



**COUNTY OF NEVADA**  
**COMMUNITY DEVELOPMENT AGENCY**  
**DEPARTMENT OF PUBLIC WORKS**  
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Acting Community Development Agency Director

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Director of Public Works

**TO:** Frank Martin, PSOMAS  
**FROM:** Zachary Lake, Senior Civil Engineer  
**DATE:** May 13, 2021  
**SUBJECT:** Inspection Services – Mini RFP

Your company has an On-Call Professional Services Contract with Nevada County to perform a wide range of project activities related to the management, inspection, and delivery of capital projects. Nevada County has implemented a two-step process in accordance with Chapter 10 of the Caltrans Local Assistance Procedures Manual. This mini-RFP is the second part of that two-step process. Below are the specifics pertaining to this project.

The County will award a single construction management contract that will include services for supplemental inspection services for the County's Egress/Ingress Fire Safety Project (brush clearing work), inspection of utility company encroachment permit activities, and other related work as necessary.

**PROJECT DESCRIPTION:** Work shall consist of providing part time inspection services of the County Egress/Ingress Fire Safety Project. Inspection services will include daily tracking of contractor's progress clearing brush from various County roadways, providing daily reports, taking photos, and confirming general adherence to the project specifications. The County anticipates one inspector spending approx. 2 hours per day on this project. Additional inspection services will be required on a daily basis to ensure compliance on encroachment permits on active utility projects. The County anticipates this same inspector spending approximately 6 hours per day on various ongoing utility projects. Inspection reports on encroachment permit projects do not need to track equipment, days, or quantities, but shall include a very brief description of ongoing work.

**PROJECT DOCUMENT LOCATION:** 100% Project plans and specifications are available for the Egress/Ingress Fire Safety Project. Encroachment permits will be provided to the inspector as assigned.

**CONTRACT TIMELINE:** Approximately Late June – October 2021

**LOCAL AGENCY PROJECT MANAGER:** Zachary Lake, Senior Civil Engineer

**DBE % REQUIRED:** CE contract goal is 2% over the duration of the contract

**ITEMS SPECIFIC TO THIS PROJECT:** Projects are currently in progress. Consultant should anticipate daily site visits to multiple locations each day. Consultant billing will need to identify hours spent on each permit/project. The County will supply construction support throughout the life of the project. Cost effective and efficient use of staffing should be addressed in the proposal.

**INSTRUCTIONS TO CONSULTANT:** The mini-proposal shall include:

1. Work plan that covers the project support from late June to October 2021, or project closeout
2. Project understanding
3. Scope of work
4. Experience with similar projects
5. Schedule showing proposed staffing levels at various times during the project
6. Proposed team, including personnel names, classifications, resumes (only if not included in the original RFP)
7. Subcontractors, and their level of participation
8. All costs shall be submitted in a separate, sealed envelope marked "Cost Proposal"

Mini-proposal shall be no longer than 6 pages excluding attachments, resumes and figures.

**Please submit three (3) hard copies to the address in the header and email one (1) electronic copy no later than June 1, 2021, at 12:00 PM, to the attention of the listed project manager. Award of the mini-proposal is scheduled for June 2021.**

**Specific cost proposals will be negotiated with the highest ranked firm, based on approved Caltrans ICR rates.**

**SCOPE OF WORK: FULL CONSTRUCTION MANAGEMENT SERVICES PROVIDING (AS CHECKED)**

Resident Engineer	✓ Weekly working days tracking
✓ Construction inspector(s)	✓ Force account work analysis (if required)
Licensed engineer required	Material testing
✓ Maintain project construction records	Environmental monitoring
Labor compliance interviews	RFI support
Prevailing wage review	Submittal review
Change order preparation	✓ Coordination with public
Progress payment preparation	✓ Photo documentation
✓ Contract item pay quantity documents	✓ Weekly updates to County staff
✓ Daily diaries	✓ Coordination with other agencies

**CONSULTANT WILL BE RATED BASED ON THE FOLLOWING:**

1. Work Plan – Proposed plan to address the anticipated scope of work. Understanding of the work to be done with detail enough to complete the project. (15 pts/15%)
2. Experience of assigned project personnel on similar projects (55 pts/55%)
3. Efficiency of staff usage for the duration of the project (25 pts/25%)
4. Staff resources (5 pts/5%)

Each item above will be given a point value for a total of 100 points.