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Alameda CTC Contracting and Procurement Policies and Procedures

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Programming and Projects*

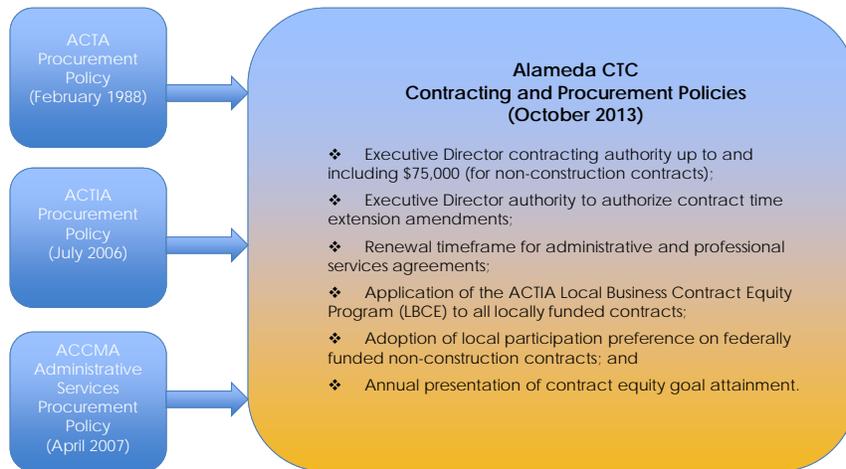


Overview

Contracting and Procurement

- ❖ Policies
- ❖ Procedures
 - Contract Procurement Process
 - ✓ Contracted Service Categories
 - ✓ Contract Equity Programs
 - Amendment Evaluation Process

Contracting and Procurement Policies



Contracting and Procurement Procedures

Purpose

- ❖ Allows for impartial, open, and meaningful competition
- ❖ Clarifies process and instills public confidence
- ❖ Process is cost effective, efficient and in accordance with Alameda CTC policy and state and federal statutes
- ❖ Ensures that Alameda CTC spends money wisely and eliminates waste and abuse of taxpayer dollars
- ❖ Aims to expand local business participation where applicable

Contracted Service Categories

Category	Examples of Services	Solicitation Types
Construction	<ul style="list-style-type: none"> ▪ Highway Construction ▪ Building Construction ▪ Landscaping <p>(Dredging, Electrical, Asphalt, Concrete, Ironwork, Trucking, Heavy equipment operations, Fencing, etc.)</p>	<input checked="" type="checkbox"/> Invitation for Bids <div style="border: 1px solid blue; border-radius: 10px; background-color: #4a86e8; color: white; padding: 5px; text-align: center; width: fit-content; margin: auto;">Selection: Low bid</div>
Professional Services (Administrative)	<ul style="list-style-type: none"> ▪ Legal counsel ▪ Public relations and communications ▪ Accounting and auditing ▪ Financial services ▪ Contract equity ▪ Project management and project controls 	<input checked="" type="checkbox"/> Informal Procurement (contracts up to \$75,000) <input checked="" type="checkbox"/> Request for Qualifications (RFQ) <input checked="" type="checkbox"/> Request for Proposals (RFP) <div style="border: 1px solid blue; border-radius: 10px; background-color: #4a86e8; color: white; padding: 5px; text-align: center; width: fit-content; margin: auto;">Selection: Qualifications (Fair and reasonable price)</div>
Professional Services (Technical)	<ul style="list-style-type: none"> ▪ Scoping and planning ▪ Environmental ▪ Design ▪ Construction management ▪ Right-of-way 	



Contract Procurement Process



Professional Services



Contract Procurement Process

Contract Initiation

- Establish contract parameters
 - ❑ Scope
 - ❑ Cost
 - ❑ Schedule
 - ❑ Equity Program
 - ❑ Payment Method
- Determine the method of consultant selection
 - ❑ RFP
 - ❑ RFQ

Independent Cost Estimate

Federal Funds: Disadvantaged Business Enterprise (DBE) Program (project specific)
 Local Funds: Local Business Contract Equity (LBCE) Program (70% LBE, 30% SLBE)

Technical Proposal

Statement of Qualifications

Professional Services



Contract Procurement Process

Consultant Selection

- Prepare to Advertise
 - ❑ Develop selection schedule
 - ❑ Develop advertisement package
 - ❑ Form Consultant Selection Committee
 - ❑ Obtain Commission approval to Advertise
- Advertise
 - ❑ Proposer's Conference
- Review/Evaluate/Rank
 - ❑ Technical Proposal
 - ❑ Interview
- Negotiate
 - ❑ Obtain Commission Approval to Award
 - ❑ Initiate pre-award audit

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Agency and external partners
(Relevant expertise/experience/knowledge)

Professional Services



Contract Procurement Process

Consultant Selection

- Prepare to Advertise
 - ❑ Develop selection schedule
 - ❑ Develop bid documents
 - ❑ Form Consultant Selection Committee
 - ❑ Obtain Commission approval to Advertise
- Advertise
 - ❑ Proposer's Conference
- Review/Evaluate/Rank
 - ❑ Technical Proposal
 - ❑ Interview
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Address questions, achieve equity goals and increase submittals

- ✓ Responsiveness
 - ✓ Reference Checks
 - ✓ Evaluate and Rank
- Sample Consultant Proposal Criteria:
- Knowledge and Understanding
 - Management Approach and Staffing Plan
 - Qualifications of the Proposer Firm
 - Schedule
 - Local Business Contract Equity Goals **
- **applicable to locally funded contracts only*

Caltrans requires 30 days from a completed package.

Professional Services



Contract Procurement Process

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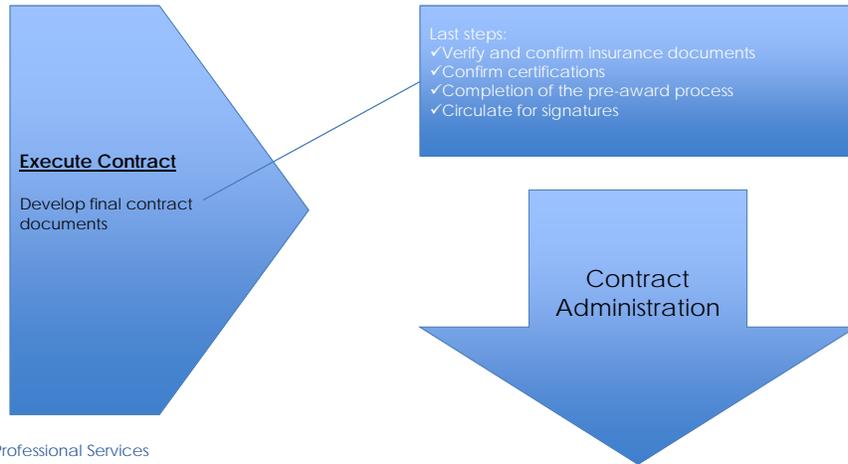
The Levine Act statement

precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract.

Professional Services



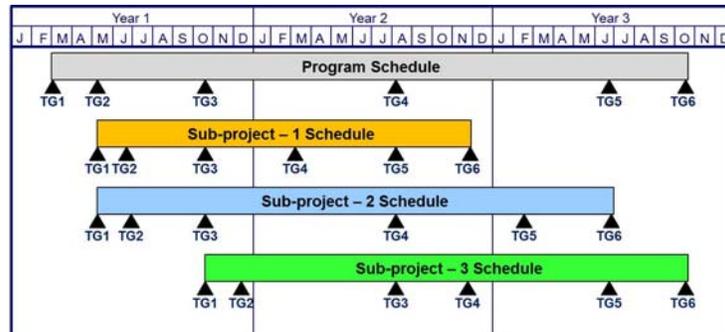
Contract Procurement Process



Professional Services

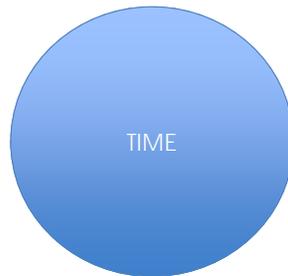


Contract Amendment Process



Time Amendment Considerations

- ✓ Will deliverables be compromised?
- ✓ Will funding be compromised?
- ✓ Are related costs within contract contingency?



Scope Amendment Considerations

- ✓ Funding source process constraints
 - *Scope included in initial procurement process*
 - *Ancillary in nature*
 - *Utilization impacts*
- ✓ Contract contingency implications



Budget Amendment Considerations

- ✓ "Do Nothing" evaluation
- ✓ Component reduction
- ✓ Use of other resources
 - *In-house staff*
 - *Other existing contracts, coops, MOU, etc.*
 - *Pursue a new contract*



Amendment Implementation

- ❖ Commission approval
 - *Levine Act Statements*

Tasks
Negotiations
Approval from funding agencies
Amendment preparation and execution

Questions

Deliver voter expectations
Enhance delivery excellence
Support local and small local businesses