



REQUEST FOR QUALIFICATIONS

California Department of Veterans Affairs Capital Assets, Facilities Planning & Construction Unit

The California Department of Veterans Affairs (CalVet), Capital Assets, Facilities Planning & Construction Unit is requesting Statements of Qualifications (SOQ) from Architectural and Engineering Services firms, pursuant to Government Code §4525 et. seq.

I. PROJECT DESCRIPTION – RETAINER AGREEMENT

Solicitation Number: #26CRH007 ARCHITECTURAL AND ENGINEERING SERVICES RETAINER SERVICES CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS VARIOUS LOCATIONS, STATEWIDE

This Request for Qualifications (RFQ) is to establish retainer agreements with qualified firms to be used on an as-needed basis to support projects at various CalVet facilities throughout the State of California. CalVet facilities are shown in Attachment B – Veterans Homes & Veterans Cemetery Map.

The selected firms may be awarded a five (5) year agreement. Individual task orders within the agreements will be prepared and issued for specific projects on 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. CalVet does not guarantee any task orders will be made under the agreements during the agreement term.

II. SCOPE OF SERVICES

The State of California (State), Department of Veterans Affairs (CalVet), Capital Assets/Facilities and Construction Unit Division (CAFC), manage, maintain, and operate Veterans Homes and Cemeteries statewide. Pursuant to Government Code 4525, CalVet is procuring the most qualified professional firm(s) for architectural and engineering services on a retainer contract to be used on an as-needed basis for various projects identified ranging from \$5,000 - \$1,000,000 to help maintain CalVet's Veterans Homes and Cemeteries buildings and grounds.

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

- Reviews for Department of State Architect compliance (access compliance ADA),
- Reviews for Health Care Access and Information compliance (HCAI - formerly OSHPD),
- Feasibility studies, constructability reviews,
- Budget packages,
- Design documents (Conceptual schemes, preliminary plans and specifications),
- Bidding support,
- Construction administration, construction management, project support,
- Field investigations, observation of work, and project meetings, and
- Studies, reports, shop drawing review, as-built drawings, and cost estimates,

Services such as civil, mechanical, electrical, and geotechnical engineering associated with the basic services may be provided as needed.

Related services may include, but not be limited to, providing hazardous material assessment surveys, reports, abatement design plans/specifications, cost estimates and air monitoring associated with the above work. A certified asbestos consultant may be required to be part of the team, should specific conditions dictate the need.

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.

See Attachment A: Exhibit 1 – Scope of Services for additional details on required services.

III. MINIMUM QUALIFICATIONS/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) Firms shall ensure that their written responses indicate how they meet the Selection Criteria in Section V below.

NOTE: Submissions that do not meet minimum qualifications may be rejected.

1) Minimum Qualifications - Licenses/Certifications

1. A Firm must be registered with the State of California, Secretary of State, if required by law.
2. A Firm must be registered with the State of California, Department of Industrial Regulations, if required by law.
3. A Firm is required to possess and always maintain during the term of this Agreement a licensed architect, licensed in the State of California.
4. A Firm must have licensed professional engineers (current California registration).
5. A Firm required to possess and maintain at all times during the term of this Agreement have a certified asbestos consultant (CAC) as part of the Firm's team.
6. A Firm must have a certified HCAI consultant as part of the Firm's team.
7. A Firm must have a certified construction manager as part of the Firm's team.

2) Minimum Requirements

Submit one (1) hard copy and (1) electronic copy as detailed below:

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. (1 page maximum)
2. Executive Summary (2 page 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 and/or specialty consultants. 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, providing 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. Selection Criteria responding to Item V. Selection Criteria (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. Specialty Consultant(s) - Specialty Consultant team shall be comprised of all disciplines necessary to effectively provide essential and ancillary services for the work described for the project. Provide specialty consultant(s) not identified above, provide lists of past projects you have worked on.
6. 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 Architects and Professional Engineers. [Website link to the Department of Consumer Affairs](#).
 - 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](#).

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

Submit one (1) hard copy and (1) electronic copy to:

RFQ #26CRH007
Architectural and Engineering Retainer Services
DO NOT OPEN
Attn: Le’Juan Bean, Contract Analyst
Email Address: LeJuan.Bean@calvet.ca.gov
Department of Veterans Affairs
Central Business Office (CBO)
1227 O Street, Sacramento, CA. 95814

The SOQ electronic copy shall be in PDF format. Facsimile or e-mail submittals will not be considered.

Submittal Deadline: Tuesday, June 30, 2026 at 5:00 P.M.

Key Action Dates

Event	Date	Time
RFQ Available	Thursday, May 29, 2026	
Deadline for Questions	Wednesday, June 3, 2026	5:00 p.m.
Answers to Questions Posted	Friday, June 5, 2026	
SOQ Due	Tuesday, June 30, 2026	5:00 p.m.
Evaluation of Submittals	July 1-10, 2026	
Anticipated Shortlist Notification	Monday, July 13, 2026	
Anticipated Interviews	August 3-7, 2026	
Anticipated Agreement Start Date	October 1, 2026	

V. SELECTION CRITERIA

SOQ packages meeting the minimum qualifications and requirements of Section III and submitted as described in Section IV will be evaluated and scored based on the ten (10) criteria listed below. (40 page maximum)

1. Experience of Firm

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

- Include 5 projects related in size or project type.
- Include at least 2 of the 5 projects that are infrastructure upgrades/renovations, particularly in occupied assisted living facilities and/or healthcare design and planning.
- List each person with their role, current work assignment(s) and projected completion dates, and office location for all staff identified as a part of this proposal.
- Identify staff of subcontractors similarly but separately if utilized.

2. Experience of Principals

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

- List the Principal(s) 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. Firm's Workload and Ability to Meet Short Design Schedules

- Firm's workload and demonstrated ability to meet short (3-6 months) design schedules. Provide examples schedules that highlight internal and external review times and AHJ's.

6. Working with Other Entities

- Demonstrated ability to collaborate and work with various utilities, and governmental departments including experience coordinating with multiple stakeholders including but not limited to Department of General Services, Office of the State Fire Marshal, Division State Architect, Department of Water Resources, Department of Dam Safety, Department of Fish and Wildlife and State Historic Preservation Office (SHPO).

7. Problem Solving

- Demonstrated ability to provide creative and innovative solutions to solve design and engineering problems, including unexpected problems, via examples of past projects.
- Demonstrate how you work with your consultant team from the fee proposal phase to back check of comments. Show how efficient and timely responses are coordinated amongst disciplines and agency reviews.

8. SFM and DSA

- Demonstration experience and knowledge of issues related to regulatory requirements including experience addressing comments from CalVet Fire Marshal and Division of the State Architect.

9. Estimating

- Demonstrated expertise and experience in cost estimating, scheduling and phasing, value engineering, and cost benefit analysis with minimal information. Provide examples.

10. Quality Control Process

- Demonstrate firms' process during design for conducting formal reviews at key milestones (schematic, design development, construction documents) including:
 1. Internal processes to check for completeness and consistency before passing documents for review;
 2. Processes to review for accuracy, coordination (i.e. architecture with structure, MEP), legibility, and proper cross-referencing to ensure drawings from different disciplines align and don't conflict.
 3. Verify adherence to all applicable building codes and accessibility standards (ADA).
 4. What tools are used in reviewing each drawing sheet and specification section (e.g., titles, dimensions, notes, symbols).

Provide sample checklist or document used for this purpose (1 page maximum)

Submittals will be evaluated and scored based upon the above selection criteria for those firms who have complied with the minimum qualification requirements. Firms with the highest scoring SOQs will be included on the "short list". Firms on "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 firms will be made based on the submitting firm's SOQ and the interview.

CalVet reserves the right to terminate the selection proceedings at any time.

Firms scoring the highest 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. CalVet has the right to increase number of firms to be shortlisted.

VI. CONTRACT ADMINISTRATIVE PROCESS

Upon completion of all interviews, minimum of six (6) firms will be selected. The selected firm(s) will submit proposed hourly rates for specific classifications of employees, subcontractors, and/or services to be provided. CalVet 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, CalVet will terminate negotiations and begin negotiations with the next ranked firm, and so on until an agreement is reached. After successful negotiations, a contract will be executed.

CalVet does not guarantee any task orders will be made under the agreements during the agreement terms. CalVet may utilize services from firms with agreements on an as needed basis (such as if a firm is unavailable to provide the work or if CalVet 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 CalVet 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.

Contract Representatives

1. The Contract Representatives during the term of this Agreement will be:

Representatives	CalVet Contract Administrator	Contractor's Contract Administrator
State Contractor:	Department of Veterans Affairs	To Be Determined
Name and Title:	Jennifer Stewart, Manager Capital Outlay Program / A&E Contract Administrator	
Address:	1227 O Street, Sacramento, CA 95814	
Phone Number:	(916) 653-0080	
E-mail Address:	Jennifer.Stewart@calvet.ca.gov	

2. Any changes in Contractor's Contract Administrator must be immediately reported in writing to the CalVet Contract Administrator.

3. Any notice by either party shall be given in writing either by personal service, overnight delivery service, or by depositing it in a United States mail deposit box with the postage thereon fully prepaid and addressed to State at the address as set forth below in this Agreement, or addressed to any other place or places State or Contractor may by written notice give to the other.

VII. TASK ORDERS PROCESS

Master Agreement and Contract Documents include Standard Agreement (STD 213), Standard Agreement Summary (STD 215), and Task Order for A&E Services Forms (CV 016) may be utilized to authorize work under this Agreement so long as (i) the STD 213 and CV 016 does not exceed the general scope of work set forth in this Agreement, and (ii) the STD 213 and CV 016 is not intended to amend any terms of this Master Agreement.

Task Orders are issued as follows:

Work pursuant this Master Agreement shall be authorized utilizing fully executed STD 213, STD 215, and CV 016. See Attachment C: EXHIBIT 3 – Contract Documents.

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 CalVet, 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.

- Contractor shall not commence work pursuant to a Task Order prior to the start date identified by the CalVet Project Manager's Notice to Proceed.
- Contractor shall not be entitled to payment for any work performed pursuant to a Task Order prior to the date of execution of the Task Order or after the expiration of the Agreement.
- Work authorized pursuant to any Task Order shall be completed in accordance with the schedule identified in the Task Order Contract Documents.
- The total amount payable by CalVet for work authorized pursuant to an Amendment shall not exceed the amount agreed to in the contract documents including STD 213, STD 215.
- Each Task Order shall specify the name of the CalVet's Project Manager for that Task Order:
 - Task Order Project Manager is not authorized by the State to make any commitments or changes which will affect the terms or conditions of this Master Agreement absent an amendment.

VIII. 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](#).

IX. PREVALIING 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.

X. 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.

XI. 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 must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term “materially impacts” shall have the meaning set forth in [State Administrative Manual \(SAM\) § 4986.2 Definitions for GenAI](#).

Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

Upon notification by a Bidder / Offeror of GenAI as required, 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.

[Government Code 11549.64](#) defines “Generative Artificial Intelligence (GenAI)” as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system’s training data.