

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

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

I. PROJECT DESCRIPTION

RES-PMDB 2026-04

**FIRE ALARM UPGRADES
FRANCHISE TAX BOARD 084
9645 BUTTERFIELD WAY
SACRAMENTO, SACRAMENTO COUNTY, CA 95827**

The Fire Life and Safety upgrade at the Franchise Tax Board 084 includes the replacement of the entire fire alarm system in the 1.9 million square foot Franchise Tax Board buildings (084-01, 084-2, 084-3 and 084-4). Fire pump replacement to the existing fire sprinkler system. The fire alarm upgrade includes multiple fire alarm nodes, connected to multiple fire alarm panels. Fire sprinkler system upgrade includes replacement of the jockey pump and associated VFD's to maintain adequate water pressure in the sprinkler lines. Removal of the existing fire pumps and related equipment (piping, controllers, etc) from the boiler room. Install new fire pumps and related equipment outside of the boiler room in a new fire pump enclosure. The new fire pump enclosure requirements per code and 2019 NFPA 20 Requirements: lighting, emergency lighting, fire alarm, sprinklers, floor drain (plumbing), electrical outlet, temperature control (Low:40 F, High 104 F or per equipment manufacture requirements. Control temperature by exhaust fan, etc.)

Control and monitoring the FA of the building complex from one central location.

The estimated cost of construction is approximately **\$34,500,000.00**.

The estimated duration of this contract will be **three (3) years**.

II. SCOPE OF SERVICES

The successful firm shall provide professional architectural and engineering design, and additional services as required, for the above-referenced design-bid-build project. The services may include, but not be limited to, reports, preliminary plans, working drawings, cost estimates, bidding solicitation support, and construction support. All work shall be performed under and be approved by a design professional licensed in the State of California.

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.

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 IV below.

Submit one (1) electronic copy as detailed below:

1. Letter of interest that includes the Federal Identification Number (FEIN) 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 on the GSA Webpage for SF330.
 - 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). 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 Architects and Engineers (can be obtained on the Department of Consumer Affairs website).
 - c. If applicable, proof of current certification from the DGS Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS). This information can be obtained DGS Office of Small Business and Disabled Veteran Business Enterprise Services website.
 - d. Completed and signed California Civil Rights Laws Attachment, available on the website link to the Civil Rights Laws Attachment Form
 - e. Proof of current registration with the California Department of Industrial Relations as a Public Works Contractor for the firm submitting SOQ, and subs. 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. The Bidder's Declaration Form (GSPD-05-105). This form documents subcontracted services. The Website link to the GSPD-05-105 Form.

The State encourages Small Businesses and Disabled Veteran Business Enterprises participation.

To locate certified firms for subcontracting purposes, start on Cal eProcure. Website link to Cal eProcure. Click on “Small Business / Disabled Veteran Business Enterprise,” then “Search for Certified SB/DVBE Firms.” In the Certification Type, select any combination of Micro Business (MB), Small Business (SB), or Disabled Veteran Business Enterprise (DVBE).

Additionally, there are fields that 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 (34), a number of DVBE certified firms that associate with the Architectural Engineering category are shown.

If you feel your company or your subcontractor qualifies as either, visit the website link to DGS SB & DVBE 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.). Procedures shall assure maximum participation of small business firms, as defined by the Director of General Services pursuant to Government Code Section 14837.

III. 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/2e9217a9e6c5472b8e1633e7100c1693>

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 7, 2026, at 5:00 P.M.**

IV. 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 **nine (9)** criteria listed below.

1. Experience of Firm

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

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

2. Experience of Principals

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

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

3. Experience of Key Personnel

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

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

4. Resource Availability

- Firm’s resource availability and demonstrated ability to meet deadlines and produce timely required deliverables. SOQs should demonstrate reliability of firm and continuity of firm’s staff and sub consultants.

- Location of firm office(s) for project coordination and services.

5. Working with Other Entities

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

6. Problem Solving

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

7. Public Works

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

8. SFM

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

9. Cost Estimating

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

Firms SOQ will respond in writing showcasing how their experience fulfills the requirements of the above criteria.

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.

V. 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, a single firm will be selected. The selected firm will be asked to submit a fee proposal specifying the hourly rates for specific classifications of employees, subcontractors, and/or services to be provided. The State will enter into negotiations to create fixed rates. In the event that a satisfactory agreement cannot be negotiated, the State will terminate negotiations with that 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 (\$10,000.00), 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 consultant, the State will pay the retentions earned directly to a state or federally chartered bank in this state, as the escrow agent. Website link to Public Contract

Code § 6106.5. Visit the website link for [Public Contract Code § 6106.5 \(e\)](#) for further requirements pertaining to sub-consultants.

VI. 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](#).

VII. 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.

VIII. ECONOMIC SANCTIONS

Firms submitting an SOQ must be advised of Executive Order N-6-22 Russia Sanctions. On March 4, 2022, Governor Gavin Newsom issued Executive Order (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 submitter is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Bidder’s SOQ any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

IX. 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.

X. QUESTIONS

Technical and contract related questions should be directed to Jorge Barajas, Project Director II, at jorge.barajas@dgs.ca.gov.

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

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