

California Department of Transportation

ADMINISTRATION
DIVISION OF PROCUREMENT AND CONTRACTS
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June 10, 2026

INVITATION FOR BID Notice to Prospective Proposers IFB Number 56A0889

You are invited to review and respond to this **Invitation for Bid (IFB) Number 56A0889**, entitled, **Retroreflectivity Data Collection**. In submitting your proposal, you shall comply with the instructions found herein. In addition to those programs and preferences that are specifically specified in this solicitation, Prospective Contractors are encouraged to consider programs and preferences that are available, such as those for the use of small businesses, disadvantaged businesses, disabled veteran businesses, and other businesses covered by State and Federal programs and preferences.

As required by Executive Order S-02-06, the California Department of Transportation (Caltrans) is committed to meeting the State's 25 percent (25%) Small Business (SB) participation goal. Certified SBs, Micro Businesses (MB) are encouraged to submit bids. **See Section D, Special Programs, Item 1**, in this IFB for requirements.

The Department of Transportation (Caltrans) is committed to meeting the State's 25% Small Business participation goal, as required by Governor Executive Order S-02-06 and want to encourage Certified Small Businesses (SB), Microbusinesses (MB), and any Contractors willing to commit to subcontracting a minimum of 25% of their net bid price to certified SB or MB to submit proposals.

The Department of Transportation (Caltrans) wants to help in the State's efforts to improve the economically disadvantaged position of Disabled Veteran Business Enterprises (DVBE) (Public Contract Code (PCC) 10115 et seq, Military and Veterans Code, section 999 et seq., and California Code of Regulations (CCR), Title 2, section 1896.60 et seq.). Caltrans wants to provide the opportunity and promote competition that will help maintain and strengthen the overall economy of the State; therefore, encourages DVBEs to submit proposals.

Note that all Agreements entered into with Caltrans will include, by reference, the Department of General Services (DGS) [Bidder Instructions \(GSPD-451\)](#) and [Information Technology - General Provisions Cloud - Computing Services, DGS PD 402-ITGP \(Cloud\)](#).

The designated contact person for this IFB is:

Eric Knight
Department of Transportation
Email address: eric.knight@dot.ca.gov

Please note that no **verbal** information given will be binding upon Caltrans unless such information is issued in writing as an official addendum.

*Technical questions regarding this solicitation will be addressed, in writing, in accordance with the Questions and Answers portion of this IFB. See Section 2 Questions and Answers for more details.

Sincerely,

ERIC KNIGHT
Contract Analyst

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A) Purpose and Description of Services

Refer to the Proposed Form of Agreement, which is attached to this IFB as **Attachment 11 (Exhibit A)**.

B) Minimum Qualifications for Proposers

1. The Contractor shall state how long it has been in existence and how many years it has been involved in conducting mobile retroreflectivity data collection.
2. The Contractor shall have at least five (5) years of mobile retroreflectivity data collection experience with at least 100,000 cumulative line miles of data collection.
3. List all projects similar in scope completed in the last Five (5) years. The list shall include but not be limited to, context and description of previous contracts, line-miles covered, total number of units used per project, name of municipality/agency, and the name of the contact person at each municipality, initial start date/actual start date, initial contract budget/actual contract amount, and estimated date of completion/actual date

C) Proposal Requirements and Information

1. Time Schedule

It is recognized that time is of the essence. All proposers are hereby advised of the following schedule and will be expected to adhere to the required dates and times.

EVENT	DATE	TIME (Pacific Time)
IFB available to prospective proposers	6/10/2026	
Written Question Submittal	6/24/2026	
Final Date for Proposal Submission	7/8/2026	1:00pm
Technical Proposal Scoring (estimate)	Week of 7/13/2026	
Oral Interviews (estimate)	Week of 7/20/2026	
Cost Proposal Opening (estimate)	Week of 7/27/2026	
Posting of Notice of Intent to Award	Week of 7/27/2026	

2. Questions and Answers

- A. Questions regarding this IFB must be submitted in writing by **6/24/2026**. Proposers are encouraged to submit their written questions via e-mail to eric.knight@dot.ca.gov.
- B. Written responses to all questions will be collectively compiled and posted, as an Addendum, to the Cal eProcure website (<https://caleprocure.com/pages/index.aspx>). It is the responsibility of the proposer to access the website for any changes or Addenda that may be posted. Refer to this IFB, **Section C1, Time Schedule**, for the schedule of events and dates/times. It is the responsibility of the proposer to check Cal eProcure for all addenda. Proposer can contact the Contract Analyst named above.

3. Technical Proposal Requirements

- A. An original proposal marked "ORIGINAL COPY" and **one (1)** and one pdf copy on a thumb drive will be required for the Technical Proposal. Each Technical Proposal shall contain at a minimum, all required items listed below. Each requirement's location must be listed in a Technical Proposal, Table of Contents. Also see IFB **Section C 9., Submission of Proposal**, for submittal details.
 - 1) **Section 1. Introduction and Minimum Qualifications:** Proposer shall:
 - a. Introduce its team and summarize the highlights of the proposal.

- b. Provide the information to demonstrate the minimum qualifications listed in IFB section **B) Minimum Qualifications for Proposers**.

2) **Section 2. Project Management:** Proposer shall:

- a. Designate, by name, the Project Manager to be employed. Project Manager shall be responsible for implementing the Statement of Work, overseeing the activities of the project team, and shall be the single point of contact for this contract. The Project Manager must be available to Caltrans during California business hours of 7:00 am to 5:00 pm to effectively manage this contract. The selected Contractor shall not cause the substitution of the Project Manager without prior written approval of Caltrans.
- b. Explain how the various tasks will be managed and coordinated, and how the project manager's technical expertise will support the effective management and coordination of the all activities described in the Statement of Work.
- c. Provide an organizational flow chart showing the hierarchy of the proposer's team personnel that will be utilized during the term of the Agreement. The chart must show the relationship between the Project Manager and personnel of the proposer's organization and other parties (including subcontractors) to the proposal.

3) **Section 3. Personnel:** This section of the Technical Proposal shall identify the proposed team and key personnel. Key personnel shall have experience with, and in-depth knowledge of, techniques and procedures necessary to accomplish the various tasks listed in **Attachment 11** (Proposed Form of Agreement), **Exhibit A, Statement of Work**.

- a. Identify all key personnel of the prime contractor who will be working under the Agreement and provide brief (two pages maximum) resumes. Include titles, education, academic degrees, professional licenses, qualifications, proposed roles and responsibilities, summaries of similar work performed and expected level of availability for this Agreement.
- b. Introduce the proposed subcontractor organizations, if any, and provide qualifications, roles, and responsibilities for the company/organization as a whole. Provide brief (two pages maximum) resumes for each of the subcontractors' key personnel listed to provide services under the Agreement. Include titles, education, academic degrees, professional licenses, qualifications, proposed roles and responsibilities, summaries of similar work performed and expected level of availability for this Agreement. (The cost of the subcontracted work is to be itemized in the Cost Proposal as described below in Cost Proposal Requirements.)
- c. The selected contractor shall not substitute the listed key personnel or subcontractors without prior written approval by the Caltrans Contract Manager.

4) **Section 4. Qualifications and Experience:** Proposer shall:

- a. Document the project team's qualifications as they apply to performing the tasks described in the Statement of Work. Describe recently completed work as it relates to this statement of work.
- b. Provide a table or matrix of relevant, previous contracts or projects cross-referenced with the requested services. Indicate the number of years of experience in each area.

5) **Section 5. Work Plan and Work Schedule/Methodology:** Proposer shall provide a work plan and/or schedule for task completion. Identify each major task, necessary subtasks, and/or specific milestones by which progress can be measured and payments

made. Provide a detailed description of the techniques, approaches, and methods to be used as stated below. The work plan or schedule shall specify the estimated hours to accomplish each task.

a. Equipment

Describe the type, make/model and number of equipment that will be used to collect and process the data for this agreement, including but not limited to, whether the type of equipment has been previously used in another US state(s), any certification it has received, age of the proposed equipment and/or technology, number of pieces of each equipment to be used in this project and how this equipment will be able to meet the strict demands and timeline of collection for California.

b. Quality Control Approach and Experience

Describe the quality control processes and procedures to assure quality data when collecting and analyzing retroreflectivity for the California state highway system, including but not limited to, Proposer Team's experience in quality control to meet the strict schedule requirements for timely collection, processing and submission of the analyzed data including Proposer Team's approach to corrective actions prior to and after the collection process.

c. Key Personnel and Qualifications

Describe the key personnel, including key personnel of subcontractor(s), who will be employed to collect data, perform quality control, respond to any Caltrans inquiries, process and analyze data, provide billing, and other agreement related tasks. Provide resumes for each key professional including key professional of subcontractor(s). Include their titles, qualifications, a summary of similar work or studies performed, a statement indicating availability of each professional for this Agreement and what tasks each professional will perform.

d. Point Cloud Data Hosting and Access to Data

Describe how Proposer Team will host the data being collected and provide Caltrans 24-hour access to that data. Provide examples to demonstrate Proposer firm's and personnel's experience in similar data hosting projects.

e. Methodology and Experience with Web-Based Interface

Describe the functionality and the requirement that will allow Caltrans personnel to view, analyze and query all collected data.

f. Project Processes Schedule and Contingency Plans

Describe how Proposer's Team will schedule collection, execute data processing and analysis, manage quality control, and handle data delivery to meet the strict schedule requirements of this Agreement as listed in the Scope of Work. Provide a summary of the Proposer Team's contingency plans for weather, equipment failure or any unforeseen eventuality. Provide information to demonstrate Proposer's Team experience with this type of scheduling.

Explain how California's climate, traffic and size of the pavement network would affect the data collection.

g. Methodology and Experience with Measuring Retro-Reflectivity

Describe how Proposer's Team will measure retroreflectivity to meet the requirements stated in the Scope of Work. The Proposer must demonstrate an understanding of the prescribed geometry corresponds to the European Committee for Standardization (CEN) geometry and is the standard geometry adopted by

ASTM E1710. Include a description of how your methodology has been used in prior collections including if your methodology was used and quality control checked by the contracting agency. Also describe how other factors such as speed of the vehicle, type of pavement, roadway geometry, roughness of the surface, any cracking, shadows, and other external factors do not affect your ability to determine the retroreflectivity reading.

h. Data Delivery Logistics and Punctuality

Describe the location of Proposer Team's facility and your communication/coordination plan with your specialist and programmers to assure an efficient data processing in compliance with the Scope of Work.

i. Customer Satisfaction and Advantages for Choosing Proposer's Firm

Describe how your company makes sure that your customers are satisfied with your services. Include a description of your company philosophy, practice and experience with conflict resolution, especially when customers are not satisfied. Describe the advantages of your company to the state of California for pavement marking monitoring program including, but not limited to, technology and/or personnel advantages that your company provides to the overall project for data collection and processing.

j. Experience and Approach to Reporting Data

Describe your company will develop reports of all retroreflectivity statistics as required under APPENDIX A. Describe your company experience with reporting the retroreflectivity reading with its respective attributes you intend to collect for the state of California. Demonstrate your ability to understand how these would be used for asset management.

- 6) **Section 7. References:** Proposer shall provide a minimum of two (2) references and a maximum of three (3) references. The references must be clients for whom the proposer has performed similar or related work in the past, preferably within the last five (5) years.

B. Page Headers and Page Numbering

All pages of the Technical Proposal, including cover pages, Table of Contents, references and resumes, shall have the following header and page numbering format in the upper right-hand corner:

Technical Proposal

Date:

Agreement: 56A0889

Attachment 2

Page # of ##

- C. Brochures, thumb drives, drawings, and other promotional documents being submitted with the Technical Proposals shall be clearly identified as to the name of the proposer and the IFB number.

Proposer shall provide a minimum of two (2) references and a maximum of three (3) references. The references must be clients for whom the proposer has performed similar or related work in the past, preferably within the last five (5) years.

4. Cost Proposal Requirements

- A. Cost Proposal, and only the Cost Proposal, shall list all items that will be charged to Caltrans for this Agreement. Cost information of any kind for this Agreement is not allowed

in the Technical Proposal. Cost Proposal shall include both prime contractor and all subcontractors cost information. Cost Proposals shall follow the format provided in the sample **Cost Proposal Worksheet, Attachment 1**, and shall be submitted along with Technical Proposal in one (1) sealed envelope. The total amount of the Agreement may not exceed the amount set forth in **Attachment 1**.

- B. An original proposal marked "ORIGINAL COPY" and one (1) pdf copy on a thumb drive is required for the Cost Proposal. Each Cost Proposal shall contain at a minimum, all required items listed below:

1) Cover page in the format listed on page 1 of **Attachment 1, Cost Proposal Worksheet**.

- C. Page Headers and Page Numbering

All pages of the Cost Proposal, including cover pages, Table of Contents shall have the following header and page numbering format in the upper right-hand corner:

Cost Proposal
Date
Agreement No. 56A0889
Attachment 1
Page # of ##

5. California Civil Rights Laws

Any person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a State agency with respect to any contract in the amount of \$100,000 or more shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, that they satisfy all of the conditions set forth in California Public Contract Code Section 2010. The winning proposer shall execute the **California Civil Rights Laws Certification** as part of the Agreement award process.

6. Iran Contracting Act

- A. Pursuant to the Iran Contracting Act of 2010 (Public Contract Code Sections 2200 et seq., hereinafter "the Act"), persons identified on the list established under Public Contract Code Section 2202.5 (hereinafter, "List") are ineligible to bid on, submit a proposal for, enter into, or renew any contract with the State for goods or services of one million dollars or more.
- B. The winning proposer must complete and submit to Caltrans as part of the Agreement award process, the **Iran Contracting Act Certification**, certifying that it is not on the most current List unless the person is exempted from the certification requirement by Public Contract Code Section 2203 (c) or (d). If claiming an exemption, the person shall provide written evidence that supports an exemption under Public Contract Code Section 2203(c) or (d) with its bid or proposal.
- C. Any person, for a contract that is exempt from bidding or is renewed, or for whom a contract is otherwise awarded by the State, must complete and submit to Caltrans the Iran Contracting Act Certification, certifying that it is not on the most current List, before the contract has been executed by the parties, unless the person is exempted from the certification requirement by Public Contract Code Section 2205(c) or (d). If claiming an exemption, the person shall provide written evidence that supports an exemption under Public Contract Code Section 2203(c) or (d), before execution of the contract.

7. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order [N-6-22](#) (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions

in Ukraine, as well as any sanctions imposed under state law unless the contract has been Federalized (i.e. there is federal participation in any phase). By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

8. Executive Order N-12-23 – Generative Artificial Intelligence (GenAI) Technology Use and Reporting

- A. The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.
- B. Bidder / Offeror must notify the State in writing if it:
 - 1) intends to provide GenAI as a deliverable to the State; or
 - 2) intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts:
 - a) functionality of a State system,
 - b) risk to the State, or
 - c) Contract performance.

Note: For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) § 4986.2 Definitions for GenAI.

- C. Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.
- D. Upon notification by a Bidder / Offeror of GenAI as required, the State reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the State.
- E. Government Code 11549.64 defines "Generative Artificial Intelligence (GenAI)" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data.

9. Standard Title VI/Nondiscrimination Assurances (Dot Order No. 1050.2A)

The California Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

10. Mandatory Organic Waste Recycling

The Contractor generating organic waste or commercial solid waste shall comply with Senate Bill 1383 (Lara) of 2016, also Contractor will arrange for the recycling services required by this section in a manner that is consistent with state and local laws and requirements, including a local ordinance or local jurisdiction's franchise agreement, applicable to the collection, handling, or recycling of organic waste and commercial solid waste. This requirement does not modify, limit or abrogate the Contractors right to sell or donate its recyclable organic waste materials

consistent with the requirements of Public Resources Code §42649.8 et. seq.

11. Submission of Proposal

- A. Proposals should provide straightforward and concise descriptions of the proposer's ability to satisfy the requirements of this IFB. The proposal must be complete and accurate. Omissions, inaccuracies or misstatements may be sufficient cause for rejection of a proposal or reduction in points/score during evaluation.
- B. The original proposal must be single sided and marked "ORIGINAL COPY". All documents contained in the original proposal package **must have original signatures** and **must be signed by a person who is authorized to bind the proposing firm**. All additional proposal sets may contain photocopies of the original package.
- C. Caltrans does not accept alternate Agreement language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's [Information Technology - General Provisions Cloud - Computing Services, DGS PD 402-ITGP \(Cloud\)](#), are not negotiable.
- D. All proposals shall include the documents identified in this IFB's **Required Attachment Checklist, Attachment 10**. Proposals not including the proper "required attachments" may be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements.
- E. Responses to this IFB shall be submitted in **two (2) separate** sealed packages/envelopes contain:
- 1st sealed Package/Envelope: Technical Proposal**–Original and one (1) copy, and one pdf copy on a flash drive.
- 2nd sealed Package/Envelope: Cost Proposal**–Original Cost Proposal, Proposal/Proposer Certification Sheet, and cost information (i.e., if applicable: DVBE, Small Business, TACPA) and one copy on a flash drive.
- F. Proposals must be submitted no later than **1:00 p.m., 7/8/2026**, and addressed as follows (reference **Section C1, Time Schedule**):
- 1) Proposals received after this time and date will be rejected and returned unopened.
 - 2) The proposal package/envelope must be plainly marked with the IFB number and title, your firm name, address, and must be marked with "DO NOT OPEN", as shown in the following example:

1 ST SEALED PACKAGE/ENVELOPE	2 ND SEALED PACKAGE/ENVELOPE
Agency/Firm Name	Agency/Firm Name
Address	Address
IFB Number	IFB Number
IFB Title	IFB Title
TECHNICAL PROPOSAL	COST PROPOSAL
DO NOT OPEN	DO NOT OPEN

- 3) Proposals not submitted under sealed cover and marked as indicated may be rejected. If the proposal is made under a fictitious name or business title, the actual legal name of proposer must be provided.
- G. Proposals must be submitted for the performance of all services described herein. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.

- H. Proposals (Technical and Cost) must be sealed and labeled (as instructed below). Mail or deliver package to the following location:

Mailed Or *Deliver To:

Department of Transportation

Division of Procurement and Contracts

Attention: Eric Knight

1727 30th Street, MS-65

Sacramento, CA 95816-7006

In the upper portion of the sealed mailing envelope, label outer package:

IFB Number 56A0889

IFB Title Retroreflectivity Data Collection

Firm Name: (Add firm name)

DO NOT OPEN

*If your proposal is hand delivered, you must date, and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. After date/time stamping, proposals should be placed in the locked bid cabinet located below the time stamp. If the proposal package is too large to be electronically stamped, date/time stamp one of the labels provided and attach it to the proposal package. When the proposal package is too large for the locked bid cabinet, ask the security guard to call the Division of Procurement and Contracts (DPAC) reception desk at (916) 227-6000 to have your proposal package picked up by DPAC staff.

- I. A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. Caltrans may reject a proposal that is not responsive, does not meet the technical standards, or is not from a responsible proposer, or may reject all proposals. Caltrans may also waive any immaterial deviation in a proposal. Caltrans waiver of immaterial defect shall in no way modify the IFB document or excuse the proposer from full compliance with all requirements if the proposer is awarded the Agreement.
- J. Costs for developing proposals and in anticipation of award of the Agreement are entirely the responsibility of the proposer and shall not be charged to the State of California.
- K. Only an individual who is authorized to contractually bind the proposing firm shall sign the **Proposal/Proposer Certification Sheet, Attachment 3**. The signature must indicate the title or position that the individual holds in the firm. The proposer's proposal may be rejected if the Proposal/Proposer Certification Sheet is not signed.
- L. A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline. Proposal modifications offered in any other manner, oral or written, will not be considered.
- M. A proposer may withdraw its proposal by submitting a written withdrawal request to Caltrans that is signed by the proposer or an authorized agent. A proposer may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- N. Caltrans may modify the IFB up to the specified time of the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package. All addenda prior to the submission deadline are also posted on Cal eProcure:
(<https://caleprocure.com/pages/index.aspx>)
- O. Caltrans reserves the right to reject all proposals for reasonable cause.

- P. Proposers are cautioned to not rely on Caltrans during the evaluation to discover and report to the proposer any defects and errors in the submitted documents. Before submitting their documents, proposers should carefully proof them for errors and adherence to the IFB requirements.
- Q. Where applicable, proposer should carefully examine work sites and specifications. Proposer shall investigate conditions, character, and quality of surface or subsurface materials or obstacles that might be encountered. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.
- R. More than one (1) proposal or a proposal that includes various options or alternatives from an individual, firm, partnership, corporation or association under the same or different names, will be rejected. Reasonable grounds for believing that any proposer has submitted more than one proposal for the work contemplated herein will cause the rejection of all proposals submitted by that proposer. If there is reason for believing that collusion exists among the proposers, none of the participants in such collusion will be considered in this or future procurements.

12. Evaluation Process

A. Format Requirements

- 1) At the time of proposal opening, each proposal will be checked for the presence and/or absence of required information in conformance with the submission requirements of this IFB. Proposals that do not provide requested information may be rejected as non-responsive.
- 2) Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the proposer, shall be rejected.

B. Evaluation of Proposals

- 1) Caltrans will evaluate each proposal to determine its responsiveness to Caltrans needs. Proposals meeting the Minimum Qualifications will be further assessed by an evaluation committee. Technical Proposals and Oral Presentations of Proposers that are determined to be responsive will be rated by the evaluation committee using a consensus process. The Consensus scoring will be based on the scoring method listed below:

Evaluation Factor/Sub Factor Weight X Consensus = Weighted
(as stated in the Criteria for Evaluation) Rating Score

Consensus Rating (Range: 0-4)	Rating Definitions
4	Exceeded All Requirements
3	Partially Exceeded Requirements
2	Met All Requirements
1	Partially Met Requirements
0	Requirements Not Met

Factor/Sub Factor	Example only :	Weight	Consensus Rating	Weighted Score
	Contractor's Approach to Technical Work	2	X 3	= 6

2) Phase 1: Technical Proposal Evaluation

Technical Proposals that are determined to be responsive and meet the proposal submission requirements will be evaluated and scored in accordance with **Phase I: Criteria for Evaluation of Consultants' Technical Proposal, Attachment 7**.

3) Phase 2: Evaluation Oral Presentation

Proposers will be contacted to schedule a date and time for the Oral Presentation. The Oral Presentations will be evaluated and scored in accordance with **Phase II: Criteria for Evaluation of Consultant Oral Presentation, Attachment 8**. It is anticipated that the Oral Presentations will be held **online**.

C. Cost Proposal Opening

Cost Proposals will be opened for proposers who met the required minimum score in the Technical Proposal Evaluation. The final selection will be made on the basis of the lowest responsive Cost Proposal from a responsible Proposer. The Cost Proposal Opening will be held on the date and time specified in **Section C) - Proposal Requirements and Information, 1 - Time Schedule**. Proposers may participate via teleconference by calling **1-866-700-7952** and entering the pass code **7089821**. Calls will be accepted beginning at **9:50 a.m.** until the conclusion of the Cost Proposal Opening.

D. Miscellaneous Award Issues

- 1) Caltrans does not negotiate rates and/or costs listed on any Cost Proposal submitted for the IFB.
- 2) If no proposals are received containing bids offering a price, which in the opinion of Caltrans is a reasonable price, Caltrans is not required to award an Agreement (Pub. Cont. Code Section 10344[d]).
- 3) The proposer is advised that should this IFB result in an award of an Agreement, the Agreement will not be in force and no work shall be performed until the Agreement is fully approved by Caltrans and the proposer is notified by the Contract Manager to begin work.
- 4) In the event of a precise tie, lots will be drawn to determine the successful proposer, or if applicable, the tie will be broken in accordance with Government Code Section 14838(f).

13. Pre-Award Audit

Prior to award of the Agreement, a pre-award audit may be performed. The pre-award audit will be conducted in accordance with generally accepted governmental auditing standards as promulgated by the United States General Accounting Office. The scope of the audit will consist of such tests as the auditors consider necessary to assure that the proposal satisfactorily meets the requirements outlined in Items 1-3 below prior to execution of the Agreement. Upon completion of a pre-award audit, if, in Caltrans judgment, one or more of these requirements is not satisfactorily met, Agreement award may be canceled.

- A. At the time of the pre-award audit, the proposal must demonstrate through actual historical data that its accounting system is capable of accumulating and segregating reasonable,

allocable and allowable costs. For new businesses, if actual historical data is unavailable or the accounting system is newly implemented, the system will be tested to determine whether the accounting system is adequate and, if necessary, recommend that an interim audit be performed. At a minimum, the proposal must have an accounting system that meets the following objectives:

- 1) The ability to record and report financial data in accordance with generally accepted accounting principles and the Code of Federal Regulations, Title 48, Federal Acquisition Regulations System (FAR), Chapter 1, Part 31.
 - 2) The ability to accumulate and segregate reasonable, allocable and allowable costs through the use of a cost accounting system.
 - 3) A system of record keeping ensuring that costs billed Caltrans will be supported by adequate documentation and in compliance with the terms of the Agreement and applicable Federal and State regulations.
 - 4) Procedures to retain accounting records and source documentation as required by the terms of the Agreement and applicable Federal and State regulations.
 - 5) A system of internal control, which provides reasonable assurance that assets are protected; financial data, records and statements are reliable; and errors and irregularities are promptly discovered, reported and corrected.
- A. The proposer must be financially capable of performing the work.
- B. The costs proposed must be reasonable.

14. Award and Protest

- A. Cost Proposal results may be viewed on the internet at 3:00 p.m. on the first (1st) business day following the Cost Proposal due date at: <https://dot.ca.gov/programs/procurement-and-contracts/bid-results>.
- B. Notice of Intent to Award shall be posted at Caltrans, 1727 30th Street, Sacramento, 95816 (1st floor Lobby display case), and on the following Internet site: <https://dot.ca.gov/programs/procurement-and-contracts/notices-of-intent-to-award> for five (5) working days prior to awarding the Agreement.
- C. Proposers have the right to protest the award of Caltrans Agreements subject to the following grounds, processes, and procedures.
- 1) If any proposer, prior to the award of Agreement, files a protest with Caltrans, Bid, Protest, and Dispute Branch and the DGS, Office of Legal Services, on the grounds that the (protesting) proposer would have been awarded the Agreement had the Agency correctly applied the evaluation standard in the IFB, or if the Agency followed the evaluation and scoring methods in the IFB, the Agreement shall not be awarded until either the protest has been withdrawn or the State has decided the matter. It is suggested that you submit any protest by certified or registered mail to:

Department of Transportation	Department of General Services
Division of Procurement and Contracts	Procurement Division
Attention: Bid, Protest, and Disputes Manager	Purchasing Authority Management
1727 30th Street, MS-65	Section
Sacramento, CA 95816	707 Third Street, 2nd Floor South
Phone Number: (916) 639-6322	West Sacramento, CA 95605
Email:	Fax: 916 / 376-6226
DPAC.Protest.Disputes.Terminations@dot.ca.gov	Email: PDProtest@dgs.ca.gov

- 2) Within five (5) days after filing the initial protest, the protesting proposer shall file with Caltrans, Bid, Protest, and Dispute Unit, a full and complete written statement specifying the grounds for the protest. It is suggested that you submit this complete written statement by certified or registered mail.
- D. Upon award of the Agreement, proposer must complete and submit to Caltrans the Payee Data Record (STD 204), to determine if the proposer is subject to State income tax withholding pursuant to California Revenue and Taxation Code Sections 18662. This form can be found on the Internet at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>. No payment shall be made unless a completed STD 204 has been returned to Caltrans.

15. Disposition of Proposals

Upon proposal opening, all documents submitted in response to this IFB will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code section 6250 et seq.) and subject to review by the public. The State cannot prevent the disclosure of public documents. However, the contents of all proposals, draft proposals, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of a proposer's proposal, shall be held in the strictest confidence until the "Notice of Intent to Award" is posted. We recommend that you register the copyright for any proprietary material submitted.

16. Standard Conditions of Service

- A. Service shall be available no sooner than the express date set by Caltrans and the proposer, after all approvals have been obtained and the Agreement is fully executed. Should the proposer fail to commence work at the agreed upon time, Caltrans, upon five (5) days written notice to the Contractor, reserves the right to terminate the Agreement. In addition, the proposer shall be liable to the State for the difference between proposer's proposal price and the actual cost of performing work by the second lowest proposer or by another Contractor.
- B. All performance under the Agreement shall be completed on or before the termination date of the Agreement.
- C. Antitrust Provisions
 - 1) In submitting a bid to a public purchasing body, the proposer offers and agrees that if the proposal is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the proposer for sale to the purchasing body pursuant to the proposal. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the proposer (See Government Code section 4552).
 - 2) If the awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid.
 - 3) Upon demand in writing by the assignor, the assignee shall, within one (1) year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action (See Government Code section 4554).

- D. Loss Leader usage is prohibited in this solicitation: It is unlawful for any person engaged in business within this State to sell or use any article or product as a "loss leader" as defined in Section 17030 of the California Business and Professions Code. "Loss Leader" means any article or product sold at less than cost: a) where the purpose is to induce, promote or encourage the purchase of other merchandise; or b) where the effect is a tendency or capacity to mislead or deceive purchasers of prospective purchasers; or c) where the effect is to divert trade from or otherwise injure competitors.
- E. No oral understanding or agreement shall be binding on either party.
- F. If the proposer is awarded the Agreement and refuses to sign the Agreement presented for signature within the time and manner required, the proposer will be liable to Caltrans for actual damages resulting to Caltrans therefrom or ten percent (10%) of the amount proposed, whichever is less.

D) Special Program(s)

The following Special Program(s) are applicable to this IFB.

1. Small Business Enterprise or Microbusiness Preference

- A. Government Code Section 14835 et seq. requires that a five percent (5%) preference be given to contractors who qualify as a Certified SB or MB. References to a small business (SB) shall also include micro-business (MB). The rules and regulations of this law, including the definition of a SB for the delivery of services, are contained in Title 2, California Code of Regulations, Section 1896 (2 CCR Section 1896) et seq.
- B. To claim the SB or MB preference, Contractor must have its principal place of business located in California, satisfy all of the SB or MB requirements, and be certified by the California Department of General Services (DGS), Office of Small Business and Disabled Veteran Business (DVBE) Services (OSDS). The preference amount may not exceed fifty thousand dollars (\$50,000) for any bid. If prospective contractor is claiming the five percent (5%) certified SB or MB preference, complete Section 16 of the **Bid/Bidder Certification Sheet (Attachment 4)** and attach a copy of your certification. Additionally, Contractor may satisfy the non-SB requirements described below.
- C. Pursuant to Government Code Section 14838 and 2 CCR Section 1896, if a bidder is not a certified SB, but wishes to be eligible for the five percent (5%) non-small business (NSB) preference, the bidder must subcontract at least twenty five percent (25%) of its net bid price to one or more certified SBs. If bidder is claiming the five percent (5%) non-SB (NSB) preference, complete Section 17 of the **Bidder Declaration (GSPD-05-105), Attachment 4**, which can be downloaded at <https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>. The bidder shall list the names of all certified SB firms being claimed for credit. For each certified SB subcontractor listed, the bidder shall submit a copy of the quotes from each SB (on the SB's company letterhead) as **Attachment 6, "Quotes from SB or DVBE Subcontractors."**
- D. This preference shall not be awarded to a noncompliant bidder and shall not be used to achieve any applicable minimum requirements.
- E. Certified SB and MB bidder(s) shall have precedence over NSB bidders in the application of SB preference(s).
- F. SB preferences may not be applied to any bid deemed non-responsive with the solicitation instructions or from a non-responsible bidder.
- G. Questions regarding the certification approval process or SB program should be directed to OSDS at (800) 559-5529 or (916) 375-4940, or by email: osdshelp@dgs.ca.gov.

- H. SB or MB bidders or bidders using the “Non-Small Business” preference shall be granted a preference consisting of five percent (5%) of the lowest responsible bidder’s total bid if the lowest bid is from a non-certified SB or MB
- I. Additional references are at <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>.

2. Disabled Veteran Business Enterprise (DVBE) Participation Requirements

A. DVBE Participation Program with Requirements

- 1) The required DVBE participation requirement for this IFB is **three percent (3%)**. The resultant contract is financed with State funds and subject to PCC, section 10115 et seq., Military and Veterans Code, section 999 et seq., and Title 2, California Code of Regulations (2 CCR), section 1896.60 et seq., that provides contracting opportunities for qualified DVBEs certified by the DGS. The DVBE Incentive Program may also apply – see paragraph B, DVBE Incentive Program, below.
- 2) Proposer shall complete and submit the **Proposal/Proposer Certification Sheet (Attachment 3)**, **Bidder Declaration, GSPD-05-105 (Attachment 4)**, and as applicable, the **Disabled Veteran Business Enterprise Declarations form STD 843 (Attachment 5)**. Proposer shall complete or collect STD 843(s) when the following situations occur:
 - Proposer is DVBE (prime) contractor.
 - Proposer subcontracts with any DVBE firm. Proposer collects and submits with its proposal package a completed and signed STD 843 from each of the DVBE subcontractor(s) listed on the GSPD-05-105.

For each certified DVBE subcontractor listed on the Bidder Declaration, GSPD-05-105, the Proposer shall submit a copy of the quotes from each DVBE (on the DVBE’s company letterhead) as **Attachment 6**, titled “Quotes from DVBE Subcontractors.” as proof of commitment. Failure to provide required DVBE information will result in the bid being rejected as non-responsive.

- 3) Additional references: <https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Office-of-Small-Business-and-Disabled-Veteran-Business-Enterprise/Certification-Program>.

B. DVBE Incentive Program

- 1) The DVBE Incentive Program applies to this solicitation. It is separate from the DVBE Participation Program and was established in Military and Veterans Code, section 999 et seq., and 2 CCR section 1896.99 et seq., to encourage proposers to partner with DVBE subcontractors. A dollar cap of \$100,000 is set for all combined incentives and preferences. The incentive is used only for evaluation purposes to arrive at the successful bidder and does not alter the amounts of the actual bid. Any responsive and responsible proposer with the confirmed DVBE participation per the Tables in paragraph 3) below is eligible to receive the incentive. Proposers who are not responsive and responsible regardless of the amount of DVBE participation are not eligible to receive the incentive.
- 2) Caltrans will apply an incentive to proposals proposing the utilization of DGS Certified DVBE firms identified on the Bidder Declaration, GSPD-05-105. Information provided on the Bidder Declaration, GSPD-05-105 shall be verified by Caltrans prior to the award of the contract. The incentive amount is equal to a percentage of the lowest responsive

and responsible proposal based on the amount of DVBE participation in the proposal being evaluated per the Tables below.

3) Tables for IFB

Required 3% Participation Requirement

Verified DVBE Participation	DVBE Incentive Amount
5% or more	5%
4.5% - 4.99%	4%
4.0% - 4.49%	3%
3.5% - 3.99%	2%
3.01% - 3.49%	1%

- 4) When applying the DVBE incentive a Non-SB shall not displace an award to a California Certified Small Business. Nor shall the DVBE incentive exceed five percent (5%) of the cost proposal amount.
- 5) Additional information: <https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Office-of-Small-Business-and-Disabled-Veteran-Business-Enterprise/Certification-Program>.

ATTACHMENT 3

Proposal/Proposer Certification Sheet

Only an individual who is authorized to bind the proposing firm contractually shall sign the **Proposal/Proposer Certification Sheet**. The signature must indicate the title or position that the individual holds in the firm. This Proposal/Proposer Certification Sheet must be signed and returned along with all "required attachments" as an entire package with **original signatures**. The proposal must be transmitted in a sealed envelope in accordance with IFB instructions.

- A. Our all-inclusive proposal is submitted in a sealed envelope marked "**Cost Proposal-Do Not Open**".
- B. All required attachments are included with this certification sheet.
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.
- D. The signature and date affixed hereon certifies that this proposal is a firm offer for a 90-day period.

An Unsigned Proposal/Proposer Certification Sheet May Be Cause for Proposal Rejection

1. Company Name	2. Telephone Number ()	2a. Fax Number ()
2b. Email address:		
3. Address		
Indicate your organization type:		
4. ☐ Sole Proprietorship	5. ☐ Partnership	6. ☐ Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
Indicate applicable license and/or certification information:		
9. Contractor's State Licensing Board Number	10. PUC License Number CAL-T-	11. Required
12. Proposer's Name (Print)	13. Title	
14. Signature	15. Date	
16. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) as:		
a. Small Business Enterprise Yes ☐ No ☐ If yes, enter certification number:	b. Disabled Veteran Business Enterprise Yes ☐ No ☐ If yes, enter your service code below:	
NOTE: A copy of your Certification is required to be included if either of the above items is checked " Yes ". Date application was submitted to OSDS, if an application is pending: _____		
17. Are you a Non-Small Business committing to the use of 25% Certified Small Business Subcontractor Participation? Yes ☐ No ☐		
If Yes, complete and return the Bidder Declaration form, GSPD-05-105 with your proposal.		

Completion Instructions for Proposal/Proposer Certification Sheet

Complete the numbered items on the Proposal/Proposer Certification Sheet by following the instructions below.

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete if your firm holds a California contractor's license. This information will be used to verify possession of a contractor's license for public works agreements.
10	Complete if your firm holds a PUC license. This information will be used to verify possession of a PUC license for public works agreements.
11	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
12, 13, 14, 15	Must be completed. These items are self-explanatory.
16	If certified as a Small Business Enterprise, place a check in the "yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.
17	Check the applicable box. Complete and return GSPD-05-105 with your proposal.

ATTACHMENT 7

Criteria for Evaluation of Consultant Technical Proposal

Technical Proposal Evaluation:	Weight	Consensus Rating (0-4)	Weight Score (Points)	Comments
I. Minimum Qualifications (16)				
A. Experience in mobile retroreflectivity data collection	2.75			
B. Experience with projects completed with similar scope as required in this IFB in the last five (5) years	1.25			
II. Project Management (10)				
A. Management plan to manage and coordinate various tasks and the project manager's technical expertise to support the effective management and coordination of the all activities described in the Scope of Work.	1.5			
B. Organization Chart	1.0			
III. Personnel (12)				
C. Project Manager's qualifications and experience	1.5			
D. Key personnel (except Project Manager) qualifications and experience	1.5			
IV. Methodology (70)				
E. Equipment	1.5			
F. Quality Assurance Approach and Experience	3.25			
G. Point Cloud Data Hosting and Access to Data	1.5			
H. Methodology and Experience with Web-Based Interface	3.25			
I. Project Processes Schedule and Contingency Plans	1.25			
J. Methodology and Experience with Measuring Retro-Reflectivity	3.25			
K. Data Delivery Logistics and Punctuality	1.0			
L. Customer Satisfaction and Advantages for choosing Proposer's Firm	0.75			
M. Experience and Approach to Reporting Data	1.75			
V. References (2)				

Technical Proposal Evaluation:	Weight	Consensus Rating (0-4)	Weight Score (Points)	Comments
Relevant and Applicable References	0.5			
Total				
Total Possible			110	

ATTACHMENT 8

Criteria for Evaluation of Consultant Oral Presentation

Oral Presentation Evaluation: <i>(Contractor Name)</i>	Weight	Consensus Rating (0-4)	Weighted Score	Comments
I. Methodology (40)				
A. Preview of Work Plan, Schedule and milestones for yearly delivery	1.50			
B. Quality Assurance and Equipment calibration process	2.0			
C. Web-Based Interface Layout, Capabilities and User Friendliness	2.0			
D. Ability/Ease to view/locate stripe condition detail on a GIS map by District/County/Route	0.50			
E. Ability/Ease to query data	1.0			
F. Ability/Ease to access all collected data including video/image through a web-browser	1.0			
G. Ability to analyze entire data set to include year to year degradation rates	2.00			
I. Overall Presentation (4)				
Organization and Clarity of Demonstration	1.0			
Total			0	
Total Possible			44	

ATTACHMENT 9

Criteria for Evaluation of Consultant Cost Proposal and Totals

	Total Points Awarded	Total Points Possible
Technical Proposal		110
Oral Presentation		44
Cost		154
Lowest cost proposal will be awarded the maximum points. Other proposals will be awarded cost points based on the following calculation: $\text{Points for Other Proposer} = \frac{\text{Lowest Proposer's Cost} \times \text{Maximum Possible Points}}{\text{Other Proposer's Cost}}$		
Grand Total (Cost + Technical + Oral)		308

ATTACHMENT 10

REQUIRED ATTACHMENT CHECKLIST

A complete proposal package will consist of the items identified below. Complete this checklist to confirm the items in your proposal. Place a check mark or "X" next to each item that you are submitting to the State. All attachments identified below are applicable to this IFB and must be returned, as instructed, or your proposal may be considered non-responsive. Return this checklist with your Technical Proposal package.

Technical Proposal and Attachments

NOTE: Return this Checklist with the Technical Proposal package.

Attachments

Attachment Name/Description

_____	Technical Proposal as stated in this IFB (This shall be incorporated into the contract as Attachment 2)
_____	Proposal/Proposer Certification Sheet (IFB Attachment 3)
_____	California Civil Rights Laws Certification (DOT ADM-0076) California Civil Rights Laws Certification
_____	Iran Contracting Act Certification (DOT ADM-0078) Iran Contracting Act Certification
_____	Required Attachment Checklist (IFB Attachment 7)

ATTACHMENT 10

Cost Proposal and Attachments

NOTE: All Cost Proposal Information and applicable Attachments MUST be packaged separately from the Technical Proposal package. No Cost Information of any kind is allowed in the Technical Proposal.

Attachments

Attachment Name/Description

_____	Cost Proposal (IFB Attachment 1)
_____	Bidder Declaration (GSPD 05-105) Bidder Declaration
_____	Disabled Veteran Business Enterprise Declarations (STD 843) DVBE Declarations
_____	Quotes from SB/DVBE Subcontractors (IFB Attachment 6)
_____	Required Attachment Checklist

Attachment 11
Proposed Form of Agreement

Note to Bidders: The following pages represent a sample of the Agreement that will be awarded, if any, from this **IFB**. Please review it carefully and present any questions in writing to the contact identified for this **IFB**.