

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 (RES D), Project Management and Development Branch (PMDB), Environmental Services Unit (ESU) is requesting Statements of Qualifications (SOQ) from Environmental firms, pursuant to Government Code §4525 et. seq.

I. PROJECT DESCRIPTION - RETAINER AGREEMENT

RES D-PMDB 2026-02

**RETAINER AGREEMENT – ENVIRONMENTAL SERVICES
DEPARTMENT OF GENERAL SERVICES
NORTHERN, SOUTHERN AND COASTAL REGIONS
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 located throughout the State of California. RES D has divided the State of California into three geographic regions, Northern, Southern, and Coastal and will issue a separate agreement for each region. The geographic areas covered by each region are shown in **Attachment A – California Regional Map**.

The selected firm for each region may be awarded a five (5) year and \$6,000,000.00 maximum total amount agreement. Individual task orders within the agreements 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 agreements during the agreement term.

II. SCOPE OF SERVICES

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

The successful firm shall provide environmental services, and additional services as required. The services shall include various environmental studies, documents, and specialized analysis for projects within Northern, Southern, and Coastal California, but may not be limited to the following.

The Environmental Services Unit is interested in securing the services of an environmental services consultant team that can provide a wide range of expertise in environmental planning studies, assessments, permitting, consultation, monitoring, and documents required by environmental laws including the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and the Tahoe Regional Planning Agency (TRPA). Environmental services include land/site acquisition studies, consultation with State and federal permit agencies, specialized environmental studies (areas include natural resources, cultural resources, architecture historian, traffic and transportation analysis, geotechnical, air quality, greenhouse gas, etc.), development of mitigation measures, environmental due diligence investigations, and mitigation plans, and monitoring.

The State prepares environmental studies and documents for a variety of development projects and related actions. This includes office buildings, essential services facilities, improvements and expansions of utility infrastructure, communication towers, land use master plans, regional studies and facility plans, renovation of existing buildings, building and facility leases, recreational developments, site evaluations, and restorations. Environmental documents and related studies are also prepared, as necessary, for various property transactions such as lease or sale of State-owned lands. Projects undertaken by this office are located throughout California, including both urban and rural areas.

PMDB has divided the State of California into three geographic regions: Northern, Southern and Coastal California and will issue separate contracts for each region (see **Attachment A – California Regional Map**).

Firms who are interested in providing professional services for this contracting opportunity shall submit the following information no later than the date and time shown in the Advertisement.

Desirable Qualifications and Expertise

Each Statement of Qualifications (SOQ) should clearly delineate and address the contractor's relevant experience in the preparation of environmental documents, related support materials, and specialized environmental studies for development projects and other similar activities. PMDB is seeking experienced environmental services contractors that are prepared to make available to the State a wide range of expertise in environmental assessment and analysis. 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:

- **Environmental Documents/Regulatory Expertise** – Environmental regulatory expertise, knowledge, and experience in the successful preparation of legally defensible environmental documents are essential factors in selection of a consultant team. A thorough understanding of CEQA and NEPA (and TRPA, for the Northern Region respondents) will be of critical importance. The Contractor must demonstrate broad experience and expertise in describing project activities, evaluating its consequences, recommending mitigation measures, and analyzing alternatives. The Contractor must be experienced in the preparation of applicable State and federal environmental information studies that support decision documents' conclusion, for example, Notice of Exemption, Mitigated Negative Declaration, Notice of Determination, and Finding of No Significant Impact Statements.

The Contractor shall demonstrate ability and expertise to address local, State, and federal statutory requirements, laws, and standards in preparing environmental information documents and other reports, permits, agreements and approvals from local, regional, State, and federal agencies, and other relevant groups and entities having jurisdiction in the project area. The Contractor must have regulatory expertise in CEQA that is up to date on the latest legal changes.

- **Natural Resource Assessment/Resource Constraints Expertise** – The Contractor must have consultation and preparation experience of a broad range of natural resource assessments required for environmental documents and other baseline studies. This includes conducting biological studies, botanical studies (flora/fauna), protocol assessments of special status species, and habitat evaluation for species of the region. Knowledge and familiarity with the wetlands, terrestrial habitat, and species of the region. Good working knowledge of common habitat types and species that occur in California, and familiarity with the State and federally-listed threatened and endangered species typically associated with California. Wetlands identification and delineation, site inventory techniques, consultation procedures with federal and State agencies

such as the U.S. Fish and Wildlife Service and the California Department of Fish and Wildlife and the preparation of restoration plans and mitigations.

The Contractor should have expertise in other natural and physical sciences such as soils, geology, hydrology, etc. Examples of geological expertise includes the ability to address issues such as site geology, slope stability, seismic risk, mineral resources, erodible soils, and farmland capability. Typical hydrological resource issues include addressing the risk of flooding and site run-off, changes in groundwater conditions, and changes in water quality.

Contractor must have knowledge of applicable State and federal laws and permits including, but not limited to, the process for obtaining a Streambed Alteration Agreement, Section 7/10 permits, 401/404 permits, various wetland/site grading permits and other possible environmental requirements.

- **Archaeological/Cultural Resources** – The Contractor must have experience with consultation and in preparation of cultural and historic resource surveys, investigations, and constraints mapping. Knowledge and experience with pre-contact 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 Contractor should have knowledge and expertise in relevant State and federal laws, regulations, and related protocols including such as those for the consultation process for the State Office of Historic Preservation and federal historic preservation agencies, Section 106 of the Historic Preservation Act, and CRGIS (Cultural Resources Geographic Information Systems).
- **Historic Building Resources Assessment** - The Contractor must have experience with consultation and preparation of historic building and historic district resource surveys by a qualified architectural historian. Experience with completing PRC 5024 and 5024.5 analysis and consultation with the State Office of Historic Preservation and federal historic preservation agencies, knowledge/experience with the Secretary of Interior Standards, and Heritage Documentation Programs: HABS (Historic American Buildings Survey), HAER (Historic American Engineering Record), HALS (Historic American Landscapes Survey). HABS level documentation and archival photography.
- **Native American Tribal Consultation** – The Contractor shall demonstrate their knowledge and expertise in relevant State and federal laws, regulations, and related protocols to assist in consultation and negotiation with the California Native American Tribes.
- **Environmental Compliance Support** – Contractor must have experience with helping the State in ensuring that the project remains in compliance with relevant laws, regulations, and permit conditions throughout project implementation (construction) and the mitigation monitoring process. Experience with addressing any non-compliance issues promptly and implementing corrective actions as needed.
- **Graphics and Visual Assessment** – The Contractor experienced with visual assessment techniques (including photo-simulations), especially for projects that will result in alteration to the existing landscape is a desirable attribute, as well as, expertise in preparing high quality presentations materials for public relations and meetings. The Contractor should have expertise in assessing when and what graphics are needed in documents and public presentations.
- **Air Quality and Noise Assessment and Modeling** – Air quality and acoustical assessment studies, including the use of standard models and/or development of project-specific models, knowledge of local, State and federal standards, community levels, and preparation of feasible mitigation measures to reduce significant effects. The Contractor must have experience with

assessment and discussion of Greenhouse Gases and Climate Action policies in context of local, regional, and global conditions.

- **Traffic and Transportation Analysis** – The Contractor must have experience with traffic and transportation studies typically used in environmental documents. This includes related expertise in Vehicle Miles Travel analysis (VMT); trip generation rates; travel pattern analysis; level-of-services analysis; and schematic design of intersection, roadway, and project entrance improvements. Consultants should have knowledge of State and federal laws, local traffic rules and regulations, and typical commute/transportation management plans.
- **Public Participation and Community Outreach** – The Contractor must be experienced in 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 Contractor 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
- **Environmental Due Diligence** – Environmental due diligence studies and investigations, including but not limited to, environmental site assessments (e.g., Phase I and II), soil and water quality assessment, and permitting/regulatory review.
- **Community Planning** – The desired experience includes analysis of land-use compatibility, general and specific plan processes, evaluating project effects on community plans, policies and values, public services and utilities analysis, and demographics analysis.
- **Website Publishing and Web Content Accessibility Guidelines (ADA Compliant Documents)** – The Contractor must be experienced with preparing and publishing using the current Web Content Accessibility Guidelines 2.2 AA Standards 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 databased 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 and other State internet websites.
- **Availability, Schedule, and Project Management** – The availability of contractor's staff and subcontractors 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 experience in such a role.

These examples of environmental expertise are provided to assist each potential contractor in the formation of their respective environmental services team.

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

Submit one (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.
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. 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](#).
 - c. Completed and signed California Civil Rights Laws Attachment, available on the [Website link to the Civil Rights Laws Attachment](#).
 - d. 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](#).
 - e. Darfur Contracting Act Certification. [Website link to the Darfur Contracting Act Certification Form](#).
 - f. Iran Contracting Act Certification. [Website link to the Iran Contracting Certification Form](#).
 - g. 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

One (1) electronic copy of the SOQ shall be uploaded by the submitting firm to the following DGS Box.com site:

<https://dgscloud.app.box.com/f/254b641562e741a38cd5b1ddea79bac3>

The SOQ electronic copy shall be in PDF format. Hand delivered or dropped off, e-mailed files, and other electronic transmissions will **NOT** be accepted.

Submittal Deadline: **Friday, August 28, 2026, at 5:00 P.M.**

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 seven (7) 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. Environmental Compliance

- Demonstrated ability of ensuring that the project remains in compliance with relevant environmental laws, regulations, and permit conditions throughout the environmental documentation and mitigation monitoring process. Showing how they address any non-compliance issues promptly and suggestions on how to implement corrective actions as needed to the State.

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 each 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 agreements.

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 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.

XIII. QUESTIONS

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

General questions and questions regarding the submission of RFQs should be directed to Therese Dominguez, Contracts Analyst at therese.dominguez@dgs.ca.gov.

ATTACHMENT A



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