



# County of Santa Cruz

## DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060-4070  
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

THOMAS L. BOLICH  
DIRECTOR OF PUBLIC WORKS

### AGENDA: APRIL 9, 2002

March 28, 2002

SANTA CRUZ COUNTY BOARD OF SUPERVISORS  
701 Ocean Street  
Santa Cruz, California 95060

SUBJECT: REQUEST FOR PROPOSAL FOR SITE ASSESSMENT SERVICES FOR THE  
DEPARTMENT OF PUBLIC WORKS

Members of the Board:

The Department of Public Works, in the construction of road improvement projects and during general maintenance of the roadways, accumulates surplus excavated soil and slide (spoil) material that must be disposed of at an approved permanent location. Currently, the Buena Vista Landfill is the only location that is available to our department for disposing of the spoil material. However, because landfill space is limited, the development of alternative disposal sites are a high priority for the County. In addition, it will assist us in complying with state and federal environmental regulations on road improvement projects.

Attached for your consideration and approval is a copy of the proposed Request for Proposals to be distributed to consultants specializing in site assessment services. The Department of Public Works is requesting site assessment proposals to locate several sites throughout Santa Cruz County that can be purchased and used for disposing of spoil material.

The selected firm(s) will be contacted for interviews with Public Works staff, and when the final ranking of the consultants is complete, we will begin negotiations on the final Scope of Work and compensation. A final agreement will be presented to the Board of Supervisors in June 2002 upon successful completion of negotiations. Funding is available in the fiscal year 2001/02 road fund budget.

It is therefore recommended that the Board of Supervisors direct the Department of Public Works to begin distribution of the Request for Proposals for Site Assessment Services and return on or before June 25, 2002, with contract award for consideration by your Board.

Yours truly,



for -

THOMAS L. BOLICH  
Director of Public Works

CS:bbs

Attachments

RECOMMENDED FOR APPROVAL:



County Administrative Officer

Copy to: Public Works Department

SITE ASSESSMENT SERVICES FOR  
DEPARTMENT OF PUBLIC WORKS PROJECTS

0651

General Proposal Requirements

1. Description of services

The Department of Public Works, in the development of many of its road improvement and maintenance projects, produces excavated soil and slide material that must be disposed of at an approved permanent location. The first step is to locate potential sites throughout the county that are appropriate for this type of activity.

2. Scope of work

Performing site assessments to locate several sites throughout Santa Cruz County that can be purchased and used for disposing spoils that are produced from Public Works Projects.

3. Submittal

Three (3) copies of the proposal should be submitted no later than April 29, 2002  
Proposals shall be submitted to:

County of Santa Cruz  
Public Works Department  
701 Ocean Street, Room 410  
Santa Cruz, CA 95060

Director of Public Works  
Attention: Connie Silva

Provide the following note on the mailing label: "Site Assessment Services for Department of Public Works Projects."

4. Consultant selection shall be based on evaluation of the consultant's formal proposal. Evaluation criteria used to select the consultant will include, but not be limited to the following:

- a. Qualifications of the proposed consultant.
- b. Demonstrated understanding of the scope of work.
- c. Demonstrated capability to work with federal, state and local agencies, and alert the County to potential problems and alternative solutions.
- d. Past performance in similar projects related to cost control, quality of work and communication.
- e. Present workload of the consultant.
- f. Familiarity with County requirements and procedures for the type of work requested.
- g. Familiarity with various federal, state and local agencies administrative requirements and procedures for obtaining environmental permits.

5. Proposal Format

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The proposal shall include the following:

- a. Project Description - A narrative statement describing the consultant's understanding of the work and the County's needs, based upon the request for proposal and available information.
- b. Work Plan - A complete description of the services proposed and the firms standard hourly fee schedule.

6, Contract Agreement

The County intends to award a contract to the selected firm with compensation based on a force account payment (time and materials). Attention is directed to Section 9-1.03, "Force Account Payment," of the Standard Specifications, State of California, Department of Transportation. The consultant should review the contract agreement and be aware of the various requirements.

7. Compensation

The fee proposals will be opened after the proposals are ranked for comparative purposes. Contract negotiations will be conducted with the firms deemed most qualified. Contract negotiations will begin with the top ranked consultants. All applications will be notified of their ranking. Negotiations will include compensation on a time and material basis and staff assignments. Selection will be based on the review of qualifications and costs.

All cost proposals shall be subject to a pre-award audit and therefore all accounting procedures shall be in a format that conforms to Code of Federal Regulations (CRF) **48** Chapter 1, Part 31 and CFR 49, Part 18. These regulations shall be used to determine the allow ability of the individual items of costs and the administrative requirements for grants to local governments.