

REQUEST FOR APPROVAL

To: Howard Levenson
Deputy Director, Materials Management and Local Assistance Division

From: Brenda Smyth
Branch Chief, Statewide Technical and Analytical Resources Branch

Request Date: November 23, 2011

Decision Subject: Scope of Work for the Rubberized Asphalt Concrete (RAC) Engineering and Technical Assistance Contract (Tire Recycling Management Fund, FYs 2011/12 & 2012/13)

Action By: December 13, 2011

Summary of Request:

Staff requests the approval of the Scope of Work (SOW) for the Rubberized Asphalt Concrete (RAC) Engineering and Technical Assistance Contract and authorization to proceed with the selection of the contractor using the Request for Qualification (RFQ) process.

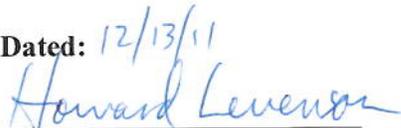
Recommendation:

Approve the Scope of Work for the RAC Engineering and Technical Assistance Contract in an amount not to exceed one million eight hundred twenty-five thousand dollars (\$1,825,000) for Fiscal Years (FYs) 2011/12 and 2012/13.

Deputy Director Action:

On the basis of the information, analysis, and findings in this Request for Approval, I hereby approve the Scope of Work for the RAC Engineering and Technical Assistance Contract in an amount not to exceed one million eight hundred twenty-five thousand dollars (\$1,825,000), subject to availability of funds appropriated to this program and authorize staff to proceed with the contractor selection process.

Dated: 12/13/11



Howard Levenson
Deputy Director

Attachment: Scope of Work

Background Information, Analysis, and Findings

For the last six years CalRecycle has been providing RAC engineering and technical assistance to local government agencies to increase their RAC knowledge base and to assist in the execution of RAC paving projects. The previous Contractor, MACTEC Engineering and Consulting, and the current Contractor, Jacobs Engineering Group, have provided training to hundreds of local government agencies on RAC specifications, material properties, and construction best practices. In addition, these contractors have provided technical assistance ranging from specification review to construction management assistance on hundreds of RAC projects. The proposed tasks under this SOW are similar to the previous SOWs and will continue to train agencies, provide valuable technical assistance to ensure successful RAC projects, support CalRecycle's RAC Grant Program, Green Roads effort, and the RAC Cooperative Purchasing Program. These services differ from those provided by the RAC Technology Center which is focused on in-field implementation of emerging RAC technology and local government technical assistance on as needed basis. The current contract with Jacobs Engineering ends on May 15, 2012.

The approval of this SOW is the first step in CalRecycle's RFQ process to select a contractor for this effort. The RFQ process and the contract award typically takes about 10-12 weeks to complete. The \$1,825,000 for this contract will come from the RAC Technical Assistance Contract line item for FYs 2011/12 and 2012/13 in the Market Development Section in the current (6th Edition) Five-Year Tire Plan.

Fund Source	Amount Available	Amount to Fund Item	Line Item
Tire Fund FY 2011/12	\$1,325,000	\$1,325,000	RAC Technical Assistance Contract
Tire Fund FY 2012/13	\$500,000	\$500,000	RAC Technical Assistance Contract

Department of Resources Recycling and Recovery

SCOPE OF WORK

Rubberized Asphalt Concrete (RAC) Engineering and Technical Assistance Contract

I. INTRODUCTION/OBJECTIVES

The purpose of this contract is twofold: 1) to continue support of CalRecycle's rubberized asphalt concrete (RAC) grant programs via RAC technology transfer and technical assistance to local governments; and 2) to support the RAC Cooperative Purchasing Program effort. Through this contract, CalRecycle will hire an engineering consultant with expertise in RAC processes and construction to help provide training, technology transfer and technical assistance to local government agencies who want to increase their knowledge and use of RAC. The engineering consultant will also provide project coordination and construction management for the RAC Cooperative Purchase Program.

This contract will assist CalRecycle, in partnership with local governments, to increase the use of RAC by expanding the knowledge base of its engineering benefits and correct application procedures. The consultant chosen for this contract will work closely with local government agencies on RAC technology transfer and project implementation. The contract also may be used to conduct research on issues related to the use of tire rubber in paving projects. These projects may be performed in partnership with local government and/or state agencies. The contract may also be used to provide technical assistance to Caltrans and industry, as needed.

II. WORK TO BE PERFORMED

All work under this contract shall be performed in accordance with approved work plans developed by CalRecycle and the instructions accompanying or included in work orders issued under the contract. The contractor shall assist CalRecycle staff with the following tasks:

1. RAC technology transfer and training to local governments.
2. RAC project construction management oversight and technical assistance.
3. RAC research investigations.
4. RAC Cooperative Purchase Program project coordination.

III. TASKS IDENTIFIED

All work under this contract will be performed through work orders issued by CalRecycle to the contractor. The contractor will initially receive a planning work order that includes a proposed scope of work (SOW) and other pertinent information specific to each task. Work will be carried out in accordance with work plans approved by CalRecycle staff.

CalRecycle staff will coordinate with the contractor and negotiate any changes to the work plan, which shall be documented through a change order and signed by both parties.

Types of work anticipated include, but are not limited to:

General/Grant Program Support

1. Provide RAC technology transfer and training for local government personnel. The program will include RAC manufacturing processes, specification, construction and inspection processes, material sampling and analysis techniques. This program may include both individual and multi-jurisdictional/regional training sessions.
2. Assist in the development and review of engineering designs for local government RAC projects.
3. Provide construction management oversight and inspection technical assistance for local government RAC projects.
4. Review and critique technical standards and specifications for RAC materials and construction.
5. Perform research investigations of RAC issues and problems.
6. Provide monthly progress and cost tracking reports.

Cooperative Purchase Program

1. Coordinate multiple agency RAC projects, including: design, scheduling, RAC procurement, and construction, project quality assurance and quality control (QA/QC).
2. Develop project designs and specifications in conjunction with local government participants.
3. Provide construction management services.
4. Provide RAC production and construction QA/QC services.
5. Provide written RAC project summary reports and post-project conferences with participating agencies detailing steps to implement each project.
6. Administer program payments to participants.

IV. CONTRACT/TASK TIME FRAME

It is anticipated that this contract will be awarded in April 2012 and expire in May 2015. CalRecycle staff will develop a work order for each task under this contract and the deliverables and time frame for the respective task(s) will be included in each work order.

The following provisions will be included in the Terms and Conditions or Special Terms and Conditions of the Contract:

V. COPYRIGHT PROVISION

The contractor shall establish for CalRecycle good title in all copyrightable and trademarkable materials developed as a result of this Scope of Work. Such title shall include exclusive copyrights and trademarks in the name of the State of California, CalRecycle.

VI. CALIFORNIA WASTE TIRES

Unless otherwise provided for in this Scope of Work, in the event the contractor and/or subcontractor(s) purchases waste tires or waste-tire derived products for the performance of this Scope of Work, only California waste tires and California waste tire-derived products shall be used. As a condition of payment under the agreement, the contractor shall be required to provide documentation substantiating the source of the tire materials used during the performance of this Scope of Work to the contract manager.

VII. WASTE REDUCTION AND RECYCLED-CONTENT PRODUCT PROCUREMENT

In the performance of this Agreement, Contractor shall use recycled content, used or reusable products, and practice other waste reduction measures where feasible and appropriate.

Recycled-Content Products: All products purchased and charged/billed to the CalRecycle to fulfill the requirements of this contract shall be Recycled-Content Products (RCPs), or used (reused, remanufactured, refurbished) products. All RCPs purchased or charged/billed to the CalRecycle to fulfill the requirements of the contract shall have both the total recycled-content (TRC) and the postconsumer content (PC) clearly identified on the products. Specific requirements for the aforementioned purchases and identification are discussed in the Terms and Conditions of the Contractual Agreement under Recycled-Content Product Purchasing and Certification.

The Contractor should, at a minimum, ensure that the following issues are addressed, as applicable to the services provided:

A. WRITTEN DOCUMENT PROVISION

All documents and/or reports drafted for publication by or for CalRecycle in accordance with this contract shall adhere to CalRecycle's *Guidelines For Preparing CalRecycle Reports (available upon request)* and shall be reviewed by CalRecycle's Contract Manager in consultation with one of CalRecycle's editors.

In addition, these documents and/or reports shall be printed double-sided on one hundred percent (100%) recycled-content paper. Specific pages containing full-color photographs or other ink-intensive graphics may be printed on photographic paper. The paper should identify the postconsumer recycled content of the paper (i.e., "printed on 100% postconsumer paper"). When applicable, the contractor shall provide the contract manager with an electronic copy of the document and/or report for CalRecycle's uses.

To the greatest extent possible, soy ink instead of petroleum-based inks should be used to print all documents

B. CONFERENCING PROVISION

The contractor shall take any and all steps necessary to make sure that the event is a model for future recycling, waste prevention, diversion, buy recycled, and waste management events.

Paper Products: All paper products used to fulfill the requirements of this contract (nametags, badges, letters, envelopes, brochures, etc.) must contain at least 30% postconsumer recycled content fiber.

Re-usable Cups, Plates & Utensils: To the greatest extent possible, use re-usable/washable utensils, dishes, tableware, etc., rather than single-use disposable products.

Leftover Food/Beverages: All leftover food and/or beverages associated with the event will be donated to an established food donation outlet. Arrangements for the donation must be made prior to the date of the event. CalRecycle staff will assist the contractor in identifying these donation outlets, if needed.

Recycling/Composting: Arrangements must be made with the venue, sponsor, or by contract, to provide adequate collection bins for recyclables, organics (food waste) or biodegradable materials, and trash (non-recyclables). The bins should contain at least 30% post-consumer plastic. In addition, the contractor shall work with the venue and/or sponsors to maximize diversion of the discarded materials.

Soy-based Printing Ink: To the greatest extent possible, soy ink instead of petroleum-based inks should be used to print all documents needed for the event.