



# City of Los Banos

At the Crossroads of California

## QUESTIONS & ANSWERS for REQUEST FOR ON-CALL ENGINEERING SERVICES FOR FEDERALLY FUNDED TRANSPORTATION PROJECTS

**Question:** We have a question regarding the proposal requirements for the above referenced project. Page 11 tab 8-Federal Aid Provisions states we need to include forms 10-A and 10-U. Form 10-U does not apply to us and form 10-A is to be completed by local agencies. Should we include blank forms?

**Answer:** You will want to fill out each form with all your information available. Caltrans was responsible to review and approve the RFQ prior to the City advertising for proposals. After the City evaluates all proposals and before making a recommendation to Council, the City is required to forward all documents of our recommendation to Caltrans for review and approval. Your proposal will include boxes or sections which will remain blank. However, every form included in the proposal is likely in the RFQ for Consultant to populate some box or section

**Question:** Can you please clarify which Caltrans LAPM forms should be filled out by the Prime Consultant, and which by Subconsultants?

**Answer:** The City is going to contract with one firm (the prime) for services. This prime may anticipate portions of the work product being performed by sub-consultants. All forms submitted should have QC by the prime. Forms 10-H2 and 10-K need to list the information of any subs who will be used during the term of contract. Just for clarification: Both, the prime consultant and all subcontractors, are required to fill out Exhibits 10-H2 and 10-K.

**Question** regarding Appendix A, Section 2 (Consultant Information, Qualifications & Experience):

- a. This section states that, "Consultant shall demonstrate they have successfully completed comparable contracts with different agencies for on-call engineering services." While previously working with a different firm, I successfully completed similar contracts for on-call engineering services with many public agencies. A handful of those included federally funded projects. My question is; can I use this as relevant experience in the SOQ, **yes**. or does the experience need to come from contracts directly with my current firm (RJA)? **You will want to demonstrate your current firms ability to support the engineering work product for these types of projects.**
- b. There is a note at the end of this section that states, "Firm must have previous experience administering State and Federal funding programs including but not limited to RSTP, CMAQ, HSIP, ATP, etc." Does this mean that the consultant would need to write the grant applications to receive funding? **Likely** Would consultant also need to provide program management services to distribute the funds to various projects? **No** I guess I'm just a bit confused on exactly what is meant by administering the funding programs. My experience has always been that the public agency administers the funding, and the consultant provides design & construction support services. **Construction support services include preparing the documents needed to be reimbursed by Caltrans.** Or some agencies actually hire a Program Management firm to provide the administering services. But a Program Management firm should not be also providing the design services.