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 (RESD), Project Management and Development Branch (PMDB) is requesting Statements of Qualifications (SOQ) from firms, pursuant to Government Code §4525 et seq.

1. **PROJECT DESCRIPTION**

**RESD-PMDB 2018-23 RENOVATE RESOURCES BUILDING**

 **CALIFORNIA DEPARTMENT OF GENERAL SERVICES**

 **1416 NINTH STREET**

 **SACRAMENTO, SACRAMENTO, CA, 95814 Delivery: Design-Build**

**Resources Building:** Renovate the 17-story building (approx. 657,000 gsf).

SCOPE OF SERVICES

The successful firm shall provide professional environmental services necessary to prepare environmental studies and documents in compliance with the California Environmental Quality Act (CEQA), Public Resources Code (PRC) §§ 5024 and 5024.5, and with all other relevant environmental laws and regulations, for this project that will rehabilitate the Resources building. The Master Architect and/or the Design Builder team will develop plans describing anticipated renovation activities. The Environmental team will collaborate with the Criteria Architect and the Design Builder team to develop information needed for preparing project planning and environmental documents.

The California Department of General Services is the CEQA lead agency. Each Statement of Qualifications (SOQ) should clearly delineate and address the respondent’s relevant experience in the preparation of environmental documents, related support materials, and specialized environmental studies for rehabilitation projects of buildings that maybe listed on the mater list of state-owned historic resources and/or other similar activities. The SOQ should discuss the team’s wide range of expertise in environmental studies, assessments and evaluations, permitting, and documentation. In addition, the environmental services should include consultation with applicable State resource protection agencies, development of mitigation measures, and mitigation monitoring. Experience and expertise that may be of importance in the selection to provide contract services includes, but is not limited to, the following areas:

Historic Resources Expertise: The respondent shall demonstrate knowledge of relevant State and federal laws, regulations, and related protocols regarding the treatment of resources listed or eligible for listing in the National Register of Historic Places, the California Register of Historical Resources, or as a California Historical Landmark. This includes the ability to conduct and review historic evaluations and supporting documents, to prepare and/or peer review historic structures reports, and to provide recordation of both prehistoric and historic materials. The respondent shall demonstrate experience with consultation process for the State Office of Historic Preservation and federal historic preservation agencies, and the application of the Secretary of Interior Standards and the Historic American Building Survey procedures. The essential selection factor of the consultant team is professional qualifications, expertise, knowledge, and experience that meet the Secretary of Interior’s Professional Qualification Standards for architectural history, historic preservation, historic architect, and archeology [category (B) historical].

CEQA/Regulatory Expertise: Environmental regulatory expertise and knowledge and experience in the successful preparation of defensible environmental documents and a thorough understanding of CEQA will be of critical importance. The respondent must show experience and expertise in analyzing and describing potential impacts and recommended mitigation measures and alternatives, and have broad experience in the preparation of environmental documents, such as initial studies, negative declarations, and environmental impact reports.

Natural Resource Expertise: The Contractor should demonstrate broad experience in preparation of natural resource assessments typically used in environmental documents and other baseline project studies, especially for biological resources. Contractor should have a good working knowledge of common habitat types and species that occur in Sacramento California, and familiarity with the State and federally-listed threatened and endangered species typically associated with California.

Air Quality Assessment and Modeling: Air quality assessment studies, including the use of standard models and/or development of project-specific models, knowledge of State and federal air quality standards, understanding of county or regional air quality management district rules and policies, and preparation of feasible mitigation measures to reduce air quality effects. Modeling of direct and indirect stationary and mobile sources. Greenhouse gas assessments and analyses.

Archaeological/Cultural Resources: Consultation and preparation of cultural resource surveys, investigations, and constraints mapping. Provide demonstrated knowledge and experience with pre-historic and historic resources of the region, the protocols for assessment of these resources, and the relevant local, State and federal historic consultation and protection processes and statutes. The respondent should have knowledge and expertise in relevant State and federal laws, regulations, and related protocols including AB 52 requirements as identified in CEQA section 21082.3(d), and such as those for the consultation process for the State Office of Historic Preservation and federal historic preservation agencies, the Secretary of Interior Standards, Section 106 of the Historic Preservation Act, PRC 5024 and 5024.5, and Heritage Documentation Programs: HABS (Historic American Buildings Survey), HAER (Historic American Engineering Record), and CRGIS (Cultural Resources Geographic Information Systems). HABS level documentation and archival photography.

Traffic and Transportation Analysis: Traffic and transportation studies typically used in environmental documents. This includes related expertise in trip generation rates; travel pattern analysis; level-of-services analysis; VMT, traffic congestion planning; transportation demand management, parking analysis; transit corridor planning; peak hour traffic evaluation; and schematic design of intersection and roadways. Respondent should have knowledge of State and federal laws, local traffic rules and regulations, and typical commute/transportation management plans.

Noise Analysis: Acoustical analysis needed in environmental documents. This includes assessment of existing site and community noise levels, modeling project-induced sound levels, and identification of noise mitigation techniques and measures.

Public Participation and Community Outreach: Public participation process, organizing and conducting workshops, preparing newsletters and graphical materials, preparing public participation materials, organizing public workshops, and providing specialized community involvement assistance, and providing support for public presentations to local agencies and associations. Expertise in preparing high quality presentations materials for public relations and meetings. The team should be able to create public awareness materials as they relate to the environmental planning process and the community outreach process, and inform target audiences and sensitive audiences of projects, help the public understand construction activities and construction related impacts.

Website Publishing: Publishing environmental documents and information on a web page, complete with graphics/photo simulations including for public relations and for purposes of meeting public participation requirements. Integrating large data based files into production environments; server-side scripting languages; and, user interface to optimize website access by the general public. Optimizing graphics in order to reduce file sizes and download speeds of graphics for display on the DGS Internet website.

1. **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. Firms shall ensure that their written responses indicate how they meet the Selection Criteria listed below.

All submittals must be accompanied by a compact disk (CD) that contains all of the Firm’s submitted documents. Other forms of electronic storage media will not be accepted.

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Submit **two (2)** sets of the following:

1. Letter of Interest that includes the **Federal Identification Number** of the firm as well as the person authorized to negotiate and sign all agreements.
2. Executive Summary (2 pages maximum).
3. Federal Form SF330 (“Architect-Engineer Qualifications”) Parts I & II for your firm, and Federal Form SF330 Part II for any proposed sub-contractors. The current revision of these forms is available [here](https://www.gsa.gov/forms-library/architect-engineer-qualifications).
4. Written statement of the firm’s qualifications that is responsive to the selection criteria below. Firms shall respond in writing indicating how they believe their qualifications fulfill the requirements of these criteria. **Firms must respond to each numbered criterion with complete and organized responses.**
5. Additional Required Documents
	1. Current Statement of Information (can be obtained on the California Secretary of State’s website [here](https://businesssearch.sos.ca.gov/)). If operating under a fictitious business name, provide all supporting documentation (i.e. fictitious business name statement certified by the appropriate county clerk).
	2. If applicable, proof of current certification from the DGS Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS). This information can be obtained [here](https://www.caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx).
	3. Completed and signed California Civil Rights Laws Attachment, available [here.](https://www.documents.dgs.ca.gov/pd/pestatus/CALIFORNIA%20CIVIL%20RIGHTS%20LAWS%20ATTACHMENT.pdf)
	4. Proof of current registration with the California Department of Industrial Relations. This information can be obtained [here](https://efiling.dir.ca.gov/PWCR/Search).
	5. Darfur Contracting Act Certification. This form can be found [here](https://www.documents.dgs.ca.gov/pd/pestatus/Forms/Darfur%20Contracting%20Act%20Attachment.pdf).
	6. Iran Contracting Act Certification. This form can be found [here](https://www.google.com/url?q=https://www.documents.dgs.ca.gov/pd/poliproc/IranActCert.doc&sa=U&ved=0ahUKEwipkIvbocvWAhVG9GMKHdDbC0YQFggHMAE&client=internal-uds-cse&usg=AOvVaw2XD4Kvdcgua8jLRkU-MnZV).
	7. The Bidder’s Declaration Form (GSPD-05-105, which can be found [here](https://www.documents.dgs.ca.gov/pd/poliproc/master-biddeclar08-09.pdf)). This form documents subcontracted services.
	8. Disabled Veteran Business Enterprise Declarations Form (STD 843, which can be found [here](http://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf)). *This form documents compliance with requirements set forth in the Military and Veterans Code and is required to be completed for* ***each*** *Disabled Veteran Business Enterprise.*

**The State encourages Small Businesses and Disabled Veteran Business Enterprises to apply**. If you feel your company or your subcontractor qualifies as either, you may go [here](http://www.dgs.ca.gov/pd/Programs/OSDS/GetCertified.aspx) for more information or call OSDS at (916) 375-4940 for further information. Please note that no preference in the qualifications category can be given to Small Business firms under the contracting law set up for professional services contracts (Architectural, Engineering, Environmental Services, etc.).

1. **SUBMISSION INFORMATION AND DEADLINE**

Documents shall be received no later than Wednesday, **July 10, at 5:00 PM.** Documents shall be submitted to:

Department of General Services

Real Estate Services Division

Project Management & Development Branch

Attn: Karena Benskin, Contracts Analyst

707 3rd Street, 4th Floor

West Sacramento, CA 95605

**Facsimile or e-mail submittals will not be considered.**

# SELECTION CRITERIA

1. Professional experience of the firm in relation to the work to be performed – list each person with their role and office location for all staff identified as a part of this proposal (identify staff of sub-consultants similarly but separately).
2. Professional experience of the principals to be assigned to the project – list the Principals to be assigned to and involved with the project.
3. Professional experience and training of key personnel – list staff education, certification and training.
4. Demonstrated competence and specialized experience of firm.
5. Nature and quality of completed work.
6. Reliability of firm and continuity of proposed firm’s staff and sub-consultants with firm.
7. Firm’s workload and demonstrated ability to meet schedules.
8. Location of firm office(s) for project coordination and services.
9. Demonstrated ability of coordinating and working with various governmental subdivisions, jurisdictions and municipalities.

Consultant team shall be comprised of all disciplines necessary to effectively provide essential and ancillary services for the work described for the project. Team shall be experienced with projects of similar nature, size and complexity.

1. **CONTRACT ADMINISTRATIVE PROCESS**

Firms will be selected on the basis of written responses to this RFQ and an oral interview.

Submittals will be evaluated and scored based upon the above selection criteria for those firms who have complied with the minimum qualification requirements.

Typically, three firms with the highest scores will be selected for the “short list.” These firms will be invited for an interview and asked to make an oral presentation on their firm and its qualifications and experience.

Upon completion of all interviews, the firms will be rated in order of preference – 1, 2, 3, etc. The number one firm will be asked to submit a fee proposal. The State will attempt to negotiate a fee for services. In the event that a satisfactory agreement cannot be negotiated, the State will terminate negotiations with the firm and begin negotiations with the next ranked firm and so on. After successful negotiations, a contract will be awarded and executed.

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

Ten percent (10%) percent retention will be held for all progress payments made to Consultant. When the estimated amount to be retained exceeds ten thousand dollars ($10,000), 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 Consultant, the State will pay the retentions earned directly to a state or federally chartered bank in this state, as the escrow agent ([Public Contract Code § 6106.5](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC&sectionNum=6106.5.)). See [Public Contract Code § 6106.5 (e)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PCC&sectionNum=6106.5.) for further requirements pertaining to sub-consultants.

1. **Labor Compliance Monitoring & Enforcement Program - Contractor Registration**

Pursuant to [Labor Code § 1725.5](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=LAB&sectionNum=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 [here](https://efiling.dir.ca.gov/PWCR/Search). The current annual fee is $400 and the registration period coincides with the fiscal year.

All A&E contractors 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 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.](file:///C%3A%5CUsers%5Cjason%5CDownloads%5Cv) or visit the Prevailing Wage Requirements page of the DIR website [here](http://www.dir.ca.gov/Public-Works/Prevailing-Wage.html).

1. **Prevailing Wages**

Pursuant to [Labor Code Section § 1774](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=LAB&sectionNum=1774.), the Contractor and any subcontractors, regardless of tier, shall pay not less than the specified prevailing wage rates to all workers employed in the execution of the Contract.

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, these prevailing wage rates are available on the DIR website [here](http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm).

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

1. **QUESTIONS**

All technical questions should be directed to STEPHANIE COLEMAN, SENIOR ENVIRONMENTAL PLANNER, 916-376-1602, stepanie.coleman@dgs.ca.gov.

All contract related questions and questions regarding the submission of RFQs should be directed to Karena Benskin, Contracts Analyst at 916-375-5265 or karena.benskin@dgs.ca.gov.

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