



**CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION & DEVELOPMENT
651 Pine Street, N. Wing - 4th Floor
Martinez, CA 94553
Telephone: 335-1290 Fax: 335-1300**

TO: Interested consultants

FROM: John Greitzer, Senior Transportation Planner

DATE: March 25, 2010

SUBJECT: **Summary of questions and answers from SR 239 pre-submittal meeting**

This memorandum provides a listing of the questions that were asked and responses to those questions. This memorandum will be posted on Contra Costa County's planning website, www.cocoplans.org.

After the *summary of questions and answers*, there is a *list of the consultants who attended* a pre-submittal meeting on March 23, 2010 in Brentwood, and a *summary of the presentation* from that meeting that was provided as a handout at the meeting.

Question 1: Can consultants use 11-by-17 pages in their submittals of statements of qualifications, and if yes, does it count as 1 page or more than 1 page?

Answer: Consultants can use 11-by-17 pages and they will count as 1 page.

Question 2: Would a cover letter and a table of contents count against the 15-page limit?

Answer: No.

Question 3: Are references required only for the key team members, as opposed to all of the staff people in a firm who might have some role in the project?

Answer: References are required only for the key project personnel.

Question 4 For the descriptions of three projects required in the Request for Statements of Qualifications, does this mean three examples for each team member?

Answer: Item 4 on page 7 of the Request for Statements of Qualifications requires descriptions of three projects for the prime consultant and for the subconsultant firms. This refers to the firms, not the individuals. If you are submitting as part of a team, and your team includes a lot of firms, you can provide brief, less detailed descriptions of projects for firms you anticipate will have a minor role in the project.

Question 5: The Request for Statements of Qualifications asks consultants to review the County's standard contract, but the contract itself was not provided. How can consultants perform the required review?

Answer: *This requirement is now deleted* (it was item 8 on page 7 of the Request for Statements of Qualifications). Review of the County's standard consulting contract will be part of the Request for Proposals (RFP) package later in the process. We regret the inconvenience on this item.

Question 6: On page 3 of the RFQ there is a reference to a State Route 4 Corridor Study from 1997. Where can consultants obtain a copy of it?

Answer: The State Route 4 Corridor Study (Caltrans District 4, November 1997) is available for reading at Contra Costa County's Department of Conservation and Development in Martinez. Please contact John Greitzer at (925) 335-1201 or john.greitzer@dcd.cccounty.us to make arrangements to come in and review the document. Alternatively, if your company has an ftp site, you can request that we upload the document to your ftp site (again contact John Greitzer for this). The electronic version of the document can be uploaded to ftp sites but is too large a file to e-mail.

Question 7: Does Contra Costa County certify Disadvantaged Business Enterprises (DBEs) and Underutilized Disadvantaged Business Enterprises (UDBEs)? If they do, where can interested consultants get a list of them?

Answer: No. A list of certified DBEs and UDBEs is maintained online by the

California Unified Certification Program. Information regarding how to access and query the database of DBE/UDBE firms is documented on page 3 of the "Consultants UDBE Good Faith Effort Booklet" which was distributed as Attachment 6 in the RFQ package. Questions specific to querying the website can be addressed to John Pulliam in the Contra Costa County Public Works Department at (925) 313-2165. Questions regarding the overall UDBE/DBE Good Faith Effort should be directed to the number on the cover of the booklet in Attachment 6 (Contra Costa County Affirmative Action Office), (925) 335-1045.

Question 8: Will the consultants who work on Phase 1 of the State Route 239 Project be precluded from bidding on future phases?

Answer: No.

Question 9: Of the 50-plus stakeholders mentioned by County staff at the pre-submittal meeting, are these all agencies, or a mix of agency and non-agency?

Answer: The stakeholders are a mix of government and non-government organizations including business, community, environmental and other interest groups.

Question 10: Has Contra Costa County discussed this project with Caltrans?

Answer: Yes.

Question 11: Which individuals at Caltrans has the County has spoken with?

Answer: The Caltrans individuals with whom the County has been in contact include Lee Taubeneck, Katie Benour, Erik Alm and others at District 4, and Ken Baxter at District 10.

Question 12: There were not enough copies of the summary handout at the pre-submittal meeting. Will County staff e-mail copies of these to consultants who didn't get them?

Answer: Yes. The summary handout has been e-mailed to all consultants who attended the pre-submittal conference. It also will be posted on the

County's website along with this memorandum.

Question 13: Will the County distribute the attendance list from the pre-submittal meeting?

Answer: Yes. The attendance list has been e-mailed to all consultants who attended the pre-submittal conference. It also will be posted on the County's website along with this memorandum.



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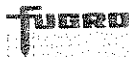
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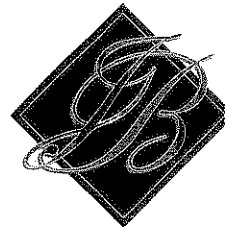
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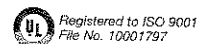
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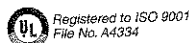
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State Route 239

Pre-submittal conference for consultants

Contra Costa County

- Department of Conservation and Development
- Public Works Department

March 23, 2010

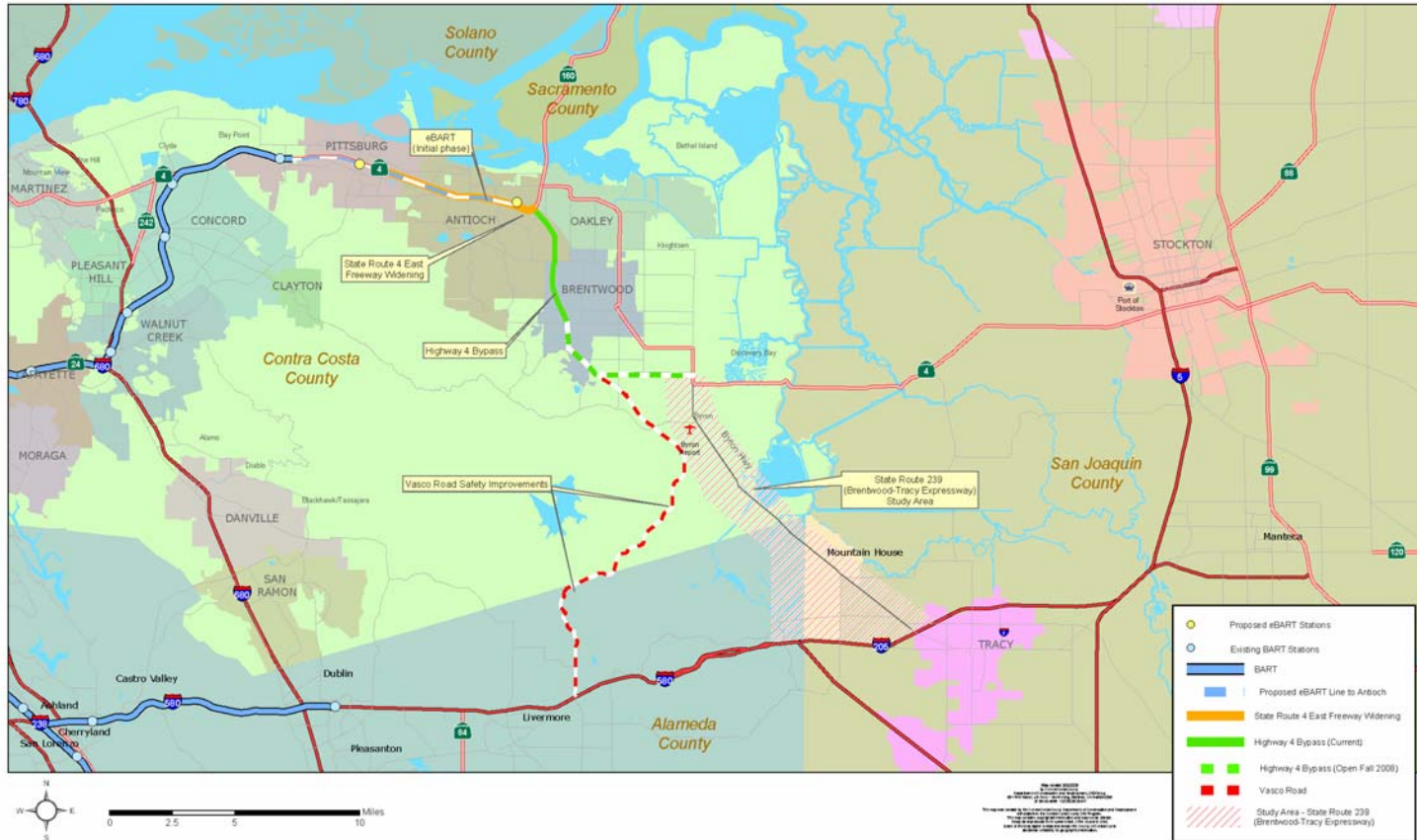
State Route 239 Project

- Highway to connect SR 4 in Brentwood area with I-205 or I-580 in Tracy area
- Listed as future state highway for decades
- Why do we need it?
 - Traffic circulation network limited in southeast CC
 - Our only 2 links with the Central Valley are two 2-lane undivided rural roads—high % of truck traffic
 - Truck traffic disruptive to Byron and slows traffic for motorists
 - Potential congestion relief for I-580
 - Economic development at Byron Airport, elsewhere

Map of 239 Study Area (preliminary—subject to revision)



State Route 239 Planning Area



SR 239 Project Phases

- **Phase 1 – Planning – *about to begin***
 - Collaborate and work with San Joaquin and Alameda Counties, cities, transportation agencies, others
 - Stakeholder ID and outreach
 - Data gathering (land use forecasts, traffic, trucks, etc.)
 - Feasibility study: alternative routes, funding strategies, design options, environmental constraints, costs, etc.
 - Identify preferred route, develop Caltrans-style Project Study Report
- **Phase 2 – Environmental Analysis** (per state and federal law)
- **Phase 3 – Project Development**
 - Engineering & Design
 - Right-of-way (land assembly)
 - Construction (as funding becomes available)

The Phase 1 (Planning) project – skills needed

- Range of skills identified in the Request for Statements of Qualifications:
 - Technical transportation analysis (demand modeling, O-D surveys, highway design, transit analysis, etc.)
 - Compiling local govt data on growth and development plans, near and long term
 - Facilitation of public meetings with lots of stakeholders
 - Experience with multi-county, inter-regional projects
 - Public opinion polling
 - Familiarity with Caltrans procedures for planning, PSRs and developing highway projects
 - Knowledge of highway funding and delivery strategies

Consultant selection process

- Request for statements of qualifications (due 4:30 p.m. on April 13)
- Selection panel will review statements, develop short list by late April
- Send short list a request for proposals (1st week of May)
- Proposals tentatively due June 9
- Selection panel reviews proposals, interviews and selects consultant
- Consultant team under contract to Contra Costa County by approximately July 1

Submit proposals to:

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