

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 2019-03 / 14200

**LAKE TAHOE WEST
CALIFORNIA TAHOE CONSERVANCY
WESTERN WATERSHEDS OF THE TAHOE BASIN
PLACER AND EL DORADO COUNTIES, CA**

The Project is a landscape level, lake-to-crest, collaborative forest and watershed restoration and fuels reduction project encompassing 60,000 acres from Dollar Point to Emerald Bay in the Basin known as Lake Tahoe West. The Project includes state of CA Tahoe Conservancy (Conservancy) lands, USDA Forest Service lands, and CA State Park (DPR) lands within the jurisdiction of the Tahoe Regional Planning Agency (TRPA). The partners include the Conservancy, the Lake Tahoe Basin Management Unit of the USDA Forest Service (LTBMU), TRPA, DPR, the Tahoe Fire and Fuels Team (TFFT), and the National Forest Foundation (NFF). The contractor will work under the direction of DGS, with the respective representatives from the Conservancy, and the other project partners.

II. 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), National Environmental Policy Act (NEPA), TRPA, and other state and federal agencies for fuels reduction, forest restoration, and watershed enhancement project(s) in this Project area. The selected firm will work with the project team to develop the Proposed Action during the fall of 2019, with formal scoping scheduled for January 2020, followed by preparing an environmental review document to comply with CEQA, NEPA, TRPA Compact A and other applicable regulatory requirements, with a tentative completion date of March 2021.

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 related project activities such as consultation with state and federal permit agencies, specialized environmental studies (biological, traffic, air quality, historic consultation, etc.), development of performance measures, standards and guidelines, mitigation measures, and regulatory compliance monitoring plans.

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:

CEQA/NEPA/TRPA Expertise – Environmental Compliance – The firm must have the ability to complete environmental planning, compliance, and permitting for federal, State of California, and

TRPA requirements, including but not limited to, EIR, EIS, EIS preparation for TRPA planning, permitting and regulatory review. A thorough understanding of related CEQA, NEPA and TRPA considerations is of critical importance in this selection. Expertise, knowledge and experience in the successful preparation of defensible environmental documents for natural resource management projects are essential selection factors for the firm.

Experience with Lake Tahoe Area Regulatory Requirements – Knowledge, experience and expertise in securing permits from the TRPA (experience with TRPA code, land capability and coverage systems), Lahontan Regional Water Quality Control Board (LRWQCB), California Department of Forestry and Fire Protection (CALFIRE), Placer County, El Dorado County, and other relevant public agencies in the Basin.

State and Federal Listed Species – The firm should have experience with state and federal Endangered Species Act listed species, Special Status Species, and be familiar with the consultation process with the California Department of Fish and Wildlife and the United States Fish and Wildlife Service. The firm should be able to prepare corresponding cumulative impacts assessments for wildlife within the projects that need to consider the cumulative impacts/effects from multiple projects taking place within the Project area.

Water Quality – The firm must have experience complying with Basin water quality regulations and policies, including but not limited to the LRWQCB Timber Waiver and Waste Discharge requirements, meeting the objectives set by the Basin TMDL, and the United State Army Corps of Engineers permitting requirements. The firm should be able to prepare corresponding cumulative impacts assessments for watershed resources within the projects that need to consider the cumulative impacts/effects from multiple projects taking place within the Project area.

Air Quality Assessment and Modeling – The firm must have experience with applicable Basin air quality rules and policies to prepare feasible and defensible air quality impact mitigation measures for the Project.

Climate Change – The team shall demonstrate knowledge of the role of climate change on hydrology, drought, fire, snowpack, and other processes that effect forest ecosystems in the Basin. The team shall have an understanding of the State of California’s carbon and greenhouse gas (GHG) initiatives, goals, and quantification methods, including how the efficient utilization of biomass for energy and value-added products can contribute to these goals and be integrated into the Project plan.

Traffic and Transportation Analysis – The firm must have experience with traffic and transportation studies typically used in forestry operations and 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. Consultants should have knowledge of state and federal laws, local traffic regulations, and typical commute/transportation management plans.

Noise Analysis – The firm should have experience analyzing noise impacts to minimize noise levels within the proposed Project. This includes assessment of existing site and community noise levels, modeling project-induced sound levels, and planning of noise mitigation techniques and measures.

Scenic Analysis – The firm should have experience conducting scenic assessments that meet applicable regulatory compliance requirements, expertise in designing projects so as to minimize

scenic impacts and/or planning visual mitigation techniques and measures maintain to the visual quality of the Basin and the surrounding environment.

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.

Graphics and Visual Assessment – The firm should have expertise in assessing when and what graphics are needed in documents and public presentations and associated communications materials.

Archaeological/Cultural Resources Assessment – Consultation and preparation of cultural and historical resource surveys, investigations, and constraints mapping may be required to support the Project. The consultant should have knowledge of the pre-historic and historic resources and protecting these resources in the Basin, of the protocols for assessment of these resources, and the relevant state and federal historic consultation and protection statutes. The firm should also have expertise in the process associated with nominating historical sites to the National Register. The Contractor should have knowledge of relevant State and federal laws, regulations, 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, as well as AB-52, and Heritage Documentation Programs: HABS (Historic American Buildings Survey), HAER (Historic American Engineering Record), HALS (Historic American Landscapes Survey), and CRGIS (Cultural Resources Geographic Information Systems).

Public Participation and Community Outreach – The firm must have experience facilitating public participation processes, including organizing and conducting workshops, preparing 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. The firm should be able to create public outreach materials to inform target and sensitive audiences of Project details, and help the public understand forest restoration activities, forest restoration related impacts, and mitigation measures used to reduce impacts.

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>

Spatial Data – The team shall have the ability to process georeferenced imagery, and produce or analyze other types of spatial data. The team shall develop all spatial data in the in a coordinate system matching the coordinate system used in previous Project planning efforts. The team will combine spatial data from previous Project planning activities with new spatial data produced by the team.

The team shall provide ArcGIS compatible layers for all spatial data, in the NAD 1983 UTM Zone 10N (meters) coordinate system. The team will provide individual ArcGIS shapefiles for each vector feature (parcel boundaries for example). Each ArcGIS shapefile shall include an ArcGIS projection file (.prj) and an ArcCatalog generated metadata file (.xml) that is compliant with current Federal Geographic Data Committee metadata standards.

These examples of related expertise are only provided to assist each potential firm in the formation of their respective team.

Availability, Schedule, and Project Management – The availability of firm’s staff and subcontractors will be an important selection factor. DGS recommends that the RFQ clearly identify the person(s) that will be responsible for directing the team, and their relevant experience.

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.

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Submit Five sets of the following:

Letter of Interest that includes the Federal Identification Number of the firm as well as the person authorized to negotiate and sign all agreements.

Executive Summary (2 pages maximum).

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.

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.

Additional Required Documents

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).

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.

Completed and signed California Civil Rights Laws Attachment, available here.

Proof of current registration with the California Department of Industrial Relations. This information can be obtained here.

Darfur Contracting Act Certification. This form can be found here.

Iran Contracting Act Certification. This form can be found here.

The Bidder's Declaration Form (GSPD-05-105, which can be found here). This form documents subcontracted services.

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 Wednesday, October 2, at 5:00 PM. Documents shall be submitted to:

Department of General Services
Real Estate Services Division
Project Management & Development Branch
Attn: Jessica Leach, Contracts Analyst
707 3rd Street, 4th Floor
West Sacramento, CA 95605

Facsimile or e-mail submittals will not be considered.

V. SELECTION CRITERIA

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).

Professional experience of the principals to be assigned to the project – list the Principals to be assigned to and involved with the project.

Professional experience and training of key personnel – list staff education, certification and training.

Demonstrated competence and specialized experience of firm.

Nature and quality of completed work.

Reliability of firm and continuity of proposed firm's staff and sub-consultants with firm.

Firm's workload and demonstrated ability to meet schedules.

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

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.

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, a single firm will be selected. The selected firms 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 and each firm 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 does not guarantee the amount of services being requested.

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 Stephanie Coleman, Senior Environmental Planner, (916) 376-1602, stephanie.coleman@dgs.ca.gov.

All contract related questions and questions regarding the submission of RFQs should be directed to Jessica Leach, Contracts Analyst at (916) 376-3823 or jessica.leach@dgs.ca.gov.

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