

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 (PMDB) is requesting Statements of Qualifications (SOQ) from firms, pursuant to Government Code §4525 et seq.

I. PROJECT DESCRIPTION

**RESA-PMDB 2019-12 DEPARTMENT OF FOOD AND AGRICULTURE LABORATORY
REPLACEMENT PROJECT
CLIENT AGENCY
CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
830 DIANE DRIVE
TURLOCK, STANISLAUS COUNTY, CA, 95380**

Delivery: Design-Build

The Department of Food and Agriculture (DF&A) project consists of replacing the existing Turlock North Valley Laboratory. Due to serious infrastructure deficiencies, the existing laboratory facility in Turlock cannot meet its mission, to safeguard human and animal health from animal and food borne diseases in the northern San Joaquin Valley. A new laboratory is needed in this region; the new single-story building, with a mechanical loft, will be approximately 35,000 sq. ft. located on a new site consisting of approximately 26 acres, along with a separate office space building for CDFA employees. The project will be a design build site plan. The project includes build-in-laboratory equipment and casework, site work, utilities, walkways, curbs, gutters, signage, landscaping, irrigation, fencing, gates, trash enclosure, storage outbuilding, animal holding pens, site drainage, site lighting, communications (fire alarm, security, tel/data), water tank, septic system, water retention system and related items.

The project is needed to replace the outdated facility with a new laboratory that meets the needs of the CAHFA program. The new facility will include mammalian and avian necropsy/pathology, bacteriology, histology, immunology, molecular biology, food safety, and regulatory serology testing services along with supporting laboratories, administrative offices and common spaces.

II. SCOPE OF SERVICES

The successful firm shall provide professional services and prepare environmental documents and studies as required to comply with the California Environmental Quality Act (CEQA), Public Resources Code (PRC) §§ 5024 and 5024.5, and all other relevant environmental laws and regulations, as an environmental consultant for the above referenced project.

DESIRABLE QUALIFICATIONS AND EXPERTISE

Each Statement of Qualifications (SOQ) should clearly delineate and address the contractor's relevant experience in providing environmental services for similar projects. The issues that may be associated with this project and the specialized expertise of the environmental services/schematic design team that may be factors in the selection of a contractor for this project are listed below. This list, however, is not meant to serve as a complete list of all the environmental services/schematic design issues and factors that may be of significance in the preparation of related documents. The list is only a summary of the issues and factors known at this time, and it is provided only as a means of assisting each potential contractor in the formation of their statement of qualifications.

- **CEQA/NEPA Environmental Document Expertise** – Environmental regulatory expertise and knowledge and experience in the successful preparation of defensible environmental documents is an essential selection factor of the contractor. A thorough understanding of all the permitting requirements and documentation necessary to comply with applicable regulations, for instance, California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Endangered Species Act (ESA), Clean Water and Air Acts, Williamson Act, etc. Because federal agencies may have a role in this project review, the Contractor should have demonstrable ability to address State and federal statutory requirements and standards in preparing the environmental documentation.
- **Natural Resource Assessment/Resource Constraints Analysis** – The Contractor must have demonstrable knowledge and experience conducting biological resource information gathering, assessments of special status species, habitat evaluation, vegetation plans and specifications, nesting bird surveys, and the protocols for other related natural resource studies and assessments. The Contractor must have demonstrable knowledge and familiarity with the wildlife, aviary, and terrestrial habitats of the Northern and Central California region of the State.
- **Archaeological/Cultural Resources Assessment** – The Contractor must have demonstrable knowledge and expertise in the preparation of cultural resources investigations, the pre-historic and historic resources of the Northern and Central California region of the State, and the relevant State and federal historic consultation and protection statutes. The Contractor should have knowledge of relevant State and federal laws, regulations, including AB 52 requirements as identified in CEQA section 21082.3(d), and related protocols 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, and the Historic American Building Survey procedures.
- **Graphics and Visual Simulation** – The Contractor must have demonstrable knowledge and experience conducting visual surveys to identify and assess potential changes in viewshed of sensitive receptors, such as residences, nearby recreational or camp facilities, and scenic highways. The Contractor should be able to offer assistance in the preparation of graphical materials for use in environmental reports and/or presentations, including site maps, visual simulations, and resource mapping. The Contractor team should have expertise in the presentation of visual simulation of related site improvements using site plans and elevations from the project architect. Also, the visual simulation should identify the possible need to demonstrate the aesthetic impacts of the tower on surrounding environment.
- **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, federal and local 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. Contractors should have expertise in the modeling of direct and indirect construction, stationary and mobile sources. Contractor shall have knowledge of greenhouse gas and climate change laws, assessments and analyses.
- **Noise** - Typical 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.
- **Geology and Soils** - Geological and soils studies including slope stability, seismic risk, erodible soils, forestland capabilities, and mineral resources.

- **Environmental Due Diligence** - Environmental due diligence studies and investigations, including but not limited to, preliminary site assessments (Phases I-III), remediation plans, soil and water quality assessment, permitting/regulatory review, and remediation planning.
- **Hydrology/Water Quality** - Hydrological resource issues, including site runoff, flood risk assessments, changes to ground and surface water conditions. Contractor shall offer expertise in water quality studies, wastewater discharge, and permits; storm water permits, regulations and policy compliance, and expertise in the preparation and implementation of Storm Water Pollution Prevention Plans (SWPPPs), and water quality testing and monitoring.
- **Traffic/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; traffic congestion planning; transportation demand management, parking analysis; traffic signal warrant analysis; transit corridor planning; peak hour traffic evaluation; and schematic design of intersection, roadway, and project entrance improvements. Contractors should have knowledge of State and federal laws, local traffic regulations, and typical commute/transportation management plans.
- **Public Participation and Community Outreach** - Public participation process and materials, organizing public workshops, and providing specialized community involvement assistance. The Contractor should be able to create public awareness materials as they relate to the environmental planning process and the community outreach process. Inform target audiences of projects, help the public understand construction activities and construction related impacts.
- **Data Management** – The firm shall produce the Project Record, including preserving data for public record, developing metadata, storing data and transmitting/presenting data for the Project.
- **Best Management Practices, Mitigation, and Monitoring** – The firm shall demonstrate knowledge and expertise related to designing Best Management Practices as may be necessary to implement the Project, as well as in designing mitigation measures utilized to offset impacts to sensitive resources and the site, including development of revegetation plans and specifications for steep slopes, and special protection measures for special status species, along with the preparation of project effectiveness vegetation monitoring.
- **Geologic/geohydrology Assessment** – The firm shall demonstrate the capability of providing the full range of geotechnical services necessary to assess, plan, and implement the Project. The firm should also have the resources to provide water quality, and soils analysis. Additionally, firms should have the ability to calculate runoff and sediment delivery to ensure that proposed restoration treatments meet Basin requirements, as well as the ability to prepare cumulative impacts assessments for projects that need to consider the cumulative impacts/effects from multiple projects taking place within the Project area.
- **Consultation with Native American Tribal Government(s)** - The Contractor shall demonstrate an expert knowledge of successful consultation and outreach to Native American Tribal government(s) and communities.
- **Website Publishing** - The Contractor should be able to offer assistance in publishing environmental documents on a web page, complete with graphics/photo simulations for purposes of meeting public participation requirements. The Contractor should have knowledge and experience with integrating large data based files into production environments; server-side scripting languages; and, user interface to optimize website access by the general public. The Contractor should have expertise in the use of Adobe Acrobat software for publishing documents.

The Contractor should have knowledge to optimize graphics in order to reduce file sizes and download speeds of graphics for display on the DGS Internet website.

- **Communication materials** – The team shall have the ability to design and develop various communications in support of the Project, including webpages, graphics, pamphlets and brochures. In accordance with California’s Assembly Bill 434, documents prepared for publication on California State agency webpages must comply with Level AA success criteria found in Web Content Accessibility Guidelines 2.0, or a subsequent version, published by the Web Accessibility Initiative of the World Wide Web Consortium. (Gov. Code, § 11546.7.) Visit the California Department of Rehabilitation website for more details: <https://www.dor.ca.gov/Home/AB434>
- **Availability, Schedule, and Project Management** - The lead agency plans to begin work immediately on this project, so the availability of contractor’s staff and subcontractors on this time-dependent environmental document will be an important selection factor. The State recommends that the SOQ clearly delineate the person(s) that will be responsible for directing the environmental services team and their relevant individual experience in such roles. Respondents are advised and encouraged to clearly state in their SOQ the specific individuals that will be principal team members for this project, their individual experience and expertise, and their availability.

The firm selected for this work and all sub-consultants are precluded from participating in any of the construction or other competitively bid contract work on this project.

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. 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.

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](#).
 - a. For each resume, firms may supplement the Form 330 (no more than one supplemental page per person) with further information on each 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 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

- a. Current Statement of Information (can be obtained on the California Secretary of State's website [here](#)). If operating under a fictitious business name, provide all supporting documentation (i.e. fictitious business name statement certified by the appropriate county clerk).
- b. Verification of California license for Professional Engineers, Land Surveyors, or Geologists (can be obtained on the Department of Consumer Affairs website [here](#)); or verification of California license for Professional Architects (can be obtained on the Department of Consumer Affairs website [here](#)).
- c. 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](#).
- d. Completed and signed California Civil Rights Laws Attachment, available [here](#).
- e. Proof of current registration with the California Department of Industrial Relations. This information can be obtained [here](#).
- f. Darfur Contracting Act Certification. This form can be found [here](#).
- g. Iran Contracting Act Certification. This form can be found [here](#).
- h. The Bidder's Declaration Form (GSPD-05-105, which can be found [here](#)). This form documents subcontracted services.
- i. Disabled Veteran Business Enterprise Declarations Form (STD 843, which can be found [here](#)). *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](#) 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.).

IV. **SUBMISSION INFORMATION AND DEADLINE**

Documents shall be received no later than **January 13th 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.

V. 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 designs of similar nature, size and complexity.

VI. 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](#)). See [Public Contract Code § 6106.5 \(e\)](#) for further requirements pertaining to sub-consultants.

VII. 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 [here](#). 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.](#) or visit the Prevailing Wage Requirements page of the DIR website [here](#).

VIII. PREVAILING WAGES

Pursuant to [Labor Code Section § 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](#).

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

IX. QUESTIONS

All technical questions should be directed to Dakota Smith, Senior Environmental Planner, (916) 376-1609, Dakota.Smith@dgs.ca.gov.

All contract related questions and questions regarding the submission of RFQs should be directed to Karena Benskin, Contracts Analyst at (916) 376-5265 or karena.benskin@dgs.ca.gov.

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