

Request for Qualifications (RFQ)
Department of General Services
Real Estate Services Division
Project Management and Development Branch

The Department of General Services (DGS), Real Estate Services Division (RESA), Project Management and Development Branch (PMDA) is requesting Statements of Qualifications (SOQ) from Environmental Engineering and Landscape Architectural firms, pursuant to Government Code §4525 et. seq.

I. PROJECT DESCRIPTION - RETAINER AGREEMENT

RESA-PMDA 2024-09

**NATURAL RESOURCES, RECREATION, AND PUBLIC ACCESS PROJECTS
ENVIRONMENTAL ENGINEERING AND
LANDSCAPE ARCHITECTURE SERVICES - RETAINER
DEPARTMENT OF GENERAL SERVICES
LAKE TAHOE BASIN AND TRUCKEE RIVER WATERSHED**

This Request for Qualifications (RFQ) is to establish retainer agreements with qualified firms to be used on an as-needed basis to support projects located throughout the Lake Tahoe Basin and the Truckee River Watershed.

The selected firm for the region may be awarded a **five (5) year** and **\$5,000,000.00** maximum total amount agreement. Individual task orders within the agreement will be prepared and issued for specific projects on an as needed basis. The scope of services and total fee for individual task orders will be negotiated utilizing the rates specified in the retainer agreement. The State does not guarantee any task orders will be made under the agreement during the agreement term.

II. SCOPE OF SERVICES

The selected firm shall provide Environmental Engineering and Landscape Architecture services on an as-needed basis for new, addition, renovation, or remodel projects located throughout the State of California.

The basic services to be provided may include, but not be limited to, providing and/or preparing:

PMDA is interested in securing the services of an Environmental Engineering and Landscape Architecture consultant team that can provide a wide range of expertise in evaluating and designing watershed, stream environment zone (SEZ) restoration/enhancement, storm water, wetlands, wildlife, transportation, public access and recreation projects, facilities, and programs; providing land surveying and geotechnical investigation expertise; providing landscape imaging and analysis services such as aerial photographs, vegetation monitoring, and topographic data through the use of tools such as Unmanned Aerial Vehicles (UAVs); identifying, preparing and submitting regulatory permit applications; providing expertise in the preparation and/or review of re-vegetation plans and specifications; evaluating and supporting land tenure needs, by preparing and reviewing documents such as legal descriptions, records of survey, and parcel maps; preparing feasibility analyses, schematic plans, conceptual plans, and master plans; developing visual simulations and renderings for communication and permitting efforts; preparing hydrology, hydraulic, and FEMA flood analysis, modeling, and studies, and sedimentation analysis and modeling; preparing studies and designs for existing and new utility infrastructure facilities; preparing plans and specifications stamped by the appropriately licensed California professional suitable for construction of public project

improvements; providing construction oversight and inspection services; coordinating project technical reviews by local, regional, state, and federal agencies; reviewing plans and specifications for proposed projects, including evaluating projects for consistency with agency program objectives and requirements, assisting agency staff with technical reviews, and providing supporting written commentary; providing assistance in the development and implementation of monitoring programs for various needs such as to evaluating project effectiveness or regulatory compliance; preparing interpretative display and public access signage; assisting with public involvement and equitable community outreach efforts, including bilingual translation; conducting equitable and translated community surveys of recreational demand and needs assessments; and providing general landscape architectural assistance and expertise.

Other services such as architecture and civil, mechanical, electrical, geotechnical, and structural engineering associated with the basic services may also be provided as needed.

Work shall be performed under and approved by a responsible party licensed in the State of California. Design work shall be performed under and be approved by an architect or engineer licensed in the State of California.

DESIRABLE QUALIFICATIONS AND EXPERTISE

Each Statement of Qualifications (SOQ) should clearly delineate and address the contractor's relevant experience in environmental, civil, and structural engineering and landscape architecture with emphasis on the list of potential services above. Knowledge, experience and expertise that is of importance in the selection of the respective consultant team firms includes, but is not limited to, the following areas:

Engineering Services: Contract requires licensed professional engineers (current California registration) with experience in civil, structural, hydrology, environmental, geotechnical, or related fields. Firms should have experience in design and construction of storm water, recreation, and watershed restoration projects, including the preparation and oversight of Storm Water Pollution Prevention Plans. Firms should have a thorough understanding of the principles of storm water design, groundwater movement, geomorphology, and fluvial processes. Firms should have the ability to accurately calculate channel flows and runoff from developed and undeveloped lands; design open channels, vegetated swales, storm drains, and culverts; and conduct hydrologic and hydraulic analyses, including flood analysis. Also, firms should have experience in conceptual design, estimating, preparation of technical studies and final design of plans and specifications for on-land recreational facilities (e.g., shared-use trails, day use facilities, and beaches), assessment and design of retrofits of facilities to meet requirements for the Americans with Disabilities Act, and design, permitting, construction or demolition of on-water facilities, such as piers and revetments. Firms should also have experience in designing, permitting, and undertaking restoration and recreation projects located in urban and environmentally sensitive areas, such as wetlands, streams, meadows, and shorelines.

Firms should have experience with design and construction oversight of projects using non-mechanical water quality treatments such as wetlands, meadows, vegetated water quality treatment basins, vegetated channels, and biotechnical and vegetative slope stabilization. Firms should also have experience in environmental engineering and bioengineering techniques and construction oversight for channel, slope and shoreline stabilization, and the restoration of streams, wetlands, and other riparian environments. Firms should have experience in designing projects at high elevations where freeze/thaw, heavy snow loads, and snow removal conditions exist. Firms should be able to demonstrate experience with projects and engineering services in settings typical of the Lake Tahoe and Truckee River watersheds.

Restoration Planning: The firm should be able to provide related expertise for the non-engineering aspects of storm water and watershed planning. These elements include, but are not limited to,

development of revegetation plans and specifications, development of projects that meet local visual compatibility goals, and understanding of the relationship of the project to critical natural resources. The consultant team should be familiar with the visual assessment requirements of the Tahoe Regional Planning Agency. The firm should have expertise in channel bank and shoreline vegetation and other bioengineering treatments (willow mattresses, stacked sod, log structures and rootwads) effectiveness and success.

Landscape Architectural Services – The contract requires a licensed professional landscape architect (current California registration) with experience in public access, recreation, environmental restoration, or related fields. The consultant team should have the capability to demonstrate a thorough understanding of the principles of landscape design, site development, environmental restoration, water and energy conservation, and high elevation site conditions. Experience in design and development of shared-use and hiking trails as well as interpretative displays, exhibits, and signage. The team should be familiar with the requirements for soil preparation, plant selection, plant maintenance, fertilization, and irrigation in the setting of the Lake Tahoe Basin and Truckee River Watersheds.

Water Quality Planning: The team should be able to design and/or provide evaluation of projects that involve integrated water quality improvements and other environmental benefits. The firm should have expertise in the development and implementation of monitoring programs to meet regulatory compliance and to evaluate the effectiveness of water quality improvement and watershed restoration projects. The team should also have the resources to provide water quality testing and analysis.

Geotechnical Assessment: The consultant team should have the capability of providing a full range of geotechnical services necessary to assess, plan, and construct projects.

Infrastructure Assessment: The consultant team should have the capability to assess, and design related public infrastructure improvements such as storm and sewer drainage systems, streets and highways, other public utilities, and provide needed structural assessments and designs of existing facilities, such as bridges, dams, and revetments.

Knowledge of the Lake Tahoe Area/Truckee River Watershed: The consultant team shall demonstrate knowledge of and expertise in the Lake Tahoe Basin, its environment, and the relevant concerns of the communities and regulatory agencies. The contractor may aid in community presentations and assessment of a project's consistency with local planning standards.

Knowledge of Permitting and Regulatory Processes: The consultant team shall demonstrate knowledge of and expertise in complying with Tahoe basin regulations as demonstrated by securing project permits from the Tahoe Regional Planning Agency, the Lahontan Regional Water Quality Control Board, Army Corps of Engineers, Placer, El Dorado and/or Nevada counties, and other relevant public agencies in the Lake Tahoe Basin. The consultant team shall also demonstrate knowledge in the assessment of construction project risk and regulatory approvals necessary for different restoration approaches (i.e. new channel construction vs. in channel construction).

Boundary and Topographic Surveys: The consultant team shall have the ability to conduct terrestrial and marine boundary and topographic surveys, provide legal descriptions, prepare parcel maps, records of survey, corner cards, and site and topographic maps. The consultant team shall demonstrate knowledge and experience conducting such surveys in the Lake Tahoe Area. All survey and spatial data, including metadata, produced under this contract should be compatible with or be convertible to interface with ArcGIS.

Environmental Due Diligence: The consultant should demonstrate expertise and experience in the preparation of environmental due diligence studies and investigations, including but not limited to,

preliminary site assessments (I-III), remediation plans, soil and water quality assessment, permitting/regulatory review, and remediation planning.

Adaption to Existing Conditions – The consultant team should have experience in planning and implementing recreational and public access projects in a manner that minimizes disturbance to the existing setting or involves the use of adapted facilities.

American with Disabilities Act (ADA) – The consultant team should have the capability, consistent with the skills of a certified access specialist (CASP), to assess, plan and design ADA compliant recreational facilities.

Recreational Surveys and Studies – The consultant team shall have experience in developing and implementing recreational user surveys, as well as preparation of feasibility studies for new or renovated facilities. The team should be familiar with the techniques for assessing user demand for new or renovated recreational facilities in a manner consistent with the protocols of the Tahoe Regional Planning Agency.

III. **MINIMUM REQUIREMENTS**

Firms that are interested in providing professional services for this contracting opportunity shall submit the following information in 8.5" x 11" format (11-point font or greater) with each of the numbered sections collated in a separate tab.

Submit two (2) hard copies and one (1) electronic copy as described in Section IV.

Each SOQ shall contain the following information:

1. Letter of Interest that includes the region(s) of interest, the submitting firm's Federal Employment Identification Number (FEIN), and the name of the person authorized to negotiate and sign agreements on behalf of the submitting firm.
2. Executive Summary (2 pages maximum).
3. Federal Form SF330 ("Architect-Engineer Qualifications") Parts I & II for the submitting firm and Federal Form SF330 Part II for all proposed subcontractors. The current forms are available on the GSA [website](#).
 - a. Submitting firms may supplement the Form 330 resume section, with no more than one supplemental page per person, to provide additional information describing an individual's proposed project assignment and responsibilities, their specific professional experience related to this assignment, and their current work assignment(s) and projected completion dates.
4. Written statement of the firm's qualifications that is responsive to the Selection Criteria in Section V. Firms shall indicate how their qualifications fulfill the requirements of the Selection Criteria with a complete and organized response for each numbered item.
5. Additional Required Documents
 - a. Current Statement of Information. If operating under a fictitious business name, provide all supporting documentation (i.e. fictitious business name statement certified by the appropriate county clerk). [Website link to the California Secretary of State](#).

- b. Verification of California license for Profession Architects and Engineers, Land surveys, and Geologists. [the Department of Consumer Affairs website](#)).
- c. If applicable, proof of current certification from the DGS Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS). [Website link to the DGS Office of Small Business and Disabled Veteran Business Enterprise Services](#).
- d. Completed and signed California Civil Rights Laws Attachment, available on the [Website link to the Civil Rights Laws Attachment](#).
- e. Proof of current registration with the California Department of Industrial Relations as a Public Works Contractor for the firm submitting the SOQ and all proposed subcontractors. [Website link to the DIR Contractor Registration Search](#).
- f. Darfur Contracting Act Certification. [Website link to the Darfur Contracting Act Certification Form](#).
- g. Iran Contracting Act Certification. [Website link to the Iran Contracting Certification Form](#).
- h. Bidder Declaration Form (GSPD-05-105) documenting sub-contracted services. [Website link to the GSPD-05-105 Form](#).
- i. Generative Artificial Intelligence (GenAI) Disclosure & Factsheet (STD 1000). [Website line to the STD 1000 Form](#).

Participation of Small Businesses and Disabled Veteran Business Enterprises, as defined in Government Code § 14837, is encouraged.

To locate certified firms for sub-contracting purposes, visit the Cal eProcure [website](#). Click on “Get Certified/Search for SB/DVBE” and then “Search for Certified Firms”. In the Certification Type, select any combination of Micro Business (MB), Small Business (SB), or Disabled Veteran Business Enterprise (DVBE).

Additional fields allow for a narrowing of the search. In the UNSPSC Classifications field, a search can be conducted in which the words “architectural” or “engineering” are used. If, for example, the UNSPSC Classification for Architectural Engineering (81101508) is selected, in addition to Disabled Veteran Business Enterprise (DVBE), Service Area (County) Sacramento (034), a number of DVBE certified firms that associate with the Architectural Engineering category in the Sacramento area are shown.

If the submitting firm or its subcontractor(s) believe they may qualify as either a SB or DVBE, visit the OSDS [website](#) or call OSDS at (916) 375-4940 for more information.

No preference can be given to SB or DVBE firms under the contracting law set up for professional services contracts (Architectural, Engineering, Environmental Services, etc.).

IV. SUBMISSION INFORMATION AND DEADLINE

SOQ hard copy documents must be submitted via mail, with postmark no later than the submission deadline, to the address below. Hand delivered or dropped off, facsimile, and e-mailed documents will **NOT** be accepted.

Within 24 hours of the submission deadline, one (1) electronic copy to of the SOQ shall be uploaded by the submitting firm to the following DGS Box.com site:

<https://dgscloud.app.box.com/f/b11b3be57ec14876a9e12dd6da740ebc>.

The SOQ electronic copy shall be in PDF format and shall be identical to the hard copy documents submitted via mail. Hand delivered or dropped off, e-mailed files, and other electronic transmissions will **NOT** be accepted.

Submittal Deadline: **Friday, January 17, 2025, at 5:00 P.M.**

Address for Submission:

Department of General Services
Real Estate Services Division
Project Management & Development Branch
Attn.: Jessica McDaniel, Contracts Analyst and Nora Sandstedt, Contracts Technician
707 3rd Street, 4th Floor
West Sacramento, CA 95605

V. **SELECTION CRITERIA**

SOQ packages meeting the minimum requirements of Section III and submitted as described in Section IV will be evaluated and scored based on the eight (8) criteria listed below.

1. **Experience of Firm**

Professional experience of the firm in relation to the work to be performed.

- List each person with their role for all staff identified as a part of this proposal.
- Experience of subcontractors in relation to the work performed.
- Nature and quality of completed work.

2. **Experience of Principals**

Professional experience and licenses of the principals to be assigned to the project.

- List the Principals to be assigned to and involved with the project.

3. **Experience of Key Personnel**

Professional experience and training of key personnel, including both design and field personnel.

- List staffs experience, education, licensing, certification, and training.

4. **Resource Availability**

- Firm's resource availability and demonstrated ability to meet deadlines and produce timely required deliverables. SOQs should demonstrate reliability of firm and continuity of firm's staff and sub consultants.
- Location of firm office(s) for project coordination and services.

5. **Working with Other Entities**

- Demonstrated ability to collaborate and work with various utilities, and governmental departments including experience coordinating with multiple stakeholders.

6. **Problem Solving**

- Demonstrated ability to provide creative and innovative solutions to solve design and engineering problems, including unexpected problems, via examples of past projects.

7. Public Works Support

- SOQs demonstrate capabilities and examples of successfully supporting public works bidding and construction management support services.

8. Estimating and Schedule

- Demonstrated expertise and experience in cost estimating, scheduling and phasing, value engineering, and cost benefit analysis.

Firms with the highest scoring SOQs for each region will be included on the “short list” for that region. Firms on each “short list” will be invited for an interview to make an oral presentation on their firm and its qualifications and experience.

Final selection of a best qualified firm for each region will be made based on the submitting firm’s SOQ and the interview.

The State reserves the right to terminate the selection proceedings at any time.

VI. CONTRACT ADMINISTRATIVE PROCESS

The selected firm(s) for each region will submit proposed hourly rates for specific classifications of employees, subcontractors, and/or services to be provided. The State and each firm will enter negotiations to create fixed rates applicable for the term of the contract. In the event a satisfactory agreement cannot be negotiated, the State will terminate negotiations and begin negotiations with the next ranked firm in that region, and so on until an agreement is reached. After successful negotiations, a contract will be executed for each region.

The State does not guarantee any task orders will be made under the agreements during the agreement terms. The State may utilize services from firms with agreements in other regions on an as needed basis (such as if a firm is unavailable to provide the work or if the State and the firm cannot agree on a specific project fee).

Ten percent (10%) retention will be held for all progress payments made to contractor. When the estimated amount to be retained exceeds ten thousand dollars (\$10,000.00), and the retention continues for a period of 60 days beyond the completion of phased services, upon written request and at the expense of the contractor, the State will pay the retentions earned directly to a state or federally chartered bank in this state, as the escrow agent. Refer to Public Contract Code § 6106.5 for further requirements and requirements pertaining to subcontractors.

VII. TASK ORDER PROCESS

Task orders for specific projects and scopes of work shall be issued and signed by both parties to authorize work under the executed agreements so long as (i) the task order does not exceed the scope of work set forth in the agreement, and (ii) the task order does not amend any terms of the agreement.

Task orders for new work shall only be issued during the first thirty-six (36) months of the agreement term. The final twenty-four (24) months of the agreement term shall only be used to complete any outstanding task order work. At the sole discretion of the State, a new task order may be issued during the final twenty-four (24) months of the agreement term when necessary to complete task order work authorized during the first thirty-six (36) months of the agreement term.

Task orders will be negotiated for a firm fixed price based on the rates identified in the executed agreement.

VIII. TASK ORDER COMPENSATION

The total amount that may be authorized pursuant to the agreement will not exceed \$5,000,000.00, unless amended by the State, and no task order will be issued that will cause the maximum agreement amount to be exceeded. The actual amount of work requested by the State may be less than the maximum agreement amount and the State provides no guarantee as to the actual dollar amount that will be authorized under the agreement.

IX. LABOR COMPLIANCE MONITORING & ENFORCEMENT PROGRAM - CONTRACTOR REGISTRATION

Pursuant to Labor Code § 1725.5, contractors must register with the Department of Industrial Relations (DIR) as a public works contractor to bid on, be listed in a bid proposal or engage in the performance of any public works contract. The application also provides agencies that administer public works programs with a searchable database of qualified contractors. Application and renewal are completed online DIR Contractor Registration Info Page. The current annual fee can be located on the DIR website. The registration period coincides with the fiscal year.

Firms submitting a SOQ must list their Department of Industrial Relations (DIR) registration number, as well as the DIR registration number for each listed subcontractor. Which subcontractor is assigned to each registration number must be clear. If a coverage determination has been provided by DIR, the coverage determination letter may be submitted in lieu of a DIR registration number.

All A&E firms and subcontractors shall be required to comply with the monitoring and enforcement program, including, but not limited to, contractor registration, submittal of electronic certified payroll reports (eCPRs) directly to the DIR as applicable and cooperation with on-site monitoring by DIR personnel if the work performed is covered by prevailing wage laws. Not all work performed by an A&E firm or its subcontractors are covered by prevailing wage laws. Refer to Labor Code § 1771.4 et seq. and the Website link to the Prevailing Wage Requirements.

X. PREVAILING WAGES

Pursuant to Labor Code § 1774, the contractor and any subcontractors, regardless of tier, shall pay not less than the specified prevailing wage rates, as applicable, to all workers employed in the execution of the agreement. Website link to Labor Code § 1774.

Copies of the prevailing rate of per diem wages are on file at the Department of General Services, which shall be made available to all interested parties. Additionally, prevailing wage rates are available on the DIR website. Website link to the DIR Prevailing Wage Determination page.

This project is subject to compliance monitoring and enforcement by the DIR.

XI. ECONOMIC SANCTIONS

Firms submitting a SOQ are advised of Executive Order (EO) N-6-22 Russia Sanctions. On March 4, 2022, Governor Gavin Newsom issued EO N-6-22 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. By submitting a SOQ, the submitting firm represents that it is not a target of Economic Sanctions. Should the State determine the submitting firm is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the submitting firm’s SOQ any time prior to contract execution or, if determined after contract execution, shall be grounds for termination by the State.

XII. GENAI DISCLOSURE NOTIFICATION CLAUSE

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.

Bidder / Offeror / Contractor must notify the State in writing if their solution or service includes, or makes available, any GenAI, including GenAI from third parties or subcontractors.

The State has developed a GenAI Reporting and Factsheet (STD 1000) to be completed by the Bidder / Offeror / Contractor .

Failure to submit the GenAI Reporting and Factsheet (STD 1000) will result in disqualification of the Bidder / Offeror / Contractor.

Failure to report GenAI to the State may void any resulting contract. The State reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure.

Upon receipt of a Bidder / Offeror / Contractor GenAI Reporting and Factsheet (STD 1000), 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.

XIII. QUESTIONS

General questions and questions regarding the submission of RFQs should be directed to Jessica McDaniel, Contracts Analyst at jessica.mcdaniel@dgs.ca.gov or Nora Sandstedt, Contracts Technician at nora.sandstedt@dgs.ca.gov.

Technical and contract related questions should be directed to Stephanie Coleman, Senior Environmental Planner, at stephanie.coleman@dgs.ca.gov.

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