

REQUEST FOR PROPOSALS AND QUALIFICATIONS

**ENGINEERING DESIGN SERVICES
Canyon Road Culvert Replacement Project
(CIP 23-201 & ER – 15J9(193))**



RESPONSES DUE:

Thursday, November 13, 2025, at 4:00 PM PDT

Town of Moraga

Public Works Department/Engineering

329 Rheem Boulevard, 2nd Floor

Moraga, CA 94556

Executive Summary

The Town of Moraga ("Town") seeks proposals from qualified civil and environmental engineering firms to provide design and related professional services for the **Canyon Road Culvert Replacement Project**. The project is financed through the **Federal Highway Administration (FHWA) Emergency Relief (ER) Program** and local **Road Maintenance and Rehabilitation Account (RMRA)** funds.

This solicitation follows the **One-Step Request for Proposals Method** as defined in the **Caltrans Local Assistance Procedures Manual (LAPM), Chapter 10**.

All work shall comply with applicable federal, state, and local requirements, including **23 CFR 172, 2 CFR 200**, and the **Brooks Act (40 U.S.C. 1101-1104)**.

The selected Consultant will provide project management, engineering design, environmental documentation, and support through bidding and construction. The Town anticipates executing a single agreement encompassing preliminary engineering, right-of-way, environmental, and construction engineering services.

The project has a compact completion schedule due to ER funding requirements.

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Attachments

A – Sample Consultant Services Agreement

B - County Damage Assessment Form (DAF) – DAF No. LTP – CCCO – 004 – 0 for Canyon Road Culvert Replacement Project (ER – 15J9(193)) – Approved August 28, 2023

C - Town of Moraga Damage Assessment Form (DAF) – DAF No. LTP – MRGA – 001 – 0 for Canyon Road Culvert Replacement Project (CIP 23-201 & ER – 15J9(193)) – Approved March 1, 2024

D - County Damage Assessment Form (DAF) – DAF No. LTP – CCCO – 004 – 1 for Canyon Road Culvert Replacement Project (ER – 15J9(193)) – Approved October 16, 2024

E – Caltrans Form 10u - Consultant In Management Support Role Conflict Of Interest

F – Caltrans Form 10q - Disclosure of Lobby Activities

**TOWN OF MORAGA
REQUEST FOR PROPOSALS AND QUALIFICATIONS
ENGINEERING DESIGN SERVICES
Canyon Road Culvert Replacement
CIP 21-205 & ER – 15J9(193)**

SECTION 1 INTRODUCTION AND NOTICE

1.1 Purpose

The Town of Moraga Public Works Department / Engineering Division issues this Request for Proposals (RFP) to obtain qualified professional engineering services for the federally funded **Canyon Road Culvert Replacement Project (CIP 23-201 & ER–15J9(193))**.

This project replaces a damaged culvert and restores roadway and drainage infrastructure consistent with FHWA ER Program requirements.

1.2 Funding and Compliance

The project is financed through FHWA Emergency Relief (ER) Program funds and Town RMRA Gas Tax funds. All work must comply with applicable federal and state regulations governing federally aided contracts, including but not limited to:

- **23 CFR 172** – Administration of Engineering and Design Related Services
- **2 CFR 200** – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- **Brooks Act (40 U.S.C. 1101-1104)** – Selection of Architectural and Engineering Services
- **Caltrans Local Assistance Procedures Manual (LAPM)** – Chapter 10, Consultant Selection
- **Caltrans Emergency Relief Program – Chapter 11 Disaster Assistance, LAPG**
- **FHWA Emergency Relief Manual and Caltrans/FHWA ER Memos**
(<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/emergency-relief-program/manuals>)

1.3 Submission of Proposals

The Consultant's attention is directed to Section 5 – Format and Content of Proposal. This RFP is available on the Town's Bid Posting website at "www.moraga.ca.us/Bids.aspx". It is the Consultant's responsibility to check the Town website to obtain any addenda and any other

documentation pertinent to this RFP that may be issued.

Proposals must be received by the Town no later than 4:00 P.M., Thursday, November 13, 2025. Submit **five (5)** hard copies and **one (1)** electronic PDF copy on a USB flash drive in a sealed package clearly labeled:

“Canyon Road Culvert Replacement Project (CIP 23-201 & ER-15J9(193)) – Engineering Design Services Proposal”

Mail or deliver to:

Town of Moraga

Public Works Department / Engineering Division
329 Rheem Boulevard, 2nd Floor
Moraga, CA 94556

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received no later than 4:00 P.M. on Thursday, November 13, 2025.

Unsigned proposals or proposals received after the stated deadline will be considered non-responsive.

The Town reserves the right to reject any or all proposals, to waive informalities, and to negotiate with any qualified respondent in the best interest of the Town.

The proposals submitted in response to this RFP will be used as the basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Section 6 Consultant Selection of this RFP.

Consultant selection will follow the One-Step Request for Proposals (RFP) Method as defined in Caltrans Local Assistance Procedures Manual (LAPM) Chapter 10 – Consultant Selection.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated and ranked according to the criteria provided in Section 6 Consultant Selection of this RFP.

This RFP does not commit the Town of Moraga to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Town of Moraga reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the Town of Moraga to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in a recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Town of Moraga.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

The anticipated consultant selection schedule is as follows:

Proposal review and evaluation:	November 13 thru November 17, 2025
Oral interviews:	November 18 thru 19, 2025, if any
Cost Negotiation with first-ranked consultant:	November 20 thru November 24, 2025
Contract Award and Notice to Proceed:	December 10, 2025, Town Council meeting

Any questions related to this RFP shall be submitted in writing to the attention of Town of Moraga via both emails at publicworks@moraga.ca.us and sknapp@moraga.ca.us. Questions shall be submitted no later than 5:00 PM on Monday, October 27, 2025. No oral question or inquiry about this RFP shall be accepted.

SECTION 2 PROJECT DESCRIPTION

2.1 Background:

The Town of Moraga is a semi-rural community in Contra Costa County, California, responsible for maintaining approximately 56 miles of public roadway and 21 miles of storm drainage infrastructure.

During the 2023 rainy season, a **60-inch corrugated metal pipe (CMP) culvert** beneath Canyon Road suffered significant damage, resulting in partial roadway failure and compromised drainage capacity. The project was approved for funding through the **Federal Highway Administration (FHWA) Emergency Relief (ER) Program**, under Federal Project No. **ER-15J9(193)**.

Subsequent coordination between **Contra Costa County** and the **Town of Moraga** transferred project responsibility for the permanent restoration phase to the Town, documented under **Town DAF No. LTP-MRGA-001-0** and associated County DAF amendments.

County DAF No. LTP-CCCO-004-0

During the 2023 rainy season, the Public Works Department of Contra Costa County (County) identified a damaged 60-inch diameter culvert beneath Canyon Road near the southern border of the Town of Moraga, which resulted in structural failure of the roadway. The County received approval of FHWA ER Damage Assessment Form (DAF) No. LTP-CCCO-004-0 (Attachment B) with the understanding that the repair was located within the unincorporated area of Canyon in Contra Costa County. The County's approved DAF listed a budget of \$15,000 for Emergency Opening (EO) work and \$816,038 for Permanent Restoration (PR). The project was assigned FHWA Federal Project No. ER-15J9.

Moraga DAF No. LTP-MRGA-001-0

However, it was later determined that the repair falls within Moraga's jurisdictional limits. The Town and the County agreed to submit a request to Caltrans to transfer the project's PR phase to the Town. The Town of Moraga received approval for DAF No. LTP-MRGA-001-0 documenting the transfer of \$816,038 PR funding from the County's ER project to the Town (Attachment C).

County DAF No. LTP-CCCO-004-1

The County submitted a revised DAF No. LTP-CCCO-004-1 for the ER project, adjusting the EO phase budget to \$25,000 to cover their expenditures to date and removing all PR phase funding, as this work was transferred to the Town (Attachment D).

2.2 Project Objectives

The project's purpose is to restore full roadway functionality, replace the existing damaged culvert, and stabilize the adjacent embankments and outfall. Objectives include:

- Replace the existing 60-inch CMP with **reinforced concrete pipe (RCP)** to ensure durability and longevity.
- Restore the roadway structure and surface disturbed by failure.
- Reconstruct **rock slope protection (RSP)** at the culvert outlet.
- Construct an inlet **headwall** to prevent erosion and stabilize the embankment.
- Ensure compliance with FHWA ER Program design, environmental, and documentation standards.

2.3 Site Description

The project is located near the southern boundary of the Town of Moraga along **Canyon Road**, a narrow rural roadway without paved shoulders. Drainage ditches and swales are present along the roadside. The Town anticipates having sufficient right-of-way to complete the project with minimal utility conflicts. However, due diligence and verification are required.

2.4 Anticipated Project Deliverables

The Town anticipates a single consultant agreement covering:

- Preliminary engineering, design, and environmental documentation;
- Right-of-way determination and coordination;
- Bid phase assistance; and
- Construction engineering support.

Completion of design and environmental documentation in accordance with the FHWA ER and Caltrans Local Assistance procedures is required before authorization for construction.

2.5 Anticipated Project Schedule

- 1/15/2026: Project Field Meeting with Caltrans staff;
- 2/15/2026: Preliminary Environmental Study (PES) submitted to Caltrans
- 9/1/2026: Preliminary Engineering Completed and submitted to Caltrans for E76 Construction approval;
- 5/15/2027: Begin Construction;
- 7/15/2027: End Construction;
- 12/31/2027: Project Closeout Filed with Caltrans.

SECTION 3 - SCOPE OF SERVICES

Overview

The selected Consultant shall provide complete professional services necessary to advance the project from concept through final design, bidding, and construction support. All services shall comply with federal, state, and local regulations and the Caltrans **Local Assistance Procedures Manual (LAPM)**.

The Consultant shall be experienced in design and management requirements of Caltrans Local Assistance and FHWA projects along with the Emergency Relief program. The Consultant shall thoroughly review the documents contained under the “Manuals, Memos, etc.” tab of the Caltrans Emergency Relief program website as follows:

- <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/emergency-relief-program>

Deliverables shall be provided in both electronic (PDF, Word, AutoCAD) and hard copy formats as required.

3.1 Project Management

Consultant will serve as the project manager under the Town’s contract manager. Consultant will be the liaison between the Town and the Caltrans District 4 Division of Local Assistance for project authorizations. The consultant shall be responsible for project management activities throughout the life of the Agreement, and the scope of activities includes but is not limited to, coordinating and being responsible for scheduling meetings, managing the project schedule, preparing and distributing minutes, field reviews, tracking action items for the Town of Moraga and consultant sub-contractors, and preparing all submissions for the Town of Moraga to submit to Caltrans Local Assistance.

- Provide overall project coordination, communication, public outreach, scheduling, and progress tracking.
- Develop and maintain a **Project Work Plan**, including schedule, budget, roles, and deliverable milestones.
- Conduct a **kickoff meeting** and hold **regular progress meetings** with the Town (minimum monthly).
- Manage correspondence, submittals, and quality control (QA/QC) documentation.
- Assist with Caltrans coordination, documentation for Requests for Authorization (RFA), and compliance with the **FHWA ER Program**.

Deliverables:

- Project Work Plan (draft and final)
- Updated Project Schedule (monthly)
- Meeting agendas, minutes, and action item logs

3.2 Preliminary Engineering

- Conduct site reconnaissance and field data collection.
 - Conduct initial inspections to determine the need for cleaning utilizing basic inspection cameras, such as pole camera to assess the degree of infill with debris and sediments;
 - As needed to facilitate inspection, isolating pipe elements and clean the storm drain pipe by hydro-jetting, or equivalent;
 - Conduct an in-line CCTV inspection of the storm pipeline. The CCTV should be done with cameras that are capable of continuous 360 degrees image capture of the wall of the pipeline being inspected;
 - Assess the conditions of existing pipes, manholes, and other collection/conveyance system related facilities utilizing the NASSCO PACP methodologies;
 - Updated storm drain base maps in electronic formats compatible with Town software applications (GIS and AutoCAD).
 - Provide copies of PACP reports and videos of storm drain prepared to NASSCO standards by a PACP certified inspector. The video should be in MPG or MP4 format.
- Perform **topographic survey, control surveys, and right-of-way verification**.
- Complete hydraulic and hydrologic analyses supporting culvert sizing and drainage improvements.
- Identify and evaluate design alternatives considering cost, constructability, and environmental impacts.
- Prepare a **Preliminary Engineering Report** summarizing design criteria, alternatives, and recommendations.

Deliverables:

- Base maps and survey data

- Preliminary Engineering Report with alternatives analysis

3.3 Environmental Documentation

- Prepare and submit required environmental documents in accordance with **NEPA** as delegated through Caltrans and **CEQA** as delegated through the Town.
- Complete the **Preliminary Environmental Study (PES)** form and any supporting technical studies (biological, cultural, hazardous materials, hydrology, etc.) as required.
- Coordinate with Caltrans District 4 Local Assistance for environmental approvals and document reviews.
- Support preparation of permit applications to relevant regulatory agencies (e.g., RWQCB, CDFW, USACE).

Deliverables:

- Draft and Final PES and CEQA/NEPA documentation
- Supporting technical studies (as required)
- Permit application support materials

3.4 Right-of-Way and Utility Coordination

- Review existing right-of-way records and determine the need for additional easements or temporary construction easements (TCEs).
- Prepare documentation required for **Right-of-Way Certification** in compliance with Caltrans LAPM.
- Identify and coordinate with utility owners; verify existing utility locations through record research and field confirmation.
- Develop and maintain a utility coordination matrix summarizing potential conflicts and resolutions.

Deliverables:

- Right-of-Way Summary Report
- Utility Coordination Matrix and documentation

3.5 Plans, Specifications & Estimates (PS&E)

Prepare PS&E submittals at the **30%, 60%, 90%, and Final (100%)** stages. Each submittal shall

include drawings, specifications, and the engineer's estimates that comply with Caltrans standards and Town requirements.

Requirements:

- Incorporate all applicable **Caltrans Standard Plans, Standard Specifications, and Design Manuals**.
- Submit plans and specifications electronically (AutoCAD and Word/PDF).
- Include quantity takeoffs, cost estimates, and design calculations.
- Address comments received from the Town and Caltrans at each review stage.

Deliverables:

- PS&E submittals at 30%, 60%, 90%, and 100%
- Engineer's Estimate (each phase)
- Comment response log and updated drawings

3.6 Bidding Support

- Provide assistance during the bid advertisement period.
- Respond to bidder questions and prepare addenda as necessary.
- Attend pre-bid meetings and bid openings as requested by the Town.
- Prepare **Conformed Contract Documents** incorporating all addenda for execution following award.

Deliverables:

- Responses to bidder inquiries
- Draft and final addenda
- Conformed PS&E set

3.7 Construction Support

- Attend preconstruction meetings and periodic site visits to verify conformance with design intent.
- Review contractor submittals, shop drawings, and Requests for Information (RFIs).
- Provide technical support for change order review and preparation.

- Participate in punch list and final inspection.
- Prepare **Record Drawings (As-Built)** upon project completion.

Deliverables:

- Construction meeting attendance and summary notes
- Reviewed submittals and RFIs
- Record Drawings (PDF and AutoCAD formats)

3.8 Quality Control / Quality Assurance

- Implement and maintain a **Quality Assurance / Quality Control (QA/QC) Plan** throughout project phases.
- Document internal design reviews and provide verification of independent technical checks.
- Ensure all documents meet Town and Caltrans standards for completeness, accuracy, and consistency.

Deliverables:

- QA/QC Plan (draft and final)
- Documentation of review checklists and resolutions

SECTION 4 – FEDERAL, STATE, AND TOWN COMPLIANCE REQUIREMENTS

4.1 General Requirements

This project is financed in part by the **Federal Highway Administration (FHWA) Emergency Relief (ER) Program** and the **Town of Moraga's RMRA Gas Tax funds**. Accordingly, all work shall conform to:

- **23 CFR 172** – Administration of Engineering and Design-Related Services;
- **2 CFR 200** – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- **Brooks Act (40 U.S.C. 1101-1104)** – procurement of architectural and engineering services;
- **Caltrans Local Assistance Procedures Manual (LAPM)** – particularly Chapters 5, 10, and 12; and
- All applicable **California State and Town of Moraga contracting requirements**.

4.2 Consultant Responsibilities

The Consultant shall:

- Maintain accurate cost and labor records compliant with 48 CFR Part 31 (Cost Principles).
- Ensure that all subconsultants comply with federal regulations, including Title VI of the Civil Rights Act.
- Observe all **FHWA contract provisions** in the sample Consultant Services Agreement (Attachment A).
- Cooperate with FHWA, Caltrans, and Town audits and reviews.
- Retain all records for not less than **three years** following project completion and final payment.

4.3 Disadvantaged Business Enterprise (DBE) Participation

While this contract does not carry a formal DBE goal, the Town encourages participation by **Disadvantaged Business Enterprises**.

4.4 Non-Collusion Statement

The Consultant shall include within their Proposals a statement of Non-collusion, see Section 5.3 for required language.

4.5 Conflict of Interest

The Consultant and any subconsultant shall avoid actual or apparent conflicts of interest as defined by **23 CFR 1.33** and **Cal. Gov. Code § 1090 et seq.** Any potential conflict shall be disclosed immediately in writing to the Town.

4.6 Title VI Compliance

No person shall be excluded from participation in, denied benefits of, or subjected to discrimination under this project on the basis of race, color, national origin, sex, age, or disability, consistent with **Title VI of the Civil Rights Act of 1964** and related statutes.

4.7 Certification of Insurance Requirements

Provide verification from your insurance agent that they understand and can comply with the Town's insurance requirements and form types. Include a written statement that the contract form, conflicts of interest provisions, and insurance are understood. The individual authorized to negotiate the final contract must sign the letter.

SECTION 5 – PROPOSAL REQUIREMENT AND FORMAT

5.1 General

Proposals shall be **concise, well organized, and limited to 25 pages** (excluding cover, dividers, resumes, and appendices). Minimum font size 12 pt.

Each proposal must include the following components:

5.2 Proposal Content

1. Transmittal Letter

- State the firm's interest and commitment to the project.
- Identify the authorized signatory and confirm validity of proposal through June 30, 2026.
- Acknowledge acceptance of the Town's sample agreement or list proposed exceptions.

2. Executive Summary

- Summarize understanding of the project, key challenges, and approach.

3. Project Understanding and Technical Approach

- Describe technical methodology, innovative concepts, and key work elements.
- Identify anticipated permits, coordination needs, and risk mitigation strategies.

4. Project Management and Team Organization

- Identify the Project Manager and Engineer-of-Record.
- Provide an organization chart showing key staff and subconsultants with roles/responsibilities.
- Include three (3) references for similar FHWA/Caltrans projects.

5. Experience and Qualifications

- Highlight relevant firm and key-personnel experience within the past 10 years.
- Include brief résumés (maximum 4 pages each).

6. Task Summary and Level of Effort

- Present a table showing tasks (per Section 3) and estimated labor hours by staff classification.

7. Schedule

- Provide a preliminary schedule identifying major tasks, milestones, and review periods.

8. Cost Proposal *(submitted in a separate sealed envelope)*

- Cost proposals shall include, at a minimum, the cost for each task and labor category included in the scope of services above, and a cost breakdown for individual staff involved on the project, whether it is for Consultant or subconsultant. Cost breakdowns shall show estimated hours of work and labor rates for each individual staff member. All overhead markups shall be included in the labor rates shown for both Consultant and subconsultant. Costs for travel, reproduction, materials purchases, equipment rentals, and other nonlabor costs may be itemized separately by task to provide a subtotal cost by task for services. Subconsultant labor shall be clearly delineated from prime consultant labor. As this is an Emergency Relief program project, the engineering design work has a short timeline for completion, and no escalation in hourly rates is expected unless clearly defined and explained in the Cost Proposal.

9. Required Statements

- Non-Collusion Declaration (see 5.3).
- Certification of Insurance Requirements.
- Title VI acknowledgment (Appendixes).

5.3 Non-Collusion Statement

Each proposal shall include the following declaration, signed by an authorized representative:

“The Consultant declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Consultant has not directly or indirectly induced or solicited any other Consultant to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Consultant or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Consultant has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Consultant or any other Consultant, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Consultant, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Consultant has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership,

company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.”

5.4 Proposal Submittal

- Submit **five (5)** hard copies and **one (1)** electronic PDF copy on a USB flash drive.
- The **Technical Services Proposal** shall be sealed separately and clearly labeled.
- The **Cost Proposal** shall be sealed separately and clearly labeled.
- Proposals must be delivered to the Town of Moraga, Public Works Department, by the date and time listed on the Cover Page.
- Late or unsigned proposals will not be considered.

SECTION 6 – EVALUATION CRITERIA AND SELECTION PROCESS

Evaluation Category	Description	Weight (%)
Completeness of Response	Compliance with RFP submittal directions, requirements, and requested documentation.	Pass/Fail
Understanding of Project & Technical Approach	Demonstrated comprehension of project objectives, constraints, and methodology for Federal-Aided projects.	25
Experience & Qualifications	Relevant experience of firm and key staff with successful completions of FHWA/Caltrans projects particularly Emergency Relief program.	25
Project Management & Organization	Sound management plan, schedule control, and communication structure for Federal-Aided projects.	20
Quality Assurance / Quality Control	Demonstrated procedures ensuring accuracy and regulatory compliance.	10
Schedule & Availability	Ability to meet project milestones within the required timeframe.	15
Overall Clarity and Presentation	Professional quality, readability, and responsiveness to RFP.	5
	Total	100

The Town may begin contract negotiations immediately with the top-ranked firm. If negotiations are unsuccessful, the Town will attempt to negotiate a contract with the second-ranked firm, and so on, until an agreement is reached.

This RFP does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure a contract for services. The Town reserves the right to accept or reject any or all proposals received as a result of this request or to negotiate with any qualified Consultant to modify or cancel in part or its entirety the RFP if it is not in the best interests of the Town to do so.

The prospective Consultant is advised that should this RFP result in a recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Town. The total amount payable to the Consultant shall not exceed the agreed upon contract amount, and with the performance period date approved by the Town Council, up to the completion of construction listed in the Contract, whichever is less.

The anticipated schedule for consultant selection and for the Project is given below. It should be noted that the Town reserves the right to make changes to the schedule and that the following dates are considered tentative.

The successful Consultant(s) shall enter into a Consulting Services Agreement with the Town of Moraga and submit the following items within five (5) days prior to Town Council award:

- Copy of Certificate of Insurance which shows compliance with the attached requirements and naming the Town of Moraga as an additional insured.
- Completed IRS W-9 tax form.

CONCLUSION

Thank you for considering the Town's RFP for this Project. Several documents are provided as attachments to this RFP to facilitate proposers' development of a technical and cost proposal.

Sincerely,



Shawn Knapp, P.E.,
Public Works Director/Town Engineer