

CITY OF ELK GROVE DEPARTMENT OF PUBLIC WORKS

Request for Qualifications for On-Call Traffic Engineering and Transportation Engineering Professional Services ADDENDUM NO. 2 December 20, 2023

TO ALL PROSPECTIVE PROPOSERS:

Please incorporate the following revisions as part of the subject Request for Qualifications document for the subject Project.

1. Replace the first paragraph of section 6, Fee of the Request for Qualifications in its entirety with the following:

A separate 9"x12" sealed envelope containing a cost proposal, hourly rates and other applicable fees. Cost proposals shall conform to Attachment I – Sample Cost Proposal 2. Note: This information does not constitute a bid. Separating the cost proposal ensures an objective review of the SOQs before cost information is considered.

2. Replace Attachment I, Sample Cost Proposal 1, with the attached Sample Cost Proposal 2 in its entirety.

The City sends addendum electronically only.

PROPOSAL DUE DATE HAS NOT CHANGED

Approved By:	James Ashby, Traffic Engineer	Dated:	
Acknowledged By: _	Consultant's Signature	Dated:	
Consultant's Name	(Printed):		

The remaining provisions of the RFQ issued December 5, 2023, remain unchanged. In the event of a conflict between this addendum and the previous version(s), this addendum takes precedence.

ACKNOWLEDGEMENT OF ADDENDUM NO. 2 MUST BE INCLUDED WITH STATEMENT OF QUALIFICATION.

Attachment I: Sample Cost Proposal 2

SAMPLE COST PROPOSAL 2

(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allow Consultant		∃ Prime Consultant	🗆 Sub	consultant	□ 2 nd Tier Subconsultant
Project No	Contract No	Contract A	Amount \$		Date
For Combined Rate	Fringe Benefit % + General & Administr	ative %		=	Combined ICR%
		OR			
For Home Office Rate					
For Field Office Rate	Fringe Benefit % + General &Administr	ative %		=	Home Office ICR%
	Fringe Benefit % + General &Administr	ative %		=	Field Office ICR%
			Fee	=	<u>%</u>

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification ¹	Hou Straight ³	rly Billing Ra OT (1.5x)		Effective Date From	of Hourly Rate To	Actual or Avg. Hourly Rate⁴	% or \$ Increase	Hourly Range - for Classifications Only
John Doe – Project Manager *	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
Civil Engineer II	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
-	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Sue Jones – Construction	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
Engineer/Inspector	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
Engineer I	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Buddy Black – Claims Engineer	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		Not Applicable
Engineer III	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	
Land Surveyor **	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	\$00 - \$00
Technician	\$0.00	\$0.00	\$0.00	01/01/2016	12/31/2016	\$0.00		\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2017	12/31/2017	\$0.00	0.0%	\$00 - \$00
	\$0.00	\$0.00	\$0.00	01/01/2018	12/31/2018	\$0.00	0.0%	\$00 - \$00

(Add pages as necessary)

NOTES:

- 1. Key personnel <u>must</u> be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
- 2. The cost proposal format shall not be amended.
- 3. Billing rate = actual hourly rate * (1 + ICR) * (1 + Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.
- 4. For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

SAMPLE COST PROPOSAL 2

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)

(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant		D	Prime Consu	ultant 🗆 S	ubconsultant
Project No	Contract No.	Contract No I			
SC	HEDULE OF OTHER DIRECT	COST ITEM	S (Add addi	itional pages	as necessary)
Desc	ription of Item	Quantity	Unit	Unit Cost	Total
-					
2					
Subconsultant 1:		du	*2		

Subconsultant 2:	
Subconsultant 3:	
Subconsultant 4:	
Subconsultant 5:	

Note: Add additional pages if necessary.

NOTES:

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

- 7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
- 8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
- 9. The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
- 10. Add additional pages if necessary.
- 11. Subconsultants must provide their own cost proposals.

SAMPLE COST PROPOSAL 2

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

- 7. Generally Accepted Accounting Principles (GAAP)
- 8. Terms and conditions of the contract
- 9. Title 23 United States Code Section 112 Letting of Contracts
- 10. <u>48 Code of Federal Regulations Part 31</u> Contract Cost Principles and Procedures
- 11. <u>23 Code of Federal Regulations Part 172</u> Procurement, Management, and Administration of Engineering and Design Related Service
- 12. <u>48 Code of Federal Regulations Part 9904 Cost Accounting Standards Board</u> (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Prime Consultant or Subconsultant Certifying:

Name:	Title*:
Signature:	Date of Certification (mm/dd/yyyy):
Email:	Phone Number:
Address	

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract: