C0073 | \$ 80.00 | \$ 28,800.00 | Y | | | | | | |
| 4 | 150 | hrs. | 3 | Task 4 - Biological Assessment Estimated 150 hours per bridge. Work to be performed by Subconsultant for DBE Goal Bridges: 18C0001, 18C0009, 18C0073 | \$ 90.00 | \$ 40,500.00 | Y | | | | | | |
| 5 | 100 | hrs. | 3 | Task 5 - Historic Property Survey (HPSR) / Archaeological Survey (ASR) Estimate 100 hours per bridge. Work to be performed by Subconsultant | \$ 120.00 | \$ 36,000.00 | Y | | | | | | |

36

STEP TWO – Determine Work Codes



CA .GOV CALIFORNIA DEPARTMENT OF TRANSPORTATION
Office of Business & Economic Opportunity

http://dot.ca.gov/hq/bep/find_certified.htm

DBE SEARCH
Click Here

Work Code Guide

Click here to access the Work Code Guide

37

Work Codes (Professional Services)



| Work Code | Category | Description | License Requirement | NAICS Code(s) |
|-----------|-----------------------------|---|---|---|
| CB700 | CONSULTANT, NON-ENGINEERING | Individual who renders professional consulting or project management services complementing the architect or engineer's services. | NO LICENSE REQUIRED | 541611 - Administrative Management and General Management Consulting Services |
| CB703 | TRAFFIC ENGINEER | Branch of civil engineering that uses engineering techniques to achieve the safe and efficient movement of people and goods. | Professional Engineer - California Board for Professional Engineers, Land Surveyors, & Geologist | 541330 - Engineering Services |
| CB704 | ARCHITECT | Plan, design and observe the construction of projects. | Architect License - California Architects Board | 541310 - Architectural Services |
| CB705 | DESIGN | Plans, elevations, sections & other drawings necessary for a building, highway, street or other structure (EXCEPT BRIDGES). | Professional Engineer or Architect - California Board for Professional Engineers, Land Surveyors, & Geologist | 541310 - Architectural Services 541330 - Engineering Services |
| CB706 | DESIGN BRIDGES | Applies the physical laws and principles of engineering in the designing of bridges. | Professional Engineer - California Board for Professional Engineers, Land Surveyors, & Geologists | |
| CB707 | FEASIBILITY STUDIES | Detailed investigation & analysis conducted to determine the financial, economic or technical advisability of a proposed project. | NO LICENSE REQUIRED | |
| CB710 | ENGINEERING | Discipline, art, skill and profession of acquiring and applying scientific, mathematical, economic, social, and practical knowledge, in order to design and build structures, machines, devices, systems and materials. | Professional Engineer - California Board for Professional Engineers, Land Surveyors, & Geologist | |
| CB713 | CONSULTANT, ENVIRONMENTAL | Provides advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials. | NO LICENSE REQUIRED | 541620 - Environmental Consulting Services |
| CB715 | CONSULTANT, ENGINEERING | This industry comprises establishments primarily engaged in applying physical laws and principles of engineering in the design, development, and utilization of machines, mechanical instruments, structures, processes, and systems. | Professional Engineer - CA Board for Professional Engineers, Land Surveyors, & Geologists | 541330 - Engineering Services |

Professional Services

5

38

Work Codes for Sub-Opportunities

| Work Code | Category |
|-----------|-----------------------------|
| C8700 | CONSULTANT, NON-ENGINEERING |
| C8703 | TRAFFIC ENGINEER |
| C8704 | ARCHITECT |
| C8705 | DESIGN |
| C8706 | DESIGN BRIDGES |

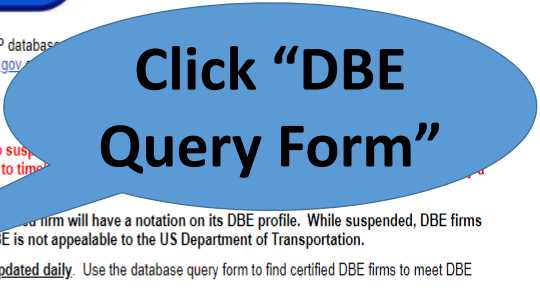
39

STEP Three – Search Using Query Form

Find A Certified DBE Firm



To report problems with the CUCP database, please email DBE.Certification@dot.ca.gov (916) 324-1700



Caution: DBE regulation (49 CFR Part §26.88) grants certifying agencies, such as Caltrans, authority to suspend or debar a DBE firm for non-compliance, including suspension or debarment of the DBE owner, DBE failing to notify in writing of any material change or if a DBE fails to timely report a change of ownership to the certifying agency. Certifying agencies will be implementing this policy beginning September 1, 2015.

Note: Contractors are cautioned to verify the real-time DBE database prior to hiring DBE firms. A firm will have a notation on its DBE profile. While suspended, DBE firms may not be considered for contract goal on **new contracts**. The decision to immediately suspend a DBE is not appealable to the US Department of Transportation.

The Disadvantaged Business Enterprise (DBE) Database contains information on certified DBE firms and is **updated daily**. Use the database query form to find certified DBE firms to meet DBE goals on contracting requirements.

• [Click here to Access the DBE Query Form](#) (Export options: CSV | Excel | XML | PDF)
[DBE Query Form Instructions / Tutorial](#)
[Sample Database Query / Powerpoint](#)

40

START SEARCH – EXPORT OPTIONS

Sun Mar 18 18:51:2

[Back To Query Form](#)

Query Criteria
 District: 03
 Work Codes: C8713
 Firm Type: DBE

134 DBE Firms

134 items found, displaying 1 to 20. [First/Prev] 1, 2, 3, 4, 5, 6, 7 [Next/Last]

| Firm ID | Firm/DBA Name | Address | Addr | City | State | Zip | Zip | Mailing Address | Mailing Address | City | State | Mailing Zip | Mailing Zip | Certification Type | E-Mail | Contact Name | Area Code | Phone Number |
|---------|-------------------------|---------------------------|------|---------|-------|-------|-----------------------|-----------------|-----------------|------|-------|-------------|-------------|--------------------|---------------|---------------|-----------|--------------|
| 41893 | A-TECH CONSULTING, INC. | 1748 W. KATELLA AVE. #112 | | ORANGE | CA | 92867 | | | | | | | | DBE | casandraw@... | CASSANDRA ... | 714 | 434-6360 |
| 42259 | ABBE & ASSOCIATES LLC | 1028 FAIR OAKS AVE | | ALAMEDA | CA | 94501 | | | | | | | | DBE | ruth.abbe@... | RUTH ABBE | 415 | 235-1356 |
| 37357 | ADANTA, INC | 1801 OAK ST SUITE 100 | | NAPA | CA | 94559 | 1801 OAK ST SUITE 100 | | | NAPA | CA | 94559 | | DBE | estimating... | KIMBERLY P... | 707 | 709-8894 |

STEP THREE – Number of DBE'S

| Item No. | Approx. Quant. | Meas. Unit | Quantity of Bridges | Item Description | Unit Price | Total | Likely to be Performed by Sub-contractor (Y=Yes)? | Trucking or Supply of Material Involved (Y=Yes)? | Work Category Code (enter a code if corresponding cell in either Column G or H is "Y") | Number of Available DBEs |
|----------|----------------|------------|---------------------|--|------------|-----------|---|--|--|--------------------------|
| 3 | 120 | hrs. | 3 | Task 3 - Natural Environmental Study Estimated 120 hours per bridge. Work to be performed by Subconsultant for DBE Goal Bridges: 18C0001, 18C0009, 18C0073 | | 28,800.00 | Y | | C8713 | 134 |
| 4 | 150 | hrs. | 3 | Task 4 - Biological Assessment Estimated 150 hours per bridge. Work to be performed by Subconsultant for DBE Goal Bridges: 18C0001, 18C0009, 18C0073 | \$ 90.00 | 40,500.00 | Y | | C8713 | 26 |
| 5 | 100 | hrs. | 3 | Task 5 - Historic Property Survey (HPSR) / Archaeological Survey (ASR) Estimate 100 hours per bridge. Work to be performed by Subconsultant | \$ 120.00 | 36,000.00 | Y | | C8102 | 1 |
| 7e.3 | 40 | hrs. | 7 | Subtask 7e.3 - Topographic Data and Survey (Engineer/Surveyor Rate) | \$ 120.00 | | | | C8762 | 9 |
| 9a | Testing Only | | 7 | Subtask 9a - Soil Sampling and Analysis for ADL and LCM | \$3,000 | | | | C8760 | 9 |
| 10 | 80 | hrs. | 3 | Task 10 - Project Management, Agency Coordination, Meetings and Conference Call | \$ 90.00 | | | | | 44 |

134 DBE Firms

STEP FOUR – DBE FACTORS

Consulting DBE Factor



≥ 10

Trucking Factor



Materials & Supplies Factor



45

STEP FOUR – Apply Factors to Sub Work

| Item No. | Approx. Quant. | Meas. Unit | Quantity of Bridges | Item Description | Unit Price | Total | Likely to be Performed by Sub-contractor (Y=Yes)? | Work Category Code (enter a code if corresponding cell in either Column G or H is "Y") | Number of Available DBEs | DBE Work Factor (input a percentage only if the number of available DBEs > 9) | DBE Work Dollar Amount |
|---------------------|----------------|------------|---------------------|--|------------|---------------|---|--|--------------------------|---|------------------------|
| 1 | 6 | hrs. | 7 | Task 1 - Field Review was Assume additional Bridges: 18C0001, 18C0009, 18C0025, 18C0041, 18C0047, 18C0073, 18C0080 | | 3,780.00 | | | | | |
| 2 | 48 | hrs. | 3 | Task 2 - Delineation of Waters of the U.S. Estimated 48 hours per bridge Bridges: 18C0001, 18C0009, 18C0073 | | 12,960.00 | | | | | |
| 3 | 120 | hrs. | 3 | Task 3 - Natural Environmental Study Estimated 120 hours per bridge. Work to be performed by Subconsultant for DBE Goal Bridges: 18C0001, 18C0009, 18C0073 | \$ 80.00 | \$ 28,800.00 | | C8713 | 134 | 100% | 28,800 |
| 4 | 150 | hrs. | 3 | Task 4 - Biological Assessment Estimated 150 hours per bridge. Work to be performed by Subconsultant for DBE Goal Bridges: 18C0001, 18C0009, 18C0073 | \$ 90.00 | \$ 40,500.00 | Y | C8792 | 26 | 100% | 40,500 |
| 5 | 100 | hrs. | 3 | Task 5 - Historic Property Survey (HPSR) / Archaeological Survey (ASR) Estimate 100 hours per bridge. Work to be performed by Subconsultant | \$ 120.00 | \$ 36,000.00 | Y | C8102 | 1 | | |
| 7e.3 | 40 | hrs. | 7 | Subtask 7e.3 - Topographic Data and Survey (Engineer/Surveyor Rate) | \$ 120.00 | \$ 33,600.00 | Y | C8762 | 9 | | |
| 9a | Testing Only | | 7 | Subtask 9a - Soil Sampling and Analysis for ADL and LCM | \$3,000 | \$ 21,000.00 | Y | C8760 | 9 | | |
| 10 | 80 | hrs. | 3 | Task 10 - Project Management, Agency Coordination, Meetings and Conference Call: | \$ 90.00 | \$ 21,600.00 | | | | | |
| GRAND TOTAL: | | | | | | \$ 369,140.00 | | | | \$ 46 | 69,300 |

DBE's
134 for work code 8713
26 for work code C8792

STEP FIVE – Calculate Soft Goal



$$\frac{\$69,300}{\$369,140} * 100 = 18.77\%$$

| | | | | | | | | | | | |
|---------------------|--------------|-------------------------------|---|---|-------------------|--------------|---|--|-----|-----------------------|------------------|
| | | Estimated 48 hours per bridge | | Bridges: 18C0001, 18C0009, 18C0073 | | | | | | | |
| 3 | 120 | hrs. | 3 | Task 3 - Natural Environmental Study | \$ 80.00 | \$ 28,800.00 | | | 134 | 100% | \$ 28,800 |
| | | | | Estimated 120 hours per bridge. Work to be performed by Subconsultant for DBE Goal | | | | | | | |
| | | | | Bridges: 18C0001, 18C0009, 18C0073 | | | | | | | |
| 4 | 150 | hrs. | 3 | Task 4 - Biological Assessment | \$ 90.00 | \$ 40,500.00 | Y | | 26 | 100% | \$ 40,500 |
| | | | | Estimated 150 hours per bridge. Work to be performed by Subconsultant for DBE Goal | | | | | | | |
| | | | | Bridges: 18C0001, 18C0009, 18C0073 | | | | | | | |
| 5 | 100 | hrs. | 3 | Task 5 - Historic Property Survey (HPSR) / Archaeological Survey (ASR) | \$ 120.00 | \$ 36,000.00 | Y | | 1 | | |
| | | | | Estimate 100 hours per bridge. Work to be performed by Subconsultant | | | | | | | |
| 7e.3 | 40 | hrs. | 7 | Subtask 7e.3 - Topographic Data and Survey (Engineer/Surveyor Rate) | \$ 120.00 | \$ 33,600.00 | Y | | 9 | | |
| 9a | Testing Only | | 7 | Subtask 9a - Soil Sampling and Analysis for ADL and LCM | \$3,000 | \$ 21,000.00 | Y | | 9 | | |
| 10 | 80 | hrs. | 3 | Task 10 - Project Management, Agency Coordination, Meetings and Conference C | \$ 90.00 | \$ 21,600.00 | | | | | |
| GRAND TOTAL: | | | | | \$ 369,140 | | | | | | |
| | | | | | | | | | | Total DBE Work | \$ 69,300 |
| | | | | | | | | | | Soft Goal | 18.77% |

STEP SIX - Apply 60% Factor to Soft Goal



$$18.77\% * 0.6 = 11.26\%$$

Apply 60% factor 11.26%

| | | | | | | | | | | | |
|---------------------|--------------|-------------------------------|---|---|-------------------|--------------|---|-------|-----|-----------------------|------------------|
| | | Estimated 48 hours per bridge | | Bridges: 18C0001, 18C0009, 18C0073 | | | | | | | |
| 3 | 120 | hrs. | 3 | Task 3 - Natural Environmental Study | \$ 80.00 | \$ 28,800.00 | Y | C8713 | 134 | 100% | \$ 28,800 |
| | | | | Estimated 120 hours per bridge. Work to be performed by Subconsultant for DBE Goal | | | | | | | |
| | | | | Bridges: 18C0001, 18C0009, 18C0073 | | | | | | | |
| 4 | 150 | hrs. | 3 | Task 4 - Biological Assessment | \$ 90.00 | \$ 40,500.00 | Y | C8792 | 26 | 100% | \$ 40,500 |
| | | | | Estimated 150 hours per bridge. Work to be performed by Subconsultant for DBE Goal | | | | | | | |
| | | | | Bridges: 18C0001, 18C0009, 18C0073 | | | | | | | |
| 5 | 100 | hrs. | 3 | Task 5 - Historic Property Survey (HPSR) / Archaeological Survey (ASR) | \$ 120.00 | \$ 36,000.00 | Y | C8102 | 1 | | |
| | | | | Estimate 100 hours per bridge. Work to be performed by Subconsultant | | | | | | | |
| 7e.3 | 40 | hrs. | 7 | Subtask 7e.3 - Topographic Data and Survey (Engineer/Surveyor Rate) | \$ 120.00 | \$ 33,600.00 | Y | c8762 | 9 | | |
| 9a | Testing Only | | 7 | Subtask 9a - Soil Sampling and Analysis for ADL and LCM | \$3,000 | \$ 21,000.00 | Y | C8760 | 9 | | |
| 10 | 80 | hrs. | 3 | Task 10 - Project Management, Agency Coordination, Meetings and Conference C | \$ 90.00 | \$ 21,600.00 | | | | | |
| GRAND TOTAL: | | | | | \$ 369,140 | | | | | | |
| | | | | | | | | | | Total DBE Work | \$ 69,300 |
| | | | | | | | | | | Soft Goal | 18.77% |

Procurement Planning – DBE Goal



WHEN 0% goal applies

- Very limited or narrow scope of work
- Limited DBE availability

51

Procurement Planning – DBE Goal



WHEN **NO** goal applies

- Sole source or non-competitive
- Emergency relief projects



52

Typical On-Call Contracts



1. Single Service Contract
2. Multiple Services Contract



53

Single Service Contract



A Contract has only one service.

Examples:



- Material testing
- Survey



54

Estimate for On-Call - Multiple Services Fiscal Year 2018 -2019



| Item No. | Approx. Qty | Hrs | DESCRIPTION OF WORK | Unit Price | TOTAL | Likely to be Performed by Sub-contractor (Y=Yes)? | Work Category Code (enter a code if answer to cell in Column, "Likely to be Performed by Sub-contractor" is "Y". | Number of Available DBEs | DBE Work Factor (input a percentage only if the number of available DBEs > 9) | DBE Work Dollar Amount |
|----------|-------------|-----|--------------------------------------|------------|-----------|---|--|--------------------------|---|------------------------|
| 1 | | | Design | | | | | | | |
| 1.a | 200 | hrs | Roadway Design | \$200 | \$ 40,000 | N | | | | |
| 1.b | 150 | hrs | CAD Services | \$75 | \$ 11,250 | N | | | | |
| 1.c | 150 | hrs | Drafting | \$50 | \$ 7,500 | N | | | | |
| 2 | 100 | hrs | Survey and Mapping | \$125 | \$ 12,500 | N | | | | |
| 3 | | | Environmental Services | | | | | | | |
| 3.a | 50 | hrs | Air Quality | \$90 | \$ 4,500 | Y | C8791 | 3 | | \$ - |
| 3.b | 50 | hrs | Biology | \$90 | \$ 4,500 | Y | C8792 | 29 | 100% | \$ 4,500 |
| 3.c | 50 | hrs | Water Quality Studies/Analysis | \$90 | \$ 4,500 | Y | C8794 | 15 | 100% | \$ 4,500 |
| 4 | 150 | hrs | Construction related services | \$150 | \$ 22,500 | N | | | | |
| 4.a | 150 | hrs | Construction Management | \$150 | \$ 22,500 | N | | | | |
| 4.b | 100 | hrs | Materials Testing | \$125 | \$ 12,500 | Y | C8723 | 15 | 100% | \$ 12,500 |

TOTAL WORK = \$142,250

TOTAL DBE WORK = \$ 21,500

SOFT Goal = 15.11 %

Apply 60% Factor = 9.07 %

DBE = 9%

57

Procurement Planning – DBE Goal



RECAP: Seven Steps

1. Identify work
2. Determine work category codes
3. Search for available DBE firms (CUCP)
4. Apply DBE factors to sub work
5. Calculate a soft goal
6. Apply 60% factor
7. Round to nearest whole %



58

Example: DBE Goal & Utilization

On-call Contract DBE goal = 11%

Local Agency determined work items:

- Environmental Support = 7%
- CAD Services = 4%

Consultant determined work items:

- Environmental Support = 6%
- CM Services = 5%

12

10-O1 = 11% DBE goal

Task Order 1: \$100K

Preliminary Roadway Design/NEPA document

- Environmental Support (\$2K)
- Roadway Design (\$98K)

$$\text{Estimated DBE by agency} = \frac{(\$2K)}{\$100K} = 2\%$$

$$\text{Contract DBE/10-O2} = 2\%$$



Task Order 2: \$150K

- Final Roadway Design (\$135K)
- CM Services (\$15K)

$$\text{Estimated DBE by agency} = \frac{(\$15K)}{\$150K} = 10\%$$

$$\text{Contract DBE/10-O2} = 10\%$$

13



$$\text{Final Utilization Exhibit 17-F} = \frac{(\$2K + \$15K)}{(\$100K + \$150K)} = 6.8\%$$

59

Procurement Planning – DBE Goal

Where to send Exhibit 9-D?



- Exhibit 9-D must be sent to DLAE
- 0% DBE goal should be verified by DLAE (before advertisement)
- Sent to Caltrans HQ before advertisement for contracts \geq \$500K via email:

dbegoal.gfe@dot.ca.gov

60

Procurement Planning – DBE Goal



Caltrans: www.dot.ca.gov

Division of Rail & Mass Transportation:

www.dot.ca.gov/drmt

Division of Transportation Planning:

www.dot.ca.gov/transplanning

Division of Local Assistance:

www.dot.ca.gov/localassistance

Office of Business & Economic Opportunity:

www.dot.ca.gov/obeo

61

ICE vs Cost Analysis



62

Independent Cost Estimates



1. What is it?
2. When is it done?
3. Essentials and how to do one

63

Independent Cost Estimates - What



An estimate done independently of the consultant to ensure services are obtained at a fair and reasonable price.

64

Independent Cost Estimates - When



\$99k

ICE prior to solicitation



\$99k

Bases for negotiation & DBE goal setting

65

Independent Cost Estimates - Essentials



Detailed Estimate

Work or labor hours

Types or classifications

Estimated labor rates

Direct

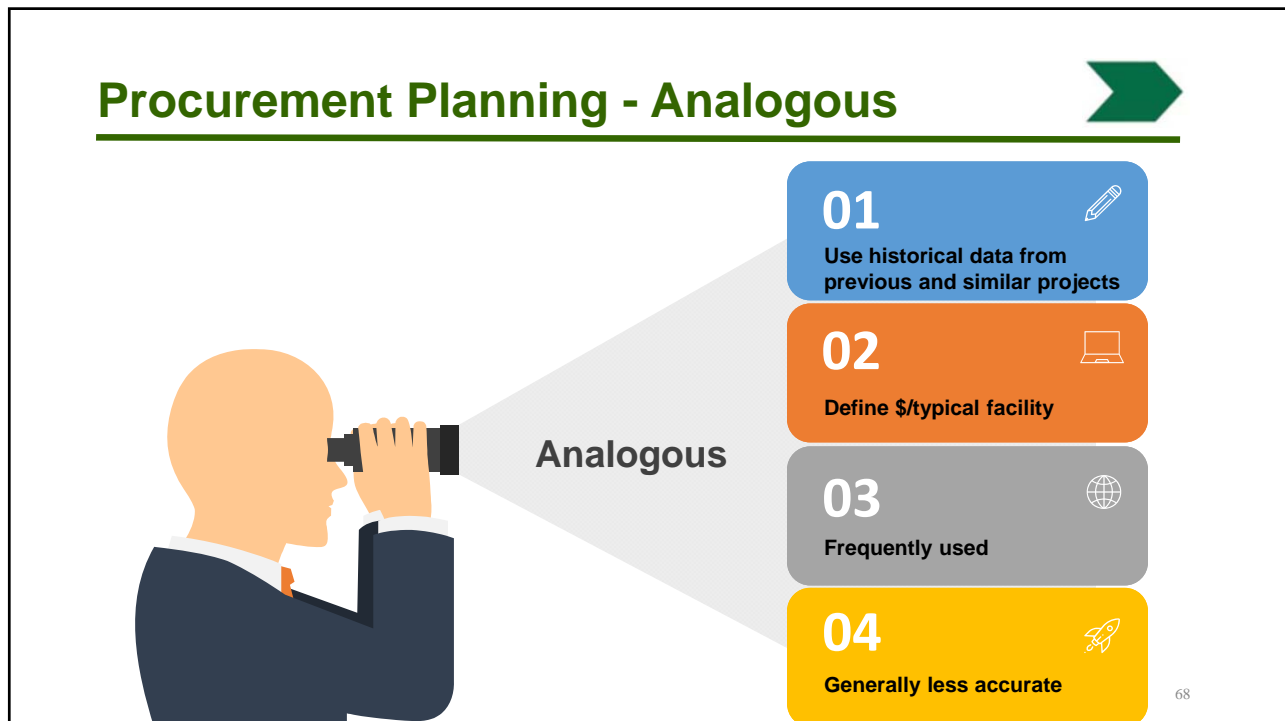
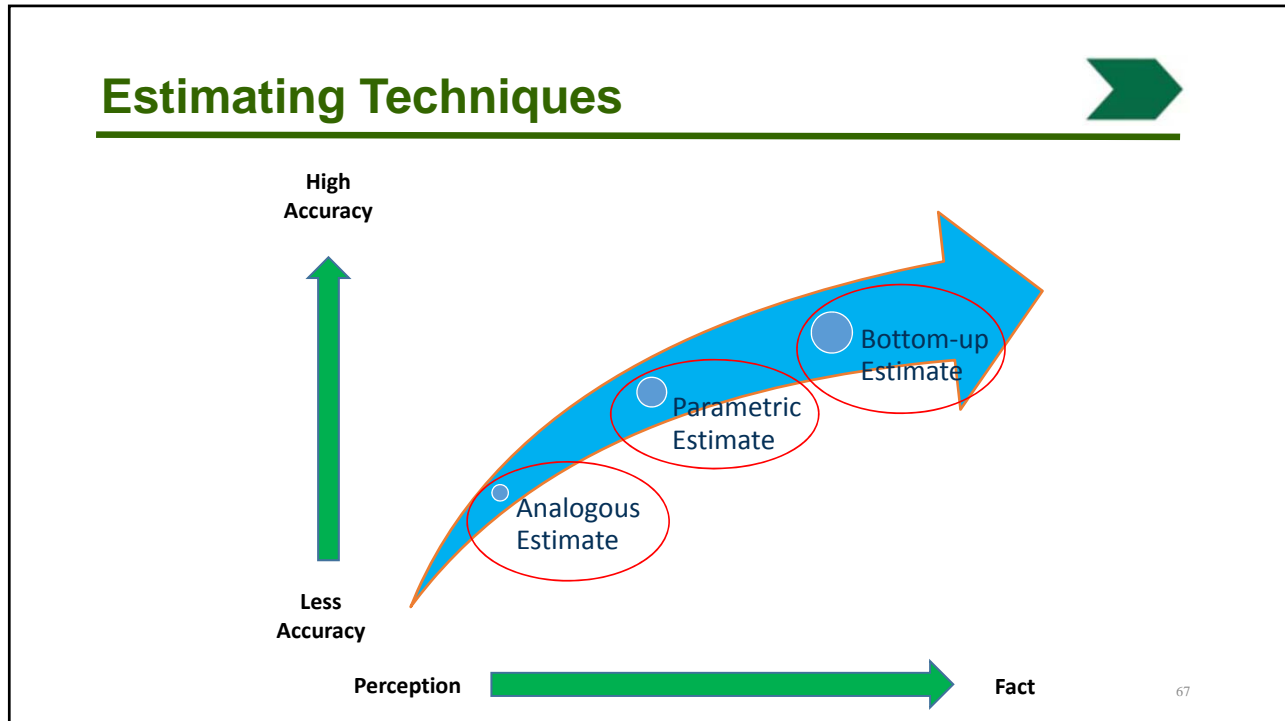
Indirect

Fixed Fee or profit

Other Direct Costs (ODCs)

17

66



Procurement Planning – Analogous Sample

INDEPENDENT COST ESTIMATE (ICE) ST. FRANCIS ROAD BRIDGE OVER MID MAIN CANAL BRIDGE
 (BASED ON PREVIOUS CONTRACTS FOR SIMILAR PROJECT SCOPE)
 DATE: JANUARY 2013

18

| | Cooperstown Over Gallup 4/2012 w/ 2yr escalation | Cooperstown over Rydberg 4/2012 w/2yr escalation | Shells Road 6/2012 (including direct costs) | Tegner Road | St. Francis ICE |
|---|---|--|--|-------------|-----------------|
| Phase 1 - Project Kickoff & Preliminary Engineering | | | | | |
| Task 1 - Project Management | \$ 33,086 | \$ 33,522 | \$ 33,350 | \$ 32,390 | \$ 33,087 |
| Task 2 - Topographic Survey | \$ 30,021 | \$ 17,718 | \$ 33,730 | \$ 14,076 | \$ 23,886 |
| Task 3 - Hydraulics | \$ 20,941 | \$ 20,934 | \$ 21,022 | \$ 8,128 | \$ 17,756 |
| Task 4 - Geotechnical | \$ 34,121 | \$ 34,114 | \$ 23,115 | \$ 37,700 | \$ 32,271 |
| Task 5 - Strategy Report/Type Selection/ 30% Roadway Design Plans | \$ 25,584 | \$ 28,767 | \$ 59,936 | \$ - | \$ 34,476 |
| Task 6 - HBP Applications and Funding Assistance | \$ 1,985 | \$ 1,598 | \$ - | \$ - | \$ 896 |
| Phase 2 - Environmental Clearance & Final Design | | | | | |
| Task 7 - Environmental Document, Tech. Studies, Permits | \$ 80,950 | \$ 80,950 | \$ - | \$ 82,000 | \$ 76,589 |
| Task 8 - Public Outreach | \$ - | \$ - | \$ - | \$ - | \$ 529 |
| Task 9 - Plans, Specification, and Estimate | \$ - | \$ - | \$ - | \$ - | \$ 813 |
| Task 10 - ROW | \$ - | \$ - | \$ - | \$ - | \$ 259 |
| Task 90 - Direct Costs | \$ - | \$ - | \$ - | \$ - | \$ 7,819 |
| Contract Amount | \$ 371,607 | \$ 362,233 | \$ 383,408 | \$ 300,273 | \$ 354,380 |
| Amendment for Additional Services (Phase 1 ISA) | \$ - | \$ - | \$ 5,360 | \$ 5,360 | \$ - |
| Contract Amount | \$ 371,607 | \$ 362,233 | \$ 388,768 | \$ 305,633 | \$ 357,060.25 |

$(\$33,086 + \$33,522 + \$33,350 + \$32,390) = \$33,087$

Procurement Planning – Parametric

- 01**  Use historical unit costs
- 02**  Use quantity take-off from current project
- 03**  Counts/measures of work hours/participants/units
- 04**  Higher level of accuracy

Parametric



Procurement Planning – Parametric Sample

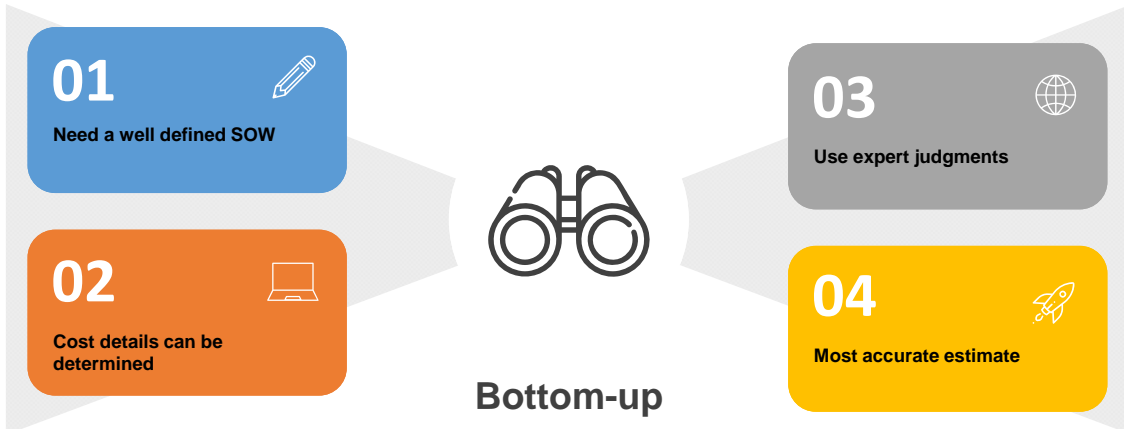
Based on estimated 25 storm damage sites (topographic surveying)
Additional estimate of 5 construction staking projects



| Field | Hours | Hourly Rate | Total | x25 | x5 |
|---|-------|-------------|-------------|--------------|----------------------|
| Control work | 3.5 | \$ 240.00 | \$ 840.00 | \$ 21,000.00 | |
| Topographic Survey, 2 man crew | 16 | \$ 240.00 | \$ 3,840.00 | \$ 96,000.00 | |
| Topographic Survey, 3 man crew | 8 | \$ 300.00 | \$ 2,400.00 | \$ 60,000.00 | |
| Topographic Survey, 2 man crew, OT (1.5x) | 4 | \$ 280.00 | \$ 1,120.00 | \$ 28,000.00 | |
| Right of Way Survey | 8 | \$ 240.00 | \$ 1,920.00 | \$ 48,000.00 | |
| Construction Survey | 28 | \$ 240.00 | \$ 6,720.00 | | \$ 33,600.00 |
| Field time subtotal | | | | | \$ 286,600.00 |
| Office | | | | | |
| Drafting, Survey Technician II | 24 | \$ 89.85 | \$ 2,156.40 | \$ 53,910.00 | |
| Drafting, Survey Technician I | 4 | \$ 76.23 | \$ 304.92 | \$ 7,623.00 | |
| Right of Way Research, Calculations, Principal LS | 8 | \$ 149.74 | \$ 1,197.92 | \$ 29,948.00 | |
| Right of Way Research, Calculations, Staff LS | 8 | \$ 108.91 | \$ 871.28 | \$ 21,782.00 | |
| Project Management | 4 | \$ 149.74 | \$ 598.96 | \$ 14,974.00 | |
| Construction Calculations, Survey Technician II | 20 | \$ 89.85 | \$ 1,797.00 | | \$ 8,985.00 |
| Construction Calculations, Principal LS | 8 | \$ 149.74 | \$ 1,197.92 | | \$ 5,989.60 |
| Office Subtotal | | | | | \$ 143,211.60 |
| Total | | | | | \$ 429,811.60 |

71

Procurement Planning – Bottom-up



72

Procurement Planning – Bottom-up Sample

Contract No: COST ESTIMATE FOR CONTRACT XYZ
Bottom Up Approach

Contract Begin Date: 05/01/15
Contract End Date: 06/30/16
Today's Date: 10/20/2014

| TASK No 1: Project/Contract Management | | | | | | | | | |
|---|-------------------------|------------------------|----------|----------|-------------|---------|----------------------|-------------------|--|
| Type | ACTIVITY | Classification | Name | Duration | Hours | x Rate | Total | | |
| Labor | Project Management | Project Manager | | Reg | 8 | \$ 110 | \$ 880 | | |
| Labor | Project Management | Clerical Assistant | | Reg | 8 | \$ 45 | \$ 360 | | |
| Labor | Prefield Preparation | Principal Investigator | | Reg | 16 | \$ 80 | \$ 1,280 | | |
| Labor | Background Research | Crew Chief | | Reg | 8 | \$ 50 | \$ 400 | | |
| | | | | | | | Total TASK 1: | \$ 2,920 | |
| FIELD WORK | | | | | | | | | |
| TASK NO 2: Archaeological Extended Phase I Excavation | | | | | | | | | |
| Type | ACTIVITY | Description | Quantity | Duration | Hours/Units | x Rate | Total | | |
| Labor | Project Management | Project Manager | | Reg | 24 | \$ 110 | \$ 2,640 | | |
| Labor | Crew Management | Principal Investigator | | Reg | 24 | \$ 80 | \$ 1,920 | | |
| Labor | Conduct Field Work | Geosarchaeologist | 1 | Reg | 200 | \$ 65 | \$ 13,000 | | |
| Labor | Conduct Field Work | Backhoe & Operator | 1 | Reg | 200 | \$ 125 | \$ 25,000 | | |
| Labor | Conduct Field Work | Crew Chief | | Reg | 200 | \$ 50 | \$ 10,000 | | |
| Labor | Conduct Field Work | Crew Member | | Reg | 200 | \$ 45 | \$ 9,000 | | |
| Labor | Conduct Field Work | NA Monitor | 1 | Reg | 200 | \$ 30 | \$ 6,000 | | |
| ODC | Project Support | Travel per diem | 5 | 30 | days | \$ 130 | \$ 19,500 | | |
| ODC | Project Support | mileage | 1000 | 30 | days | \$ 0.36 | \$ 10,800 | | |
| ODC | Project Support | vehicle | 1 | 5 | week | \$ 250 | \$ 1,250 | | |
| ODC | Project Support | Portable Toilet | 1 | 30 | days | \$ 80 | \$ 2,400 | | |
| ODC | Project Support | copies | 1000 | 1 | year | \$ 0.05 | \$ 50 | | |
| | | | | | | | Total TASK 2: | \$ 101,560 | |
| TASK No 3: Prepare Draft Report | | | | | | | | | |
| Type | ACTIVITY | Description | Quantity | Duration | Hours/Units | x Rate | Total | | |
| Labor | Project Management | Project Manager | | Reg | 24 | \$ 110 | \$ 2,640 | | |
| Labor | Prepare Draft Report | Principal Investigator | | Reg | 100 | \$ 80 | \$ 8,000 | | |
| Labor | Prepare Specialist Rpt. | Geosarchaeologist | | Reg | 100 | \$ 65 | \$ 6,500 | | |
| Labor | Prepare Maps | Graphic Artist | | Reg | 100 | \$ 50 | \$ 5,000 | | |
| Labor | Project Management | Clerical Assistant | | Reg | 100 | \$ 45 | \$ 4,500 | | |
| Labor | Prepare Draft Report | Word Processor | | Reg | 100 | \$ 45 | \$ 4,500 | | |
| | | | | | | | Total TASK 3: | \$ 31,140 | |
| TASK No 4: Prepare Final Report | | | | | | | | | |
| Type | ACTIVITY | Description | Quantity | Duration | Hours/Units | x Rate | FY03 Total | | |
| Labor | Project Management | Project Manager | | Reg | 20 | \$ 110 | \$ 2,200 | | |
| Labor | Prepare Final Report | Principal Investigator | | Reg | 40 | \$ 80 | \$ 3,200 | | |
| Labor | Correct Specialist Rpt. | Geosarchaeologist | | Reg | 20 | \$ 65 | \$ 1,300 | | |
| Labor | Correct Report Graphics | Graphic Artist | | Reg | 20 | \$ 50 | \$ 1,000 | | |
| Labor | Prepare Final Billings | Clerical Assistant | | Reg | 20 | \$ 45 | \$ 900 | | |
| Labor | Prepare Final Report | Word Processor | | Reg | 20 | \$ 45 | \$ 900 | | |
| | | | | | | | Total TASK 4: | \$ 9,500 | |
| | | | | | | | Grand Total: | \$ 145,120 | |

20

73

Cost Analysis

1. What is Cost Analysis?
2. When is it done?
3. How to do it

74

Cost Analysis - Definition



Cost analysis is review and evaluation of separate cost elements (i.e. direct salary/wage rates, profit/fee, ODC, and ICRs) to verify the costs and estimate methods used are fair, reasonable, and in compliant with Federal/State cost principles.

- e.g.: Verify direct cost in cost proposal to actual costs of labor of similar projects, products, or services which have been done in the past.

75

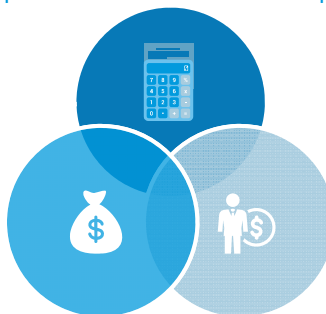
Cost Analysis - Purposes



Purposes of Cost Analysis

Determine if the cost are fair, reasonable, and in compliant with Federal/State cost principles.

Analyze Direct Labor cost, ODC, Fixed fees, Indirect Cost, and other costs



Required for all State and Federally funded A&E Consultant Contracts > \$150K

76

Methods for Verifying Elements



- ✓ Bureau of Labor Statistics comparison
- ✓ Consultant's historical actual charges/timesheets
- ✓ Prevailing wages

77

EXHIBIT 10-H2 COST PROPOSAL Page 1 of 3
 SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)
 (CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Consultant Prime Consultant Subconsultant 2nd Tier Subconsultant

Project No. _____ Contract No. _____ Participation Amount \$ _____ Date _____

For Combined Rate
 Fringe Benefit % + General & Administrative % = Combined ICR%
 OR
 Hourly Rate + Fringe Benefit % + General & Administrative % = Hourly ICR%

Fee %

Non-Negotiable

22

Job Title/
Classification

Hourly
Billing Rates

Effective
Period

Negotiable

Anticipated %
\$ Increase

Actual
Hour Rate

| Job Title/Classification ¹ | Hourly Billing Rates ² | | | Effective date of hourly rate | | Actual or Avg. hourly rate ³ | % or \$ increase | Hourly range - for classification only |
|--|-----------------------------------|-----------|-----------|-------------------------------|------------|---|------------------|--|
| | Regular | OT(1.5x) | OT(2x) | From | To | | | |
| Licensed Surveyor - Principal David Crivelli & Michael Pulley | \$ 197.4 | \$ 224.62 | \$ 299.49 | 10/1/2017 | 12/31/2018 | \$ 55.00 | 2.00% | |
| | \$ 152.74 | \$ 236.06 | \$ 305.48 | 1/1/2019 | 12/31/2019 | | | |
| | \$ 155.80 | \$ 247.86 | \$ 311.59 | 1/1/2020 | 12/31/2020 | | | |
| Licensed Surveyor - Staff Jesse Buffington | \$ 108.91 | \$ 163.36 | \$ 217.81 | 10/1/2017 | 12/31/2018 | \$ 40.00 | 2.00% | |
| | \$ 111.08 | \$ 166.63 | \$ 222.17 | 1/1/2019 | 12/31/2019 | | | |
| | \$ 113.31 | \$ 169.96 | \$ 226.61 | 1/1/2020 | 12/31/2020 | | | |
| Survey Crew (2 man) Prevailing Wage | \$ 240.00 | \$ 280.00 | \$ 300.00 | 10/1/2017 | 12/31/2018 | | 2.00% | |
| | \$ 244.80 | \$ 285.60 | \$ 306.00 | 1/1/2019 | 12/31/2019 | | | |
| | \$ 249.70 | \$ 291.31 | \$ 312.12 | 1/1/2020 | 12/31/2020 | | | |
| Survey Crew (3 man) Prevailing Wage | \$ 300.00 | \$ 350.00 | \$ 400.00 | 10/1/2017 | 12/31/2018 | | 2.00% | |
| | \$ 306.00 | \$ 357.00 | \$ 408.00 | 1/1/2019 | 12/31/2019 | | | |
| | \$ 312.12 | \$ 364.14 | \$ 416.16 | 1/1/2020 | 12/31/2020 | | | |
| Survey Technician II William Pool & Ryan Baxter | \$ 89.85 | \$ 134.77 | \$ 179.69 | 10/1/2017 | 12/31/2018 | \$ 33.00 | 2.00% | |
| | \$ 91.65 | \$ 137.47 | \$ 183.28 | 1/1/2019 | 12/31/2019 | | | |
| | \$ 93.48 | \$ 140.22 | \$ 186.95 | 1/1/2020 | 12/31/2020 | | | |
| Survey Technician I Austin McChesney | \$ 76.23 | \$ 152.47 | \$ 152.47 | 10/1/2017 | 12/31/2018 | \$ 28.00 | 2.00% | |
| | \$ 77.76 | \$ 155.52 | \$ 155.52 | 1/1/2019 | 12/31/2019 | | | |

1. Names and classifications of consultant (key staff) team members must be listed. Provide separate sheets for prime and all subconsultant firms.
2. Billing rate = actual hourly rate * (1+ ICR) * (1+ Fee). Agreed upon billing rates are not adjustable for the term of contract.
3. For named employees enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

78

Cost Estimate – ODC

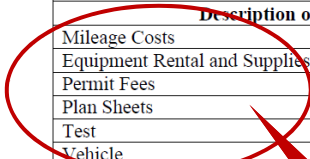


| SCHEDULE OF OTHER DIRECT COST ITEMS (Add additional pages as necessary) | | | | |
|---|----------|------|-----------|-------|
| Description of Item | Quantity | Unit | Unit Cost | Total |
| Mileage Costs | | | \$ | \$ |
| Equipment Rental and Supplies | | | \$ | \$ |
| Permit Fees | | | \$ | \$ |
| Plan Sheets | | | \$ | \$ |
| Test | | | \$ | \$ |
| Vehicle | | | \$ | \$ |
| Subconsultant 1: | | | \$ | \$ |
| Subconsultant 2: | | | \$ | \$ |
| Subconsultant 3: | | | \$ | \$ |
| Subconsultant 4: | | | \$ | \$ |
| Subconsultant 5: | | | \$ | \$ |

Note: Add additional pages if necessary.

NOTES:

- List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
- Proposed ODC items should be consistently billed regardless of client and contract type.
- Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
- Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
- Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
- Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.



ODC Items

Quantity

Unit Cost (\$)

Cost Analysis – Direct Labor Rates



UNITED STATES DEPARTMENT OF LABOR
 BUREAU OF LABOR STATISTICS

Home | Subjects | Data Tools | Publications | Economic Releases | Students | Beta

Occupational Employment Statistics

May 2016 State Occupational Employment and Wage Estimates
 California

These occupational employment and wage estimates are calculated with data collected from employers in all industry sectors in metropolitan and nonmetropolitan areas in California.

Additional information, including the hourly and annual 10th, 25th, 75th, and 90th percentile wages and the employment percent relative standard error, is available in the [downloadable XLS file](#).

[Links to OES estimates for other areas and States](#)

Major Occupational Groups in California (Note--clicking a link will scroll the page)

- 00-0000 [All Occupations](#)
- 11-0000 [Management Occupations](#)
- 13-0000 [Business and Financial Operations Occupations](#)
- 15-0000 [Computer and Mathematical Occupations](#)
- 17-0000 [Architecture and Engineering Occupations](#)
- 19-0000 [Life, Physical, and Social Science Occupations](#)
- 21-0000 [Community and Social Service Occupations](#)
- 23-0000 [Legal Occupations](#)

A&E Wage Estimates

https://www.bls.gov/oes/2016/may/oes_ca.htm

Cost Analysis – Prevailing Wages



<http://www.dot.ca.gov/hq/audits/documents/prevailing-wage-interpretive-guidance.pdf>

Prevailing Wage Interpretive Guidance

External Contracts – Architectural and Engineering (A&E) Contracts

February 6, 2017

WHERE to Look at for ODCs?



Meals Interpretive Guidance
5/25/2016

External Audits – Architectural and Engineering (A&E) Contracts

- Consultants/Contractors Travel Policy Website:
<http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm>
- Meal Interpretive Guidance Website:
<http://www.dot.ca.gov/hq/audits/documents/meals-interpretive-guidance.pdf>

Procedure for Cost Analysis



1. Exhibit 10-H format
2. Cost elements:
 - Labor rates (direct and indirect)
 - Labor classifications
 - Profit or fixed fee
 - ODC's
3. Methodology used to verify elements
4. Verify ICR's acceptance ID
5. Is profit/fee more than %15?

83

Cost Analysis – Compare Cost Elements



Consultant Name: _____ Prime Sub

Contract Number: _____

Date of Cost Analysis: _____

Cost Analysis Performed by: CFO Procurement Office Contract Administrator or Equivalent : (Provide title here)

DRAFT

| LABOR COSTS Classification | Name | # Hours | PROPOSED RATE | | ACTUAL RATE | | DISALLOWABLE (=A-B) | ALLOWED Rate (=Lessor of B or A) | TOTAL |
|-------------------------------|----------|---------|---------------------------------|---------------------|--------------------------------------|--|------------------------|---|-------------|
| | | | Proposed Hourly Rate A | Total Labor Cost | Salary From Payroll Register * | Standard Hours Or Total Hours Worked ** | | | |
| Principle-in-Charge *** | Jane Doe | 100 | \$ 57.69 | \$ 5,769.00 | \$ 120,000.00 | 2080 | \$ 57.69 | \$0.00 | \$5,769.23 |
| Project Manager | John Doe | 70 | \$ 50.00 | \$ 3,500.00 | \$ 51,000.00 | 1000 | \$ 51.00 | \$0.00 | \$3,800.00 |
| Sr. Civil Engineer | | 100 | \$ 27.00 | \$ 2,700.00 | \$ 92,000.00 | 2080 | \$ 44.23 | \$2.77 | \$2,211.54 |
| Envir. Scientist | | 100 | \$ 2,250.00 | \$ 2,250.00 | \$ 91,510.00 | 2080 | \$ 44.00 | \$13.00 | \$2,300.00 |
| Jr. Highway Engineer | | 100 | \$ 2,100.00 | \$ 2,100.00 | \$ 4,200.00 | 100 | \$ 42.00 | \$0.00 | \$2,100.00 |
| Inspector | | 100 | \$ 1,900.00 | \$ 1,900.00 | \$ 79,040.00 | 2080 | \$ 38.00 | \$0.00 | \$1,900.00 |
| Admin. Staff ***** | | 100 | \$ 225.00 | \$ 22,500.00 | \$ 55,000.00 | 2080 | \$ 26.44 | \$0.00 | \$22,500.00 |
| Technician | | 100 | \$ 1,750.00 | \$ 1,750.00 | \$ 54,000.00 | 1500 | \$ 36.00 | \$1.25 | \$1,750.00 |
| Total Labor | | | | \$ 20,144.00 | | | | | |

| OTHER DIRECT COSTS Description | # of Units | Proposed Price/Unit | | Invoice Price = B | DISALLOWABLE (=A-B) | ALLOWED Unit Price (=Lessor of B or A) | TOTAL ALLOWED Other Direct Cost |
|-----------------------------------|------------|-----------------------------|-------------|----------------------|------------------------|---|------------------------------------|
| | | Proposed Price/Unit A | Total Cost | | | | |
| Raw Materials | 5 | \$ 1,234.00 | \$ 6,170.00 | \$1,200.00 | \$34.00 | \$1,200.00 | \$6,000.00 |
| Purchased Product | 20 | \$ 500.00 | \$10,000.00 | \$0.54 | \$50.00 | \$0.54 | \$9,000.00 |
| Mileage **** | 500 | \$ 0.54 | \$ 270.00 | \$0.00 | \$0.54 | \$0.54 | \$270.00 |
| Printing | | | | \$0.00 | \$0.00 | \$1.50 | \$150.00 |
| Total Other Direct Costs | | | | | | | \$15,420.00 |

ICR: The Consultant's Exhibit (Per 23 CFR 122.13) _____ documented in project files No ICR applied to contract

ICR: Documentation support (Per 23 CFR 122.13) _____ documented in project files No ICR applied to contract

Fee (profit) %: Negotiated per applicable requirements and reasonable and supportable? Yes and documented in project files No fee applied to contract

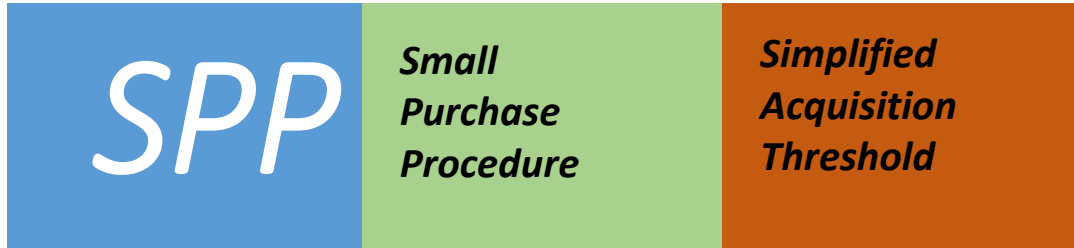
Proposed Rate

Actual Rate

Proposed rate – Actual Rate = \$1 > 0 ???

* Supporting documents must be kept in the project files.
 ** Part time employees or employees who have not worked a full year shall use total hours worked instead of standard hours of 2080.
 *** Identify key personnel
 **** DPA rate as indicated in Master Agreement.
 ***** The Federal cost principles do not allow costs billed to federal/state project contracts if the costs are generally recorded as indirect costs and/or not billed to other clients as direct costs.
 For example, if the admin. staff hours were recorded as indirect costs in the book or not charged to other contracts, then the admin. costs are not allowed and cannot be billed to federal/state project contracts.

SPP Procedure



85

SPP Procedure



1. What is Small Purchase Procedure?
2. When is it done?
3. Essentials and how to do it

86

SPP – What is it?



Small purchases means the method of procurement of engineering and design related services where an adequate number of qualified sources are reviewed and the total contract costs do not exceed an established simplified acquisition threshold currently set at \$150,000.

87

SPP – When is it done?



Small projects

Limited amount of services needed

- *Surveying*
- *Construction Inspection*
- *Materials Testing*
- *Environmental Services*
- *CMSR*

88

SPP - Essentials



- SOW and project phases shall not be broken down into smaller components
- Minimum of 3 consultants reviewed
- Cost is considered (quotations)
- Total contract amount including amendments cannot exceed \$150,000
- DBE must still be considered

89

Small Purchase Procedures



| Required | Not Required |
|---|--|
| <ul style="list-style-type: none"> • Competitive process (collect three bids) • Conflict of interest determination • Assigned Contract Administrator • Defined scope of work/schedule of deliverables/start and end dates for contract • Defined deliverables/prime and subconsultant responsibilities • DBE goal for contract; Exhibit 10-O1, Exhibit 10-O2 (federal) • Cost estimate prior to receiving bids • Best method of payment determination • Contract provisions/clauses (federal) • Evaluation of consultant • Contract management responsibilities • Exhibit 10-C: A&E Consultant Contract Reviewers Checklist | <ul style="list-style-type: none"> • No Formal RFP/RFQ • No Selection Committee • No evaluation criteria disclosure requirements • No record of costs/profit negotiations • No pre-award audit and review requirement of contract; Exhibit 10-A, Exhibit 10-K • No cost analysis |

31

90

Information for Database



EXHIBIT 10-C A&E CONSULTANT CONTRACT REVIEWERS CHECKLIST

32

Date: Amendment: District:

Agency Name:

Federal or State Project Number:

Local Agency Contract Number/Solicitation Number:

Consultant Name:

Original Contract Period: Begin: End:

Original Contract Dollar Amount: Funding:

Small Purchase < \$150K?

--Select--
Federal
State
Federal/State

91

A. Procurement Planning



A. PROCUREMENT PLANNING

1 Description of need for consultant:

2 Local agency contract administrator information

a Name:

b Phone: Email:

3 Do you have a scope of work?

a Does the scope of work include a consultant in a management support role?

b Is the schedule specified in the scope of work?

4 Independent cost estimates (23 CFR 172.7(a)(1)(v)(b))

a What is the total value of independent cost estimate?

b What cost estimating technique was used?

Are SOW & COI policy Approved by FHWA?
Is 10-U approved by FHWA?

--select--
YES
NO

--select--
Analogous Estimating
Parametric Estimating
Bottom-up Estimating

92

B. Solicitation Documents and Advertisement

B. SOLICITATION DOCUMENTS AND ADVERTISEMENT

1 **Consultant selection committee and conflict of interest**

a What is the number of panel members?

b Was Conflict of Interest form (EXHIBIT 10-T) signed by all?

c Was Conflict of Interest form (EXHIBIT 10-T) dated by all?

2 Does the solicitation contain a procurement schedule?

3 **Type of contract?**

4 **Method of payment?**

Actual Cost-Plus-Fixed Fee (see Exhibit 10-H: Sample Cost Proposal - Example #1)
 Cost Per Unit of Work (see Exhibit 10-H - Example #3)
 Specific Rates of Compensation(see Exhibit 10-H - Example #2)
 Lump Sum (see Exhibit 10-H - Example #1)

93

B. Solicitation Documents and Advertisement

5 **Evaluation criteria and weights (EXHIBIT 10-B)**

Were weight values assigned to criteria?

Example for Criteria and Weights

| Criteria | Max Points | Rating |
|--|------------|----------|
| Understanding of the work to be done | 25 | |
| Experience with similar kinds of work | 20 | |
| Quality of staff for work to be done | 15 | |
| Capability of developing innovative or advanced techniques | 10 | |
| Familiarity with state and federal procedures | 10 | |
| Financial responsibility | 10 | |
| Demonstrated Technical Ability | 10 | |
| Total | 100 | 0 |

94

B. Solicitation Documents and Advertisement

6 Procurement type?

Length of contract (in years):

7 DBE utilization goal setting (Federal-funded only)

a Was Exhibit 9-D submitted?

b Was Exhibit 10-I included in solicitation?

c What is the DBE Utilization Goal (%)?

d If No goal (not Zero goal), explain:

e Was a Good Faith Effort (Exhibit 15-H) approved by LPA?

8 ~~Records of publication for RFP or RFQ~~

~~Was widespread publication used to advertise the RFP/RFQ (newspaper, web posting, Planetbids, etc.)?~~

~~a Specify:~~

~~b How long was the advertisement period (in days)?~~

95

B. Solicitation Documents and Advertisement

9 Records of response to solicitation

a How many consultants responded to this solicitation?

b Does your agency have a proposal responsiveness checklist?

c Were records of response documented (e.g. log sheet, copies of time-stamped envelopes, other)?

Specify:

96

C. Evaluation and Selection



C. EVALUATION AND SELECTION

1 Documentation of consultant selection

a How many consultants were evaluated?

b Were evaluation criteria the same as in solicitation?

~~c Original score sheets and final rankings~~

~~1. How many score sheets were signed by all?~~

~~2. How many score sheets were dated?~~

d Was Exhibit 10-O1 included in proposal (Federal funded only)?

e Was Exhibit 10-U submitted if there is a consultant in a management role (if applicable)?

2 Develop top ranked consultants and notify all interviewees

a Did you notify all candidates of their ranking?

b Did you conduct oral interviews?

97

C. Evaluation and Selection



3 Cost proposal

a Is cost proposal in Exhibit 10-H format or equivalent complete and in the correct form based on the method of payment?

b Payment Method:

Actual Cost-Plus-Fixed Fee (see Exhibit 10-H: Sample Cost Proposal - Example #1)

Cost Per Unit of Work (see Exhibit 10-H - Example #3)

Specific Rates of Compensation(see Exhibit 10-H - Example #2)

Lump Sum (see Exhibit 10-H - Example #1)

c Is direct labor cost proposal broken down by job classifications and types of costs and/or rates?

d Is the ICR for current fiscal year?

e Are key personnel identified?

f Are "other direct cost" itemized by items of work quantity, unit price and total for each item (EXHIBIT 10-H)?

g Is fixed fee over 15%?

98

C. Evaluation and Selection



| | | |
|----------|---|--|
| 4 | Audit and review documents before contract execution | |
| | a Was proposed ICR submittal sent to A&I for acceptance (EXHIBIT 10-K)? | --select-- --select-- YES NO NA |
| | b What is A&I's ICR decision? | --select-- --select-- Accepted Adjusted Denied NA |
| | c Does the final cost proposal reflect the adjusted or accepted ICR? | --select-- --select-- YES NO NA |

99

C. Evaluation and Selection




| | | |
|----------|---|---|
| 5 | Record of cost/profit negotiations | |
| | a Did you verify elements of the cost proposal from the top-ranked consultant? | --select-- --select-- YES NO NA |
| | b Did you return remaining concealed cost proposals after successful cost negotiation or dispose of in accordance with written policies and procedures approved by Caltrans? | --select-- --select-- YES NO NA |
| | c Did you perform a cost analysis (wage rates, fixed fee, other direct costs, indirect costs and profits)? | --select-- --select-- YES NO NA |
| | d Did you document your profit negotiations? | --select-- --select-- YES NO NA |
| 6 | Mandatory fiscal and federal provisions (EXHIBIT 10-R) (Federal-funded only) | |
| | a Are all mandatory fiscal and federal provisions included in contract? (Article IV to XVII) <i>e.g.: Performance Period; Allowable Costs and Payments; Termination; Cost Principles and Administrative Requirements; Retention of Records/Audit; Audit Review Procedures; Subcontracting; ...</i> | --select-- --select-- YES NO NA |
| | b What mandatory provisions are not verbatim? | --select-- --select-- YES NO NA |
| | c Was Exhibit 10-O2 completed and included in the contract? | --select-- --select-- YES NO NA |
| 7 | Specify if sole source: | |
| | Was a public interest finding (EXHIBIT 12-F) prepared by local agency and approved by DLAE? | --select-- --select-- YES NO NA/EMF |

100

C. Evaluation and Selection



8 Was price used as an evaluation factor? 

9 What Policies and Procedures have been adopted?

a Date adopted Caltrans procedure (CPM or LAPM Ch.10) (mm/yyyy):

b Has Caltrans approved local agency's policies and procedures?

YES
NO

LAPM Ch.10
CPM
Local Agency's own Policies & Procedures

YES
NO

101

C. Evaluation and Selection



10 Method of payment in contract?

Actual Cost-Plus-Fixed Fee (see Exhibit 10-H: Sample Cost Proposal - Example #1)
Cost Per Unit of Work (see Exhibit 10-H - Example #3)
Specific Rates of Compensation(see Exhibit 10-H - Example #2)
Lump Sum (see Exhibit 10-H - Example #1)

11 Does contract awarded match that of solicitation?

YES
NO

102

D. Consultant Contract Amendment Only



D. FOR CONSULTANT CONTRACT AMENDMENT ONLY

1 Amendment number:

2 Start date: End date:

3 Type of original contract:
 --select--
 Project-specific
 Multi-purpose or multi-phased
 On-call

4 Was small purchase used for original procurement?
 --select--
 YES
 NO

5 What is A&I's ICR decision?
 --select--
 Accepted
 Adjusted
 Denied
 NA

Effective date of amended contract: Not exceed 5 years in total for on-call

103

D. Consultant Contract Amendment Only



Total \$ (original contract and its amendments) < \$150K

6 Total amended contract amount:

7 Description of need for amendment:

8 Has the scope of work changed?

9 Does the revised scope of work include a consultant in management support role?

10 Was Exhibit 10-U submitted if there is a consultant in management support role?

--select--
 YES
 NO

SPP - Consequences



Caltrans **won't pay** for small purchase contracts **above \$150K**.



Any costs **above \$150K** are **ineligible** for federal funding.

Amending the contract over \$150K may render the **entire** contract **ineligible**.

105

EXAMPLE PROJECT



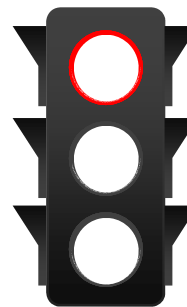
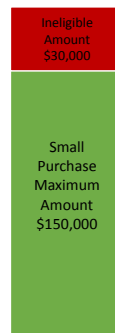
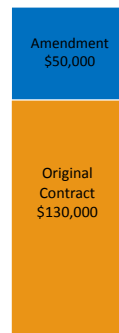
Original contract = \$130,000

Amendment = \$ 50,000

Total Amended Contract = \$180,000

* Amount **not eligible** = \$30,000

* Amending the contract over \$150,000 may render the **entire contract ineligible**



Caltrans Local Assistance A&E Oversight



CA .GOV CALTRANS DIVISION OF LOCAL ASSISTANCE

Skip to: [Content](#) | [Footer](#) | [Accessibility](#) Search

Home Travel Business Engineering News Maps Jobs About Caltrans Online Service A to Z Contact Us

Caltrans > Business > Local Assistance > Consultant Selection and Procurement

Consultant Selection and Procurement

Background

Caltrans Division of Local Assistance provides guidance to local agencies on consultant selection and procurement process related to Federal aid highway projects. Consultant services contracts funded in whole, or in part, with Federal aid highway program funds shall be procured in accordance with federal requirements of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. In addition, consultant contract for engineering and design, also known as Architectural and Engineering or A&E, must also comply with the requirements established in 23 USC Part 112, 40 USC Section 1101-1104 (Brooks Act), and 23 CFR Part 172.

A&E services are defined as "program management, construction management, feasibility studies (includes environmental studies and analysis), preliminary engineering, design, engineering, surveying, mapping or architectural related services".

Guidance:

- [Local Assistance Procedures Manual, Chapter 10, Consultant Selection](#)
- [Procuring A&E Contracts – Questions and Answers](#)

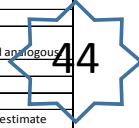
107

Definitions



| DEFINITIONS | |
|---|---|
| Analogous estimating | Compares historical data from past similar projects to current project. |
| Bottom-up estimating | Estimates individual tasks which are then rolled up into the overall tasks/project. Can be used in conjunction with parametric and analogous |
| California Regulations | CA Government Code 4525-4529.5, PCC 10301-10381 |
| Caltrans Regulations | LAPM Ch. 10 |
| CMSR | Consultant in a Management Support Role |
| Cost analysis | Review and evaluation of separate cost elements (i.e. direct salary/wage rates, profit/fee, ODC, and ICRs) to verify the costs and estimate methods used are fair, reasonable, and in compliant with Federal/State cost principles. |
| DBE | Disadvantaged Business Enterprise |
| Direct salary or wage rates | Compensation for each employee or classification of employee must be reasonable for the work performed in accordance with the Federal cost principles. |
| Elements of contract costs | Indirect cost rates, direct salary or wage rates, fixed fee, and other direct costs |
| Federal Regulations | 23 CFR 172, 2 CFR 200 |
| Fixed Fee (profit) | Sum established to cover the consultant's profit and other business expenses not allowable or otherwise included as direct or indirect cost. |
| ICE | Independent Cost Estimate done independently of the consultant to ensure services are obtained at a fair and reasonable price |
| Indefinite Delivery/Indefinite Quantity or On-call contract | Contract for a number of projects, under which task or work orders are issued on an as-needed basis, for an established period (23 CFR 172.9(a)(3)). Typically used when a specialized service of IDIQ are needed for a number of different projects (23 CFR 172.9(a)(3)). e.g.: Material testing, surveying, construction engineering, roadway design, environmental analysis, traffic studies, geotechnical studies, etc. |
| Indirect costs | Overhead expenses such as rent, utilities, and general administrative. |
| LAPM | Local Assistance Procedures Manual |
| NEPA | National Environmental Policy Act |
| ODC | Other Direct Costs |
| Parametric estimating | Uses historical units costs and current task quantities. |
| QBS | Qualifications-Based Selection |
| RFP | Request for Proposals |
| RFQ | Request for Qualifications |
| Scope of Work | All services, work activities, and actions required of the consultant by the obligations of the contract |
| Specific Rates of Compensation | Specified fixed rates including direct labor costs, indirect costs, and fee or profit, plus any other direct costs, subject to an agreement maximum amount. |

108



References



45

- ✓ Caltrans Local Assistance A&E Oversight: "Consultant Selection and Procurement"
<http://www.dot.ca.gov/hq/LocalPrograms/AE/index.htm>
- ✓ Caltrans Local Assistance Procedures Manual (LAPM), Chapter 10: "Consultant Selection"
<http://www.dot.ca.gov/hq/LocalPrograms/lam/LAPM/ch10.pdf>
- ✓ 23 CFR Part 172: "Procurement, Management, and Administration of Engineering and Design Related Services"
<https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=23:1.0.1.2.3>
- ✓ 48 CFR Part 31: "Contract Cost Principles and Procedures"
<https://www.gpo.gov/fdsys/search/pagedetails.action?browsePath=Title+48%2FChapter+1%2FSubchapter+E%2FPart+31&granuleId=CFR-2011-title48-vol1-part31&packageId=CFR-2011-title48-vol1&collapse=true&fromBrowse=true&collectionCode=CFR>
- ✓ 2 CFR Part 200 Subpart D: "Uniform Administration Requirements for Grants and Cooperative Agreements to State and Local Governments"
<https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>
- ✓ 49 CFR Part 26: "Participation by Disadvantaged Business Enterprises (DBE) in Department of Transportation Financial Assistance Programs"
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl

109

Contact Information

46



End of Training



THANK YOU!