



## **TEHAMA COUNTY PUBLIC WORKS**

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[HTTP://WWW.TCPW.CA.GOV](http://www.tcpw.ca.gov)

# **REQUEST FOR PROPOSALS**

## **LAKE CALIFORNIA DRIVE IMPROVEMENT PROJECT**

(Federal Project: HSIPL-5908(106); County Project: 2037191)

### **PROPOSALS ARE TO BE SUBMITTED TO:**

Tom Provine, Interim Public Works Director  
Attn: Lake California Drive Improvement Project  
Tehama County Public Works  
9380 San Benito Avenue  
Gerber, CA 96035

### **SUBMISSION DUE DATE:**

No later than 4PM (PST)  
6/12/26

### **QUESTIONS MAY BE DIRECTED TO:**

Blake Rampey  
(530)385-1462  
[rrampey@tcpw.ca.gov](mailto:rrampey@tcpw.ca.gov)

## **I. INTRODUCTION**

Tehama County Department of Public Works is soliciting proposals from qualified engineering firms to provide engineering and environmental services for the realignment and widening of the Lake California Drive (LCD), located east of Interstate 5 in proximity to the Bowman Road interchange, in northern Tehama County, California. The County intends to select one (1) firm for performance of the Scope of Work described below.

Tehama County is located approximately midway between Sacramento and the Oregon border and has an estimated population of 65,000. It covers about 2,950 square miles and is bordered by the Counties of Butte, Glenn, Trinity, Shasta, and Plumas.

The project includes federal, state, and local funds. The firm selected should have previous experience working with county government and prevailing wages. Consultants performing work for which prevailing wage rate requirements apply must be registered with the State of California Department of Industrial Relations as a Public Works Contractor. Proof of registration must be submitted prior to commencing work. Register with the Department of Industrial Relations online at: <https://www.dir.ca.gov/Public-Works/Contractor-Registration.html>

## **II. PROJECT DESCRIPTION AND BACKGROUND**

LCD is a 3-1/2 mile long, two-lane road that serves the Lake California residential subdivision. The subdivision has a population of approximately 3,800 residents, with a current ADT of about 8,600. It is a Major Collector that serves as the only ingress and egress to the community and is the primary evacuation and emergency access route for fire, flood, and other hazards. This project will realign and widen LCD from the Caltrans ROW line west of the Main Street/Bowman Road/I-5 interchange to the end of County Right-of-Way, approximately 370 feet west of the gated entrance to the Lake California subdivision. Permanent ROW acquisition for roadway improvements will include 120-ft wide corridor to accommodate utility relocations, a Class 1 Bike Path, two 12-ft lanes with 6-ft shoulders, and standard clear recovery zones. Additional ROW acquisition will be necessary to relocate portions of the Anderson Cottonwood Irrigation District (ACID) canal that conflicts with the improvements.

The County secured \$6 million in Congressionally Directed Spending (CDS) and is integrating multiple funding sources, including CDS, State Transportation Improvement Program (STIP), Congestion Mitigation and Air Quality (CMAQ), and Active Transportation Program (ATP) funds to fully fund the project. Previously, the County received approval of Highway Safety Improvement Project (HSIP) funds to improve four segments of Lake California Drive with curve delineation, pavement treatments, and limited clear-recovery zone clearing. Construction is proposed to be funded with \$21,926,362 in BUILD funding, \$9,713,638 in other federal funding (including from an HSIP award, CMAQ award, and Congressional Discretionary Spending (CDS)), paired with \$3,002,000 in non-federal funding including STIP programming and toll credits. The BUILD funding obligation deadline is 9/30/2030.

Work completed to date for the HSIP project includes a vehicle mounted LiDAR survey, supplemented with topographical and control surveys, 100 feet left and right of LCD from 0.25 miles south of Main Street south to the end of County Right-of-Way. The County has completed 60-80% plans for the HSIP work, and a NEPA Categorical Exclusion determination for that work has been made by Caltrans. ROW authorization for the HSIP project has been issued. In November 2025, the HSIP Committee granted the County's request to reprogram

the remaining HSIP PE and ROW funds into the CON phase in FY 2028/29. The environmental approval and ROW Authorization allow certain ROW and Final Design activities to proceed while the environmental documents are being prepared for the final improvements of this project.

Preliminary Engineering and Right-of-Way funding is currently programmed in Fiscal Year 2026-2027. Construction funding is currently programmed in Fiscal Year 2029-2030.

County as-built drawings, grant applications, and work previously completed can be downloaded at: [5908\(106\) Lake California Dr](#)

### **III. SCOPE OF WORK**

#### **General**

The selected Consultant will provide all staff, services, equipment, materials, transportation, and labor to complete the scope of work. The County may expand or refine the Scope of Services during contract negotiation with the selected Consultant, incorporating their experience, expertise, and method of approach. All work performed by the Consultant shall conform to the requirements of the Caltrans Local Assistance Procedures Manual (LAPM) dated January, 2026.

Proposals must consider and include all services needed to deliver a shovel-ready project including environmental approval, engineering design, temporary and permanent ROW acquisition, utility coordination and relocation, geotechnical investigations, hydraulic and drainage analysis, preparation of construction documents, and preparation of regulatory permit applications. The delivered project must be ready to advertise for public bid.

The services to be provided include, but are not limited to, the following:

#### **TASK 1 - Project Management and Coordination**

The County will serve as the contract manager and direct liaison between Consultant and Caltrans Division of Local Assistance. Consultant will be responsible for project management activities throughout the life of the contract for an anticipated duration of 36 months. The scope of activities includes but is not limited to: Managing the contract schedule, scope, and budget; coordinating and being responsible for scheduling virtual project delivery team meetings and distributing meeting notes; managing and maintaining the project delivery schedule showing key delivery dates, project milestones, and task durations; field reviews as needed; tracking action items for the County and sub-consultants; development and implementation of a Quality Assurance/Quality Control Plan, and preparing progress reports describing work performed, work anticipated, and project issues.

Deliverables:	Quality Assurance/Quality Control Plan
	Quarterly Project Development Team Meetings
	Quarterly Project Delivery Schedule
	Quarterly Progress Reports

## TASK 2 - Environmental Approval and Permitting

**Task 2.1** - Consultant will prepare the Caltrans PES form, develop APE mapping, complete the environmental review, perform required technical studies to satisfy NEPA and CEQA requirements, and prepare the required NEPA and CEQA documents for the final improvements. The County anticipates that the NEPA document will be a Categorical Exclusion with technical studies and that the required CEQA document will be Mitigated Negative Declaration.

Technical studies to satisfy NEPA are expected to include:

- Traffic - Technical Memorandum
- Noise - Technical Memorandum (Discussing both Construction and Traffic Related)
- Water Quality - Technical Memorandum
- Hazardous Waste – Amendment to include entire roadway
- Floodplain – Location Hydraulic Study/ Floodplain Evaluation Report Amendment to include the entire roadway
- Biological Resources – Natural Environment Study, Minimal Impact
- Wetlands – Delineation and Assessment
- Invasive Plants (Addressed in NES, MI)
- Visual Resources – Moderate VIA
- Farmlands – Technical Memorandum
- Cultural Resources – APE, HPSR, ASR, HRER

The Consultant will facilitate one (1) open-house format public meeting to provide project related information and gather community input and prior to the adoption of the NEPA and CEQA documents. The Consultant will provide environmental documentation and other project details for the proposed final project on up to 12 poster board size displays for review and comment. The County will coordinate meeting announcements and provide meeting facilities.

Deliverables:	Public Meeting
	NEPA and CEQA Documents

**Task 2.2** - The Consultant will provide complete application packages for all required regulatory permits, including any necessary corrections and revisions as required by the governing regulatory agency. Regulatory application efforts are expected to include: ACOE Section 404, RWQCB Section 401, CDFW Section 1600 regulations.

Deliverable:	Final Regulatory Permit Applications
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## TASK 3 - Project Design

Consultant will prepare the plans, specifications, and estimates for the roadway, grading, drainage, relocation of ACID canal improvements, and all other related

improvements, in accordance with County Standards, AASHTO “A Policy on Geometric Design of Highways and Streets”, Caltrans’ “Highway Design Manual”, and Caltrans’ “Standard Specifications”. The Consultant will coordinate directly with the Anderson Cottonwood Irrigation District to develop road crossing and relocation improvement plans for the ACID facility.

**Task 3.1** - Consultant will sufficiently develop the project design and geometric improvements to allow for the environmental analysis under Task 2.1, determine preliminary temporary and permanent ROW needs, and prepare a draft Project Report. Geometric improvements are expected to be limited to horizontal and vertical curve corrections.

Deliverables:	Geometric Improvement Recommendations Report
	35% Plans
	Preliminary Cost Estimate
	Draft Project Report

**Task 3.2** - The Consultant will prepare a full set of detailed roadway and civil plans will be prepared including, but not limited to:

- Title Sheet and Location Map
- Typical Section Sheets
- Survey Control Plan
- Layout Sheets (w/Utilities and Fencing)
- Profiles/Superelevation Sheets
- Grading Plans
- Drainage Plans
- Utility Plans
- ACID Crossing and Relocation Plan Sheets
- Construction Details
- Construction Staging and Traffic Handling Plan Sheets
- Pavement Delineation and Sign Plans
- Tree Removal Plans
- Quantity Sheets
- Water Pollution Control/Erosion Control Plans

(Total estimated number of sheets = 172)

The Consultant will calculate construction quantities in accordance with standard Caltrans practice and specifications and prepare a construction cost estimate for the project. The construction cost estimate will be prepared using the latest Caltrans Cost Data.

An independent review of all plans and quantities for quality control and constructability shall be performed by a licensed engineer that has not been involved in the development of the project.

The Consultant will prepare the Important Special Notice, Notice to Bidders, Bid Item List, Standard Plans List, Special Provisions, and Revised Standard Specifications using the latest Caltrans Standard Specifications and Standard Special Provisions.

All 65%,95% and Final files will be provided to the County in pdf format. Copies of the 95% Bid Item List, Standard Plans List, Special Provisions, and Revised Standard Specifications will be provided to the County in Microsoft Word format. A copy of the final Important Special Notice, Notice to Bidders, Bid Item List, Standard Plans List, Special Provisions, and Revised Standard Specifications will be provided to the County in Microsoft Word Format. A copy of the final electronic design files will be provided to the County in AutoCAD format.

Deliverables:	Draft 65% Plans and Estimate
	Draft 95% Plans Specifications and Estimate
	Final PS&E and Contract Documents
	Quality Control Check

#### **TASK 4 - Surveys and Mapping**

The Consultant will be responsible for reviewing existing survey data, additional data collection to supplement and address deficiencies found in existing data, and mapping and surveying necessary for preliminary engineering design, cost estimates, and Right-of-Way requirements.

The County does not have complete ROW mapping for Lake California Drive. Portions of the ROW are presumed to be prescriptive. The Consultant will examine existing Caltrans ROW mapping, available County ROW mapping, Title Reports, and consider the alignment of the existing road, and locations of existing fencing, to prepare legal descriptions of the existing roadway ROW boundaries and existing prescriptive roadway easements.

Based on the survey methods used to collect the existing topographic data, the Consultant is encouraged to examine the existing data to determine its usefulness.

Deliverables:	Topographic Mapping
	Legal Descriptions

#### **TASK 5 – Geotechnical Investigations**

The Consultant will provide geotechnical services for the project and prepare a Geotechnical Report. The Consultant will perform the necessary studies to develop R-Value and earthwork slope recommendations. Subsurface conditions will be determined from samples taken at a minimum of 12 locations, approximately 1,000-1,500-foot intervals.

Deliverables: Geotechnical Report

## **TASK 6 – Right-of-Way**

**Task 6.1 Utility Coordination** - Consultant will provide Utility Coordination and Relocation services related to conflicting utilities located within the project footprint. Utility Coordination and Relocation services will be provided in accordance with Caltrans Local Assistance Procedure Manual (LAPM) and Chapter 14 – Utility Relocations. Services may include conflict determination; obtaining owner’s as-built drawings; positive location of existing facilities; conflict analysis and prior rights review; attendance and participation in project meetings with engineers and utility owners; provide liability determination; preparation of replacement easements; Caltrans Local Assistance Procedures Manual required documents. The Consultant will provide “A” letters, and 35% improvement plans to County for submittal to the utility companies. The Consultant will provide “B” and “C” letters, with 65% and 100% plans, to the County for submittal to the utility companies, as well as conflict maps, complete Caltrans Utility Information Sheet and Reports of Investigation. The County will negotiate with ACID as needed for approval of ACID road crossing and relocation improvements.

Deliverables: “A” Letters  
 Conflicts Maps  
 “B” Letters  
 “C” Letters  
 Caltrans Utility Information Sheet  
 Caltrans Reports of Investigations

**Task 6.2 Right-of-Way Engineering** - Consultant will review right-of-way records and establish necessary right-of-way requirements for the entire alignment. Right-of-Way requirements will be delineated, exhibits produced, and the legal descriptions composed for all Right-of-Way requirements including Rights-of-Way in fee, utility, slope drainage, and temporary construction easements. It is anticipated that temporary and permanent acquisitions from up to 29 parcels will be required for the project.

Deliverables: Acquisition Index Map  
 Aerial Acquisition Exhibits  
 Title Reports  
 Plat Maps  
 Legal Descriptions

**Task 6.3 Right-of-Way Acquisition** - Consultant will perform all ROW appraisal and acquisition activities in conformance with Caltrans’ Local Procedures Manual Chapter 13 Right of Way, dated January 2026. It is anticipated that temporary and permanent acquisitions from approximately 29 parcels will be required for the project.

**Task 6.3.1** - The Consultant Appraiser will prepare Summary Appraisal Reports, provide an independent written review of all appraisal reports for each property, and provide final appraisal reports to County for review and approval.

Deliverables: Appraisal Reports

**Task 6.3.2** - Following the County's approval of the appraisal reports, the Consultant Acquisition Specialist will be responsible for "good faith negotiations" with property owners for the purchase of ROW based on values established in the reviewed and approved appraisals. The County's standard Right-of-Way agreement will be used. Administrative Settlements will be prepared with County's approval and coordination with County staff. When necessary, Resolution of Necessity preparation and Eminent Domain proceedings assistance will be provided to County Council. Notary services related to the signing of acquisition documents will be provided, and escrows will be coordinated with the County's selected title company. Consultant will maintain complete files for each parcel and prepare all ROW forms.

Deliverables: Caltrans Right-of-Way Certification

**TASK 7 – Hydrology and Hydraulics**

As part of the PA&ED phase the Consultant will complete all necessary hydrology and hydraulics analyses, studies, and reports. If parts of the roadway are determined to be located in a floodplain, preparation of a Summary Floodplain Encroachment Report and a Floodplain Evaluation Report will be required.

Deliverables: Drainage Report  
 Summary Floodplain Encroachment Report  
 Floodplain Evaluation Report.

**TASK 10 – Local Assistance Request For Authorization**

The Consultant will prepare the Request for Authorization for Construction for use by the County.

**TASK 12 - Construction Assistance**

The County will require the assistance of Consultant during the construction phase. A contract amendment will be issued for services during construction.

**IV. TENTATIVE SCHEDULE**

The tentative selection time schedule is as follows:

Advertise RFP .....May 21, 2026  
 All Questions Due .....June 2, 2026  
 Proposals Due ..... June 12, 2026 (no later than 4PM)  
 Award Agreement ..... July 14, 2026

## V. **PROPOSAL FORMAT REQUIREMENTS**

The proposal shall include, at a minimum, the following information presented in a clear and concise format. Information provided should demonstrate the Proposer's competence and qualifications for the satisfactory performance of the services outlined in the "Scope of Work" in this Request for Proposals. The submittal includes a cover letter, proposal and additional forms as described in the RFP. The County appreciates quality over quantity with respect to a proposal.

### 1. **Document Format:**

The proposal (excluding any attachments, transmittal, and resumes) shall not exceed 30 single sided 8 1/2" x 11" pages and be single spaced 11-point font with one-inch margins. Graphics may be smaller but must be legible or will not be considered.

### 2. **Cover Letter:**

Please include a cover letter confirming your firm's interest and commitment to providing the requested services. The cover letter shall not exceed two pages. A statement that the proposal is valid for 90 days after receipt must be included in the letter. Please include the firm's name, address, phone, and email. The person authorized by the firm to negotiate a contract with the county must sign the cover letter. Address the cover letter to:

Tom Provine, Interim Public Works Director  
 Attn: Lake California Drive Improvement Project  
 Tehama County Public Works  
 9380 San Benito Avenue  
 Gerber, CA 96035

### 3. **Consultant's Understanding, Qualifications, and Experience:**

#### **EXECUTIVE SUMMARY:**

Summary of the firm's contact information, brief description of firm history and experience with local, state, and federal agency projects, and general understanding of this project, which shall include the following:

- Firm Name, Address, and person authorized to represent the Firm
- Brief Introduction and history of Firm
- General understanding of the scope of this solicitation

#### **PROJECT UNDERSTANDING AND WORK PLAN:**

This section should outline the Consultant's basic understanding of the project, identify key issues, and describe the work plan to deliver the project. Please include the following information as it relates to the project:

- Understanding and general approach to the project
- Disciplines necessary to deliver the project
- Knowledge of project environmental and permit requirements
- Knowledge of project Right-of-Way and Utility requirements
- Key challenges of the project

- Identification of the project team and roles and responsibilities of each team member
- Work Plan and Scope of Work to deliver the project
- Project delivery schedule – Provide Gant Chart Style Project Delivery Schedule for all phases of the project

#### PROJECT EXPERIENCE:

Proposers shall describe three similar local agency projects for which services similar to the scope of work described herein were provided. The County will only consider proposals from Proposers that demonstrate they have successfully provided services in compliance with LAPM Chapters 6, 8, 12, 13, 14, and 15. These projects must illustrate the quality, type, and past performance of the project team. Please include the following information, as applicable, for each reference:

- Contracting agency
- Date of project delivery
- Scope, Engineer's Estimate verses Low Bid, and Duration of Project Development
- Key Personnel and Responsibilities

#### REFERENCES:

List of a minimum of three (3) previous client references.

#### **4. Resumes:**

Provide resumes with qualifications and experience of the proposed team that will be available to provide the requested services. (Resumes are not counted against the proposal page limit.)

#### **5. Organizational Chart:**

Provide an organizational chart that shows anticipated staffing for the work. Identify all positions available for the work described and their responsibility. (Organizational chart is not counted against the proposal page limit.)

#### **6. Acknowledgement:**

Provide acknowledgement regarding your acceptance of the County's standard Consulting Services Agreement (Attached) conditions including indemnification and insurance provisions.

#### **7. Certifications:**

Proposals shall include a completed "Exhibit 10-Q – Disclosure of Lobbying Activities".

(Acknowledgement, and "Exhibit 10-Q – Disclosure of Lobbying Activities" are not counted against the Proposal page limit.)

#### **8. Submittal:**

Three hard copies and one searchable PDF format electronic copy (saved on a USB flash

drive) of the Proposal package, are due at the County Public Works office no later than the time and date specified on the cover of this RFP. Late proposals will not be accepted.

**9. Disadvantaged Business Enterprise (DBE) Program:**

The DBE Goal established for this contract is 0%.

**10. Cost Proposal**

A cost proposal shall be submitted in a separate, sealed envelope. The cost proposal shall follow the format of **the attached Sample Cost Proposal**, and include a detailed cost breakdown of: wage direct labor costs, indirect costs, general administration costs, other direct costs, sub-contractor costs, net fee or profit, and wage escalation.

The total amount payable to the Consultant will not exceed the amount approved by the Tehama County Board of Supervisors. The method of payment will be actual cost plus fixed fee.

**VI. METHOD AND CRITERIA FOR SELECTION**

All proposals will be reviewed by a selection committee using a ratings matrix to select the Consultant. The selection process will be based on an evaluation of the proposals as they pertain to providing engineering and environmental services for the development of the **Lake California Drive Improvement Project**, (Federal Project: HSIPL-5908(106), County Project: 2037191). The primary criteria for selection of the successful Consultant are as follows:

**EXECUTIVE SUMMARY:**

**6 points**

- Point of Contact Identified
- Firm's background and experience is relevant
- Understanding of Request for Proposals scope

**STAFFING AND WORK PLAN:**

**100 points**

- Understanding of the project
- Knowledge of project environmental and permit conditions
- Knowledge of project's temporary and permanent Right-of-Way requirements
- Knowledge of project utility relocation requirements
- Knowledge of project challenges
- Project team is clearly identified
- Project team includes appropriate disciplines
- Project team roles and responsibilities are clearly identified
- Adequacy of project delivery schedule
- Approach to deliver the Scope of Work

**PROJECT EXPERIENCE: 30 points**

- Local Agency road project experience demonstrated
- Work compiled with Caltrans Local Assistance Procedures Manual
- Key personnel involved in projects

**REFERENCES: 20 points**

- References listed are relevant to the work required for this project
- References listed similar project experience to the work required for this project

Total Possible Points: **156 points**

It is the County's intent to select the firm with the best qualifications and most favorable overall to the County's interests. This determination will be made by the County at its sole discretion.

Up to three top ranked firms may be selected by the evaluation panel for an interview if a unanimous decision cannot be reached by the evaluation panel. Scope, agreement, and fee will be negotiated with the firm ranked first as determined by the County. If an agreement cannot be reached, negotiations will be terminated, and the next highest ranked firm may be asked to negotiate an agreement with the County.

**VII. COUNTY'S RIGHTS, OPTIONS AND POLICIES**

1. Successful firms will be required to participate in negotiations and to submit such pricing, technical or other revisions to their proposals as may result from negotiations. Accordingly, each initial proposal should be submitted on the most favorable terms from an economic and technical viewpoint.
2. The County reserves the right to decide that one proposal is more favorable than all others.
3. The County reserves the right to declare a proposal as non-responsive if it fails to clearly and/or completely respond to all questions and requirements of this RFP. All late submissions will be considered non-responsive and remain unopened.
4. The County reserves the right to waive any irregularities and/or informalities in submitted proposals. Should the County elect to waive a right it will not constitute an automatic waiver of that right in the future nor will it impact any other right or remedy.
5. The County reserves the right to modify, postpone, or cancel this RFP at any time and/or reject any and all submissions without indicating any reason. No Statement of Qualification documents will be returned. Unopened cost proposals will be returned.
6. The County reserves the right to reject individual team members, firms, Consultants and/or request substitution(s). The County reserves the right to request changes to the staffing and/or scope of services contained in any of the proposals and to enter into negotiations with any of the firm(s) regarding their submittal.

7. The County reserves the right to terminate the Consultant agreement if the proposed individual(s) is changed after selection and/or following the award of the Consultant agreement.

8. If contract negotiations are unsuccessful with the preferred Consultant, County may, at its discretion, choose to negotiate with any other Consultant.

9. No compensation is offered for any of the work related to this selection process. The submissions are entirely voluntary. All original documents including electronic files become the property of the County.

10. Those submitting a proposal warrant and covenant that no official or employee of Tehama County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in procuring the contract for this project.

11. Consultants shall not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age or sexual orientation in the performance of County contracts.

### **VIII. BID PROTEST PROCEDURE:**

The protest procedure is intended to handle and resolve disputes related to the bid award for this project pursuant to 2 CFR 200.318(k) and County of Tehama policies and procedures. A protestor must exhaust all administrative remedies with the County of Tehama before pursuing a protest with a Federal Agency. Reviews of protests by the Federal agency will be limited to:

1. Violations of Federal law or regulations and the standards of 2 CFR 200.318(k). Violations of State of California or local law will be under the jurisdiction of the State of California or the County of Tehama; and
2. Violation of the County of Tehama's protest procedures for failure to review a complaint or protest.
3. Protests received by the Federal agency other than those specified above will be referred to the County of Tehama.

The protest procedure is an extension of the formal bid process and allows those who wish to protest the recommendation of an award after bid the opportunity to be heard.

#### **Policy:**

Upon completion of the bid evaluation, the County of Tehama will notify all bidders of the recommendation of award, the basis therefore, and the date and time on which the recommendation for award will be considered and acted upon by the Board of Supervisors. All bidders may attend the Board of Supervisors meeting at the time the agenda item is considered, address the Board of Supervisors, and be heard.

#### **Procedure:**

If a bidder wishes to protest the award, the following procedure must be followed:

1. The Department of Public Works will review the proposals received in a timely fashion under the terms and conditions of the Request for Proposals, and notify the proposers in writing, at the email address designated in the Statement of Qualifications, of its recommendation including for award or rejection ("All Bidders Letter").

2. Within five (5) working days from the date of the "All Bidders Letter", the proposer protesting the recommendation for award must submit a letter of protest to and must be received by the County of Tehama, Department of Public Works, Tom Provine, Interim Public Works Director, 9380 San Benito Avenue, Gerber, CA 96035, and state in detail the basis and reasons for the protest. The bidder must provide facts to support the protest, including any evidence it wishes to be considered, together with the law, rule, regulation, or criteria on which the protest is based.

3. If the Department of Public Works finds the protest to be valid, it may modify its award recommendations and notify all bidders of that decision. If the Department of Public Works does not agree with the protest, or otherwise fails to resolve the protest, the Department of Public Works will notify the bid protestor and all interested parties of its decision and the date and time that the recommendation for award will be scheduled for the Board of Supervisors' consideration and action. The Department of Public Works will also include in its report to the Board of Supervisors the details of the bid protest.

4. The bidder may attend the Board of Supervisors meeting at which the recommendation and bid protest will be considered. The Board of Supervisors will take comment from the proposer, staff, and members of the public who wish to speak on the item. In the event that the bidder is not in attendance at that time, the bid protest may be dismissed by the Board of Supervisors without further consideration of the merits; and

5. The decision of the Board of Supervisors on the bid protest will be final.

#### **IX. A&E CONSULTANT AUDIT AND REVIEW PROCESS:**

This section outlines the audit and review process for A&E contracts with a dollar value equal to or greater than \$1M that at any time use state or federal funds. All proposed A&E contracts and supporting documents are subject to audit or review by Caltrans' Independent Office of Independent Office of Audits and Investigations (IOAI), other state audit organizations, or the federal government. Not all proposed contracts will be audited or reviewed; they will be selected from a risk-based approach.

Local agencies, Consultants, and sub-consultants are responsible for complying with state, federal, and specific contract requirements. Local agencies are responsible for determining the eligibility of costs to be reimbursed to Consultants.

Caltrans Internal Audits Office (CIAO) is now responsible for review and approval of Local Agency Indirect Cost Rate Proposals and Indirect Cost Allocation Plan submissions. Information for CIAO's submission process and forms can be found on their webpage: <https://dot.ca.gov/programs/audits>.

The Consultant shall obtain from CIAO and submit to the County all required ICR supporting documentation from A&E prime Consultants and sub-consultants. as outlined in:

#### **X. CONTRACT AWARD:**

The contract will not be awarded to a Consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 2 CFR Part 200, and 48 CFR Part 31.

The following documents will be required upon contract award:

- Cost Proposal
- Certification of Indirect Costs and Financial Management System

- Exhibit 10-Q: Disclosure of Lobbying Activities

**XI. ATTACHMENTS:**

1. SAMPLE AGREEMENT
2. Sample-Cost-Proposal-1-For-Contracts-with-Cost-Plus-Fixed-Fee-or-Lump-Sum
3. EXHIBIT 10-Q Disclosure of Lobbying Activities