



Request for Proposals

For

**Geotechnical & Structural Investigation and
Cost Estimate Updates for the
Alto Tunnel Study**

Submittals Due

on

May 26, 2016
4:00p

at

Department of Public Works
3501 Civic Center Drive, Room 304
San Rafael, CA 94903

History, Background & Project Drivers

History

The Alto Tunnel was built in 1884, is located in Marin County along the former Northwestern Pacific Railroad right-of-way and served as a single-track rail tunnel for nearly ninety years, connecting Corte Madera and Mill Valley. In 1958, there was a substantial upgrade to the northern portal, which remains intact and in good condition today. The tunnel remained open until 1971, when freight service ceased and substantial bulkheads were added at each portal to prevent entry. In 1975, a plug extending approximately 125 feet was added near the north end of the tunnel and in 1981, there was a collapse at the southern portal. The southern portal area was stabilized in 1982 with gravel and earth fill, which remains today. The tunnel is 16 feet wide, 20 feet high, and 2,172 feet long. The middle 1600-feet of the tunnel remains sealed off from both ends today and likely has the original redwood timber support system in place, though moisture and lack of ventilation have likely caused deterioration of the timbers and partial collapses in some areas.

Background

Many people have requested re-opening the Alto Tunnel for a bicycle and pedestrian transportation corridor. As a part of the development of their local plans, both the Corte Madera Bicycle Pedestrian Advisory Committee (BPAC) and the Mill Valley BPAC were in favor of the project. Neither the County, Mill Valley nor Corte Madera has committed to sponsoring and operating a pathway through the tunnel, but all have in the past expressed support for further feasibility study. This is important because for this to be a viable option, the County and both cities would need to support this project. However, nearby residents have expressed concerns with related impacts of having a well-used bicycle and pedestrian pathway through their neighborhood as well as impacts during reconstruction of the tunnel. There are also concerns with allowing the tunnel to continue to deteriorate and the possibility of further collapses.

Project Drivers

The Alto Tunnel is included in the 2008 Marin County Unincorporated Area Bicycle and Pedestrian Master Plan (Master Plan) as a priority project. Currently bicyclists use either Camino Alto or the U.S. 101 bike path via local neighborhood streets. Both of these routes involve climbing significant grades and the Camino Alto route serves high vehicle and bicycle volumes but does not have shoulders for much of its length. As discussed in the 2010 Mill Valley to Corte Madera Bicycle and Pedestrian Study, the reopening or reconstruction of the Alto Tunnel could provide an alternative to these two challenging on-street routes between the communities. This project involves surveying and mapping the Alto Tunnel corridor between Mill Valley and Corte Madera. While most of the corridor is in incorporated Mill Valley or Corte Madera, sections of the project are located within the unincorporated "Alto Area," which is situated at the northeast edge of Mill Valley. Furthermore, the County of Marin holds portions of the Alto Tunnel and its approaches and has an interest in its future use.

Marin County owns property on either side of the tunnel, and the railroad right-of-way has historically been regarded as a transportation corridor. Union Pacific Railroad Company retains portions of the tunnel as outlined in further detail in the Alto Tunnel Scoping Study Volume I, the Mill Valley to Corte Madera Bicycle and Pedestrian Corridor Study, and the Summary of the Alto Tunnel

Right-of Way Research conducted by the County in late 2015. The right of way study identified that immediate access to the tunnel through the southern portal is unlikely since that parcel and the underlying easement is in private ownership. We do not anticipate the current private property owner granting permission to access the tunnel from the south as they have not shown an openness towards the study process.

Since the 1970s, the County has had plans to include the tunnel as an element of the North-South Greenway that would run along the Northwestern Pacific Railroad right-of-way. There is currently a three-mile multi-use pathway, part of the North-South Greenway that extends from Sausalito through Mill Valley, terminating near the south portal of Alto Tunnel. The North-South Greenway continues north near the north portal of Alto Tunnel, through Corte Madera and Larkspur. Currently the right-of-way immediately adjacent to the tunnel portals has reverted into an unmaintained state and in cases has been encroached upon by surrounding property owners' yards and gardens.

In 2001, the County of Marin DPW commissioned the Alto Tunnel Scoping Study to determine the conditions inside the tunnel. Volumes I and II of the study showed that the conditions inside the tunnel vary, from structurally sound, to concrete plug, to stable but deteriorating, and fully collapsed, as described above. The study concluded that the most cost-effective method for completing Volume III of the study would be to bore through the concrete plug at the north portal of the tunnel to make visual inspection of the tunnel interior.

In 2008, the County of Marin DPW commissioned the Mill Valley to Corte Madera Bicycle and Pedestrian Study to evaluate three routes between the two communities, the two existing routes over Horse Hill and Camino Alto, and the Alto Tunnel. This study was funded with federal Nonmotorized Transportation Pilot Program funds and looked at each route without prioritization against the other. It provided conceptual level plans and cost estimates for the feasibility of reconstruction of the Alto Tunnel along with potential improvements to connecting pathways and intersections to accommodate an increase in use of the path and intersections should the Alto Tunnel ever reopen. Further questions on property right-of-way through the tunnel itself and the condition of the interior of the tunnel and prompted further study and evaluation.

Then, in 2013, the County commissioned the Alto Tunnel Study to conduct land surveying, mapping and property research as a first phase. This phase is now complete and the County is now ready to conduct the geotechnical evaluation with updated cost estimates. Because Volume III of the 2001 Alto Tunnel Study was never completed, the actual current condition of the tunnel is unknown. The last confirmed date of interior inspection was in 1982. Cost estimates for reconstruction of the Alto Tunnel prepared as part of the Mill Valley to Corte Madera Bicycle and Pedestrian Study were based upon these 1982 inspections, assumptions of how the tunnel conditions may have progressed since that time given the known collapses, as well as actual reconstruction costs of the similar CalPark Tunnel between San Rafael and Larkspur in opened in 2010.

Supporting Documentation Available

All supporting documentation, background documents and information, including past tunnel inspections and detailed drawings is available by link or download on the Nonmotorized Transportation Pilot Program website at www.walkbikemarin.org/documents.php or www.walkbikemarin.org/projects_alto.php

- Mill Valley to Corte Madera Bicycle and Pedestrian Corridor Study (2010)
- Marin County Unincorporated Area Bicycle and Pedestrian Master Plan
- Mill Valley Bicycle & Pedestrian Transportation Plan - January 2003 (2008 update to be adopted by Council in July)
- Town of Corte Madera Bicycle Transportation Plan – July 2001 (2008 update to be adopted by Council in June/July)
- Marin Countywide Plan
- Alto Tunnel Resources:
 - Alto Tunnel Scoping Study Volume I and Volume II
 - Corte Madera and Mill Valley Council Resolutions of support for the Alto Tunnel study
 - Alto Tunnel FAQs
 - Report on Funding Allocations for the Federal Nonmotorized Transportation Pilot Program
 - California Rails to Trails Projects information
 - Safe Routes Marin regarding the Alto Tunnel
- Rails to Trails “Tunnels on Trails”
- Greenbrae/Twin Cities Corridor Study materials
- Central Marin Ferry Connection materials
- Memorandum of Understanding for the Cal Park Hill Multi-Use Pathway Between County of Marin, City of San Rafael, City of Larkspur, and Twin Cities Police Authority

Description of Work

The County of Marin seeks a firm or team to conduct a geotechnical and structural investigation of the Alto Tunnel to determine the current general condition of the tunnel interior and to update cost estimates for reconstruction. A geotechnical and structural team with strong tunnel experience is required and must be detailed in your proposal. This contract has a 16% Disadvantaged Business Enterprises (DBE) goal.

1. Preliminary Assessment
 - i. Conduct a site reconnaissance
 - ii. Review aerial photographs, surveys, previous studies and maps of the area and other pertinent site related documentation.
 - iii. Prepare plans, specifications, and an engineer’s estimate to provide safe and adequate access into the tunnel interior, depending on the entry approach recommended (could be unmanned robotic or other technological options or phases of entry dependent on the interior conditions encountered). The plans will utilize previous studies, maps and other pertinent site-related documentation. The plans and specifications will be used to seek competitive bids from qualified contractors to construct this access into the tunnel, unless the

team or firm proposes to include this as an optional bid item. The plans shall incorporate creative uses of technology, as necessary and appropriate, to minimize disruption to the surrounding neighborhood in constructing and gaining access.

- iv. Provide all necessary plans, paperwork & coordination to obtain permits and permission from Union Pacific Railroad for entry along and to the rail right-of-way via the north portal as well as permits for construction activities associated with the tunnel access contract – including, but not limited to, temporary and/or permanent structures at tunnel portals and within the tunnel interior, dewatering, and material and equipment staging necessary for the construction.
 - v. Act as construction manager to manage the construction of access as defined in the plans and specifications.
 - vi. Provide an appropriate earth movement and existing structures monitoring plan to monitor potential settlement, subsurface movement, and/or vibrations resulting from work associated with tunnel access contract.
 - vii. Post and maintain informational signs in the area of work and provide a contact person to address questions and issues during all onsite work time periods.
2. Prepare a report that details the results of your investigation determining the structural condition of the tunnel subsequent to the construction of access. Identify any and all conditions that would relate to reconstruction of the tunnel in a future project. The report must also identify any geotechnical hazards that may exist on the exterior of the tunnel that would affect the reconstruction. The purpose of the geotechnical investigation is to determine the condition of the tunnel behind the backfill plug and within its interior in order to refine the cost estimates.
 3. Update Cost Estimates for Alto Tunnel Reconstruction: Building on the information from the real estate research and mapping from Phase I, and the information from the onsite geotechnical investigation of the tunnel, update cost estimates for reconstruction of the tunnel along with an option to shore up the tunnel sufficiently to prevent further collapses should the internal investigation reveal deterioration of the support systems. The collapse prevention cost estimates should clearly differentiate the areas of the tunnel under County easement holdings vs Union Pacific Railroad easement holdings. The purpose is to provide a greater confidence in the cost to reconstruct the tunnel than previously estimated and to decrease the contingency levels below 40% as previous estimates assumed.
 4. Presentations
 - i. The consultant team should assume attendance at, preparation of materials for, and presentation of findings at two (2) public meetings
 - ii. Provide final reports in electronic format (original source and Adobe PDF) for County files and use.

Qualifications

The Consultant or Firm shall be:

- A professional firm whose sole source of income is derived from the professional services they offer to the clients they represent.

- An independent professional consulting firm without any affiliation with contractors, suppliers, manufacturers, or any interest that could be construed as a conflict of interest to the proposed project.
- A professional firm that has experience in the design and administration of projects of comparable scope and size. The consultant should demonstrate successful and verifiable experience in providing such services for similar projects and for public sector clients.
- Candidates should demonstrate exceptional problem solving, interpersonal, and communication skills.
- If proposing to execute the tunnel pre-entry construction as part of the proposal, be a licensed, bonded, and insured contractor in the State of California for the level of work to be executed or provide relevant documentation on the firm you propose to do that work.

The selected consultant will hold a contract directly with the County of Marin and may subcontract out work to any other professionals needed to complete the effort. Marin County reserves the right to enter into separate contracts with consultants supplying specialized services, use qualified staff to provide services, or direct the integration of qualified staff into the project team. The County also reserves the right to reject any or all proposals and reissue another RFP if it so chooses. The consultant may be required to work with and coordinate efforts with other consultants under separate contracts.

Schedule

Issue RFP:	April 29, 2016
Pre-Submittal Meeting:	May 11, 2016, 3:00PM BOS Chambers
Submittals Due:	May 26, 2016 by 4:00PM
Selection:	June 2016
BOS:	July 2016

Proposed Fee

Proposals shall provide a not-to-exceed fee, including fee breakdown by task or milestone, including reimbursable expenses for the effort.

Proposal Validity

All consultant proposals constitute an offer to contract, which will remain open for a period of at least ninety (90) days from the date of receipt by the County.

Submittals

Please prepare and organize the proposal based on the requirements listed below. Responses should be brief, concise and address the above RFP elements. Submit five hard copies and one electronic copy.

Cover Letter:

A cover letter shall be provided transmitting the consultant proposal for consideration. The cover letter shall be signed by the person authorized to negotiate a contract for proposed services with the County of Marin on behalf of the firm/team.

Proposed Work Program Scope / Schedule / Hours Budget:

Provide a detailed description of tasks anticipated to provide the services outlined above and meet the project objectives. Description shall include:

- i. Identification of major tasks, or range of possible tasks, anticipated to complete project.
- ii. Estimated milestone delivery schedule, based on tasks identified herein.
- iii. Anticipated level of effort in terms of hours estimated to perform the services, identified above. Include information for anticipated level of effort for key staff members.

Due to the participation of federal funding, federal procurement guidelines will be followed. The consultant's attention is directed to the Department of Transportation's Local Assistance Procedures Manual, Chapter 3, "Project Authorization." A pre-award audit may be required prior to the release of federal funds. If necessary, the County will request that the Department of Transportation Audit and Investigation Department complete this Audit. The Consultant will be required to cooperate and provide the necessary information during this audit.

Proposal submittals should also include the following:

- For each firm's proposed consultant(s); describe history, expertise, and other narrative information important to making a selection.
- Resumes of the proposed key design team professionals.
- A summary of past experience as it relates to the requirements of this RFP. Include details for no more than three specific projects. Local projects of a similar size and complexity are preferred. Please provide contact information for reference(s) to each past project listed.
- Explicit acceptance of County's Professional Service Agreement terms including all insurance requirements. The Professional Liability Insurance deductible amount shall be provided.

All proposals, materials and documentation submitted shall be retained by and become the property of the County. The Proposer is responsible for all costs associated with responding to this RFP.

The County reserves the right to procure the services of an additional design consultant(s) to perform peer reviews of the selected contract design consultant's submitted work.

If the Proposer fails or refuses to produce the work, or any separable part thereof, as to insure that the items specified will not be completed and/or delivered within the time specified in the contract, the County may, by written 30-day notice to the Competition Consultant, terminate its right to proceed with the work or such part of the work as to which there has been a delay. The Proposer shall be liable to the County for any damages to the County resulting from the Proposer's failure or refusal to complete/deliver the items within the specified time.

Submissions and Inquiries

Submit five hard copies and one electronic copy of the proposal to the address listed below. All communications will be through email and directed to:

Carey Lando, Senior Project Planner
County of Marin
3501 Civic Center Drive, Room 304
San Rafael, CA 94903
clando@marincounty.org

Selection Process and Criteria

A DPW selection committee will review and evaluate submitted proposals and develop a short list for interviews (if deemed necessary).

The following criteria will be used to evaluate submittals:

- Experience and ability of proposed team
- Project experience – successful experience on similar projects
- Quality of RFP response

The selection committee will rank each firm and determine if interviews are necessary. DPW will select the highest-ranked Proposer and negotiate a final contract scope and cost. If the County is unable to reach an agreement with the selected Consultant, the County will proceed to negotiate with next highest-ranked Proposer.

General Conditions

The issuance of this RFP constitutes only an invitation to present responses. The County reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the RFP. The County reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. In the event that the RFP is withdrawn by the County for any reason, the County shall have no liability to any respondent for any costs or expense incurred with the preparation of this RFP or related work. The County reserves the right, at its sole discretion, to waive any irregularities or informality. The County may conduct interviews with any respondent it deems necessary.

The County of Marin reserves the right to reject any and all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses which, in the County's sole judgment, best meets the requirements of the project.

The County of Marin Professional Services Contract is attached to this RFP. By submitting a proposal without exceptions, the Proposer accepts all terms and conditions contained in that agreement. (If the attached Professional Services Contract has been revised by the County, the Consultant accepts all terms and conditions of the revised contract.)

Attachments

- County of Marin Professional Services Contract
- Prevailing Wage Rates
- Exhibit 10-O1, Local Agency Consultant DBE Commitment
- Exhibit 10-O2, Local Agency Consultant DBE Information
- Exhibit 15-H, DBE Information-Good Faith Efforts

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**REQUIREMENTS FOR CONTRACTORS
TO THE COUNTY OF MARIN
PREVAILING WAGE RATES**

Pursuant to Section 1773 of the Labor Code, the general prevailing wage rates for Marin County where the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wages are set forth in the General Prevailing Wage Rates for this project, available at the Department of Public Works. California Prevailing Wage Rates are also available at the State of California Division of Labor Statistics and Research website

<http://www.dir.ca.gov/DLSR/PWD/index.htm>. The Federal minimum wage rates for this project as predetermined by the United States Secretary of Labor are available at the following website <http://www.wdol.gov/dba.aspx>. Future effective general prevailing wage rates which have been predetermined and are on file with the California Department of Industrial Relations are referenced but not printed in the general prevailing wage rates.

If there is a difference between the minimum wage rates predetermined by the Secretary of Labor and the general prevailing wage rates determined by the Director of the California Department of Industrial Relations for similar classifications of labor, the Contractor and subcontractors shall pay not less than the higher wage rate. The Department will not accept lower State wage rates not specifically included in the Federal minimum wage determinations. This includes "helper" (or other classifications based on hours of experience) or any other classification not appearing in the Federal wage determinations. Where Federal wage determinations do not contain the State wage rate determination otherwise available for use by the Contractor and subcontractors, the Contractor and subcontractors shall pay not less than the Federal minimum wage rate which most closely approximates the duties of the employees in question.

A contractor or subcontractor shall not be qualified to bid on, be listed in a proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code. 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 Profession Code or by Section 10164 or 20103.5 of the Public Contract Code at the time the contract is awarded. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

EXHIBIT 10-01 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: _____ 2. Contract DBE Goal: _____
 3. Project Description: _____
 4. Project Location: _____
 5. Consultant's Name: _____ 6. Prime Certified DBE:

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	%
17. Local Agency Contract Number: _____ 18. Federal-Aid Project Number: _____ 19. Proposed Contract Execution Date: _____ Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.	IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required. 12. Preparer's Signature _____ 13. Date _____ 14. Preparer's Name _____ 15. Phone _____ 16. Preparer's Title _____		
20. Local Agency Representative's Signature _____		21. Date _____	
22. Local Agency Representative's Name _____		23. Phone _____	
24. Local Agency Representative's Title _____			

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – CONSULTANT PROPOSAL DBE COMMITMENT**CONSULTANT SECTION**

1. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
2. **Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
3. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc.).
4. **Project Location** - Enter the project location as it appears on the project advertisement.
5. **Consultant's Name** - Enter the consultant's firm name.
6. **Prime Certified DBE** - Check box if prime contractor is a certified DBE.
7. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
8. **DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
9. **DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
10. **DBE %** - Percent participation of work to be performed or service provided by a DBE. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
11. **Total Claimed DBE Participation %** - Enter the total DBE participation claimed. If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
12. **Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
13. **Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
14. **Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
15. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
16. **Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

17. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
18. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
19. **Proposed Contract Execution Date** - Enter the proposed contract execution date.
20. **Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
21. **Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
22. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
23. **Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
24. **Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

EXHIBIT 10-O2 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: _____ 2. Contract DBE Goal: _____
 3. Project Description: _____
 4. Project Location: _____
 5. Consultant's Name: _____ 6. Prime Certified DBE: 7. Total Contract Award Amount: _____
 8. Total Dollar Amount for ALL Subconsultants: _____ 9. Total Number of ALL Subconsultants: _____

10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
Local Agency to Complete this Section			\$
20. Local Agency Contract Number: _____	14. TOTAL CLAIMED DBE PARTICIPATION		%
21. Federal-Aid Project Number: _____			22. Contract Execution Date: _____
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.
23. Local Agency Representative's Signature _____	24. Date _____	15. Preparer's Signature _____	16. Date _____
25. Local Agency Representative's Name _____	26. Phone _____	17. Preparer's Name _____	18. Phone _____
27. Local Agency Representative's Title _____		19. Preparer's Title _____	

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

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INSTRUCTIONS – CONSULTANT CONTRACT DBE COMMITMENT**CONSULTANT SECTION**

- 1. Local Agency** - Enter the name of the local or regional agency that is funding the contract.
- 2. Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
- 3. Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc).
- 4. Project Location** - Enter the project location as it appears on the project advertisement.
- 5. Consultant's Name** - Enter the consultant's firm name.
- 6. Prime Certified DBE** - Check box if prime contractor is a certified DBE.
- 7. Total Contract Award Amount** - Enter the total contract award dollar amount for the prime consultant.
- 8. Total Dollar Amount for ALL Subconsultants** – Enter the total dollar amount for all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
- 9. Total number of ALL subconsultants** – Enter the total number of all subcontracted consultants. SUM = (DBEs + all Non-DBEs). Do not include the prime consultant information in this count.
- 10. Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
- 11. DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
- 12. DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and phone number, if the prime is a DBE.
- 13. DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
- 14. Total Claimed DBE Participation** - \$: Enter the total dollar amounts entered in the "DBE Dollar Amount" column. %: Enter the total DBE participation claimed ("Total Participation Dollars Claimed" divided by item "Total Contract Award Amount"). If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
- 15. Preparer's Signature** - The person completing the DBE commitment form on behalf of the consultant's firm must sign their name.
- 16. Date** - Enter the date the DBE commitment form is signed by the consultant's preparer.
- 17. Preparer's Name** - Enter the name of the person preparing and signing the consultant's DBE commitment form.
- 18. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 19. Preparer's Title** - Enter the position/title of the person signing the consultant's DBE commitment form.

LOCAL AGENCY SECTION

- 20. Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
- 21. Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
- 22. Contract Execution Date** - Enter the date the contract was executed.
- 23. Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
- 24. Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
- 25. Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the consultant's DBE commitment form.
- 26. Phone** - Enter the area code and phone number of the person signing the consultant's DBE commitment form.
- 27. Local Agency Representative Title** - Enter the position/title of the Local Agency Representative certifying the consultant's DBE commitment form.

EXHIBIT 15-H DBE INFORMATION —GOOD FAITH EFFORTS

DBE INFORMATION - GOOD FAITH EFFORTS

Federal-aid Project No. _____ Bid Opening Date _____

The _____ established a Disadvantaged Business Enterprise (DBE) goal of _____% for this project. The information provided herein shows that a good faith effort was made.

Lowest, second lowest and third lowest bidders shall submit the following information to document adequate good faith efforts. Bidders should submit the following information even if the “Local Agency Bidder DBE Commitment” form indicates that the bidder has met the DBE goal. This will protect the bidder’s eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a DBE firm was not certified at bid opening, or the bidder made a mathematical error.

Submittal of only the “Local Agency Bidder DBE Commitment” form may not provide sufficient documentation to demonstrate that adequate good faith efforts were made.

The following items are listed in the Section entitled “Submission of DBE Commitment” of the Special Provisions:

- A. The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

<u>Publications</u>	<u>Dates of Advertisement</u>
_____	_____
_____	_____
_____	_____

- B. The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

<u>Names of DBEs Solicited</u>	<u>Date of Initial Solicitation</u>	<u>Follow Up Methods and Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- C. The items of work which the bidder made available to DBE firms including, where appropriate, any breaking down of the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation was made available to DBE firms.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage Of Contract

- D. The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE:

Names, addresses and phone numbers of rejected DBEs and the reasons for the bidder's rejection of the DBEs:

Names, addresses and phone numbers of firms selected for the work above:

- E. Efforts made to assist interested DBEs in obtaining bonding, lines of credit or insurance, and any technical assistance or information related to the plans, specifications and requirements for the work which was provided to DBEs:

F. Efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate:

G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization	Method/Date of Contact	Results

H. Any additional data to support a demonstration of good faith efforts (use additional sheets if necessary):

NOTE: USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.