



**REQUEST FOR
QUALIFICATIONS**

**ON-CALL ARCHITECTURAL AND
ENGINEERING CONSULTING
SERVICES**

Proposals Due:

**Tuesday, July 7, 2026
12 P.M. Pacific Time**

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Attachments:

1. *FAA Solicitation Provisions*
2. *County of Sacramento Contractor Certification of Compliance Form*
3. *Contractor Identification Form*
4. *Sample Agreement for On-Call Architectural and Engineering Consulting Services*

May 21, 2026

TO: Prospective Service Providers

FROM: William Wallace
Administrative Services Officer II
Sacramento County Department of Airports

SUBJECT: **Sacramento County Department of Airports Architectural and Engineering On-Call Consulting Services**

I. SUMMARY AND BACKGROUND

The County of Sacramento (County) owns and/or operates four airports in Sacramento County, including Sacramento International Airport (SMF or Airport), through the Department of Airports (SCDA or Department). The Department is issuing this Request for Proposals (RFP) to solicit proposals from prospective service providers (Consultants) to provide on-call architectural, engineering and/or cost estimating services.

The Department intends to establish multiple on-call professional services contracts through this RFP process. Selected consultants will enter into master agreements with the County for a defined term and not-to-exceed maximum compensation amounts. The award of an agreement shall not be taken as guaranteeing a minimum level of services.

Services will be authorized through written task orders issued by the Department on an as-needed basis. Each task order will define the specific scope, deliverables, schedule, and compensation for the assigned project.

II. PURPOSE AND OBJECTIVES

The County seeks to establish long-term, on-call relationships with highly qualified consultants capable of delivering responsive, high-quality services in support of Airport facilities and infrastructure. Selection will be based on demonstrated competence, experience, and professional qualifications.

The County is seeking proposals from architectural, engineering and cost consulting consultants which can provide services in the following disciplines on an as-needed basis:

- Architectural
- Civil

- Structural
- Mechanical/Plumbing
- Electrical
- Costing/Estimating

On-call services may support a wide range of Airport-owned and operated facilities. Projects may include feasibility studies, facility assessments, programming, tenant improvements, paving, renovations, new construction, deferred maintenance, infrastructure upgrades, code compliance improvements, and emergency response work.

III. ANTICIPATED SCOPE OF SERVICES

The scope of services shall include, but is not limited to, the following components:

- Planning, programming, and feasibility analysis
- Preparation of studies and technical reports
- Design services at all phases (concept through construction documents)
- Cost estimating and value engineering
- Regulatory agency coordination and permitting support
- Preparation of plans, specifications, and bid documents
- Construction administration services
- Site investigations and technical evaluations
- Specialty consulting services as defined by discipline

All services shall be performed in accordance with applicable federal, state, and local codes and regulations, and in coordination with County standards and procedures. The specific scope of services for each assignment will be defined in the applicable task order.

For each task order, the County will provide a project description and may request a scope and fee proposal from one or more consultants

within the applicable discipline at its discretion. Task orders may be awarded based on the following considerations:

- Consultant’s demonstrated expertise relevant to the specific project
- Current workload and capacity to perform the work within required timelines
- Past performance on County projects, including responsiveness and quality of work
- Equitable distribution of work among awarded consultants, when appropriate

The County reserves the right to exercise discretion in task order assignments to ensure timely delivery, quality performance, and the best interests of the County. Consultants demonstrating lack of responsiveness, capacity constraints, or performance concerns may not be considered for subsequent task orders.

Certain task orders may be funded as a whole or in part with Federal Aviation Administration (FAA) grant funds. Consultants shall comply with all applicable federal requirements, including necessary support documentation as required and Disadvantaged Business Enterprise (DBE) regulations, when such funding applies.

IV. TERM AND EFFECTIVE DATE OF THE AGREEMENT

The Department intends to award multiple master agreements beginning in November 2026 pursuant to this RFP. The initial term of the proposed master agreements will be for three (3) years, with two (2) additional one-year (1 year) extension options, for a total of five (5) years.

V. HOW TO OBTAIN A COPY OF THIS RFP

A copy of this RFP and any addenda to it can be found on the following websites:

Sacramento County Department of Airports Website:

http://www.sacramento.aero/scas/opportunities/bids_and_requests

OpenGov Website:

[Procurement Portal](#)

VI. DEADLINE AND PROPOSAL SUBMISSION

Submittals shall be comprised of one (1) digital PDF copy of the proposal (in a format compatible with Adobe Acrobat) and one (1) digital copy of the Proposal compatible with Microsoft Word in DOC or DOCX format.

- Proposals are due no later than 12:00 P.M. Pacific Time (PT) on Tuesday, July 7, 2026
- All late responses will be rejected.
- Submit proposals via Opengov.com.

VII. OPTIONAL VIRTUAL PRE-PROPOSAL CONFERENCE

An Optional Virtual Pre-Proposal Conference is scheduled for Wednesday, June 3, 2026, at 9:00 AM. The purpose of the conference will be to discuss the requirements and objectives of this RFP. Department representatives will be available to answer questions from interested companies.

To attend the optional virtual pre-proposal conference, please join via your computer, mobile app or room device using the information provided below.

Meeting Link:

<https://teams.microsoft.com/meet/216982695707249?p=VnnW72IaxKxs86R1pc>

Meeting ID: 216 982 695 707 249

Passcode: 3Mo7hw3v

Dial In:

+1 916-245-8966,,432459835# United States, Sacramento

<https://dialin.teams.microsoft.com/e6ecf38a-c5f2-4b16-8b9b-b2e22c716ef8?id=432459835>

Phone conference ID: 432 459 835#

VIII. FORMAT OF PROPOSAL

Proposals submitted in response to this RFP must be prepared in the following format and must address the contents in this Section VIII and Sections IX, X, XI, and XII below. The proposal must be signed by an authorized employee or officer to receive consideration.

A. COVER LETTER FOR PROPOSALS

A cover letter must be included with the proposal and must be signed by an individual who is authorized to contractually bind the Consultant.

The cover letter must be submitted on business letterhead and contain the following information:

1. Name and address of Consultant;
2. Name, telephone number, and e-mail address of a designated contact person;
3. Name, title, address, telephone number, and e-mail address of the individual(s) with authority to execute a binding agreement on behalf of the Consultant;
4. Demonstrated understanding of the work to be performed, the commitment to perform the work, and why the Consultant believes it is the best qualified to perform the work;
5. Acknowledgement of any addenda that may be issued;
6. Acknowledgement that Consultant has reviewed the proposed sample agreement, and the Scope of Services contained therein, a sample of which is attached as Attachment 1 to this RFP and incorporated herein;
7. A statement that the Consultant agrees to the sample agreement format, its content and all requirements as presented, including insurance coverage and limits; and
8. State other general information which the Consultant desires to include regarding the Consultant's business organization.

B. EXECUTIVE SUMMARY

The executive summary shall list important features of the proposal and must include a statement certifying that the Consultant(s) meets or exceeds the minimum requirements of this RFP.

C. REQUIRED DOCUMENTATION AND FORMS

In addition to the Cover Letter, the following documentation and forms must be completed and attached to the proposal:

1. County of Sacramento Contractor Certification of Compliance Form provided as Attachment 2 to this RFP; and

2. Consultant's Identification Form provided as Attachment 3 to this RFP.
3. Staff resumes for the proposed project manager and technical leads.
4. Consultant team organization chart.

D. PAGE LIMITS

Proposals must be typed or printed in a font no smaller than eleven (11) point, on 8.5" by 11" sized pages. The proposal should be concise and must not exceed forty (40) pages, including any marketing materials.

The following items are not included in the page limit count:

1. Cover page;
2. Cover letter;
3. Staff resumes;
4. Consultant's team organization chart;
5. County of Sacramento Contractor Certification of Compliance Form;
6. Contractor Identification Form; and
7. Financial Statements

IX. MINIMUM QUALIFICATIONS

The following section describes the required minimum qualifications a Consultant must demonstrate to be eligible to submit a proposal. Proposals that do not meet these minimum qualifications will not be further evaluated or considered.

Incomplete proposals will be rejected. It is the respondent's responsibility to incorporate all pertinent information to effectively present a proposal and to communicate the respondent's qualifications. All respondents are required to thoroughly review all attachments detailing services required, specifications, and required reports.

- A. The Consultant must be registered with the California Secretary of State and permitted to conduct business in the State of California.
- B. The Consultant shall maintain insurance and workers' compensation coverage that complies with or exceeds the minimum requirements established by the County.
- C. The Consultant must possess a minimum of five (5) years of continuous experience in providing architectural or engineering consulting services in their respective discipline to public agencies or other clients of comparable size and complexity.

X. PROPOSAL CONTENTS

The selected consultant must successfully demonstrate the capability to provide the services described in this RFP in a large public use facility in continuous operation, such as in an airport. Proposals should discuss the following components in a clear, well-organized narrative. The Department may request additional information as needed to evaluate the Consultant's qualifications and ability to perform the requested services.

1. Clearly identify which of the following discipline areas the Consultant is providing a response for:
 - Architectural
 - Civil
 - Structural
 - Mechanical/Plumbing
 - Electrical
 - Cost Estimating

Consultants may submit a statement of qualifications for more than one discipline; however, a separate SOQ must be submitted for each discipline. Submittals combining multiple categories into a single proposal will not be evaluated.

2. Describe the company and how it meets the minimum qualifications in relation to the selected discipline area.

3. Describe the company's experience and qualifications in the selected discipline by demonstrating experience with clients or projects of similar size, scope, and complexity or experience with public-sector projects.
4. Demonstrate knowledge of applicable codes, regulations, permitting processes, and experience working in occupied, secured, or 24/7 operating facilities.
5. Demonstrate relevant project experience including successful completion of comparable projects within the last five years, the ability to manage schedules and budgets, and experience coordinating with multidisciplinary teams and public stakeholders.
6. Demonstrate company's capacity and responsiveness including a description of current workload and ability to meet timelines, ability to respond to urgent or time-sensitive assignments, and availability of staff to support multiple concurrent task orders if required.
7. Identify specific examples of past projects in the past five (5) years which highlight the company's relevant experience and qualifications, and which demonstrate the company's past performance regarding schedule, budget, abilities of the project team, particular responsiveness, collaboration, or communication.

XI. FEE STRUCTURE, PROPOSAL COST, AND SCOPE

Please include the hourly rates proposed for the requested services. Clearly identify any overhead multipliers or other fees not covered by the stated hourly rates, if applicable. The terms of the resulting agreement will be subject to negotiations between the Department and the successful Contractor. Include anticipated hours for all employees proposed and justification of hours to complete the required scope of services.

Include the following additional information:

A. FINANCIAL BACKGROUND INFORMATION

Include the following historical financial information for the Contractor and any joint venture or affiliate entities:

- i. Balance sheet and income statements for the last two fiscal years prepared in accordance with generally accepted accounting principles, reflecting the current financial condition of the Consultant. Also, include an interim balance sheet and income

statement of any significant financial events occurring after the closing date of the most recent financial statements.

ii. Describe ownership of the proposing entity.

B. FEE SCHEDULE

i. Consultant shall include a proposed Fee Schedule for the initial three-year term and for each of the additional one-year extension options. The terms of the resulting Agreement will be subject to negotiation with the successful Consultant(s). The structure and general terms of the final agreement shall align with the sample agreement provided as Attachment 1 to the RFP.

XII. REFERENCES

Provide references from at least three (3) clients or individuals who have direct experience with your company within the last five (5) years and can be contacted to verify your qualifications. Please include:

- A. Company name;
- B. Contact name;
- C. Contact title;
- D. Address;
- E. E-mail address;
- F. Telephone number; and
- G. Services performed

Note that the Department reserves the right to contact past or current references not provided by the Consultant and may evaluate those references with the same consideration as those provided by the Consultant.

XIII. RFP TIMELINE

The table below describes the estimated timeline for the RFP process through award of agreement:

Dates	Event
May 21, 2026	Issuance of RFP
June 3, 2026 9:00 AM PDT	Optional Virtual Pre-Proposal Conference
June 9, 2026 12 P.M. PDT	Deadline for submitting questions
Tuesday, July 7, 2026 12 P.M. PDT	Proposals Due

August, 2026	Interviews, if necessary
October 2026	Anticipated effective date of agreement with selected Consultant(s)

The Department reserves the right to modify, at its sole and absolute discretion, this schedule and any specific deadlines, including the selected Consultant’s service start date.

XIV. EVALUATION OF PROPOSALS

The RFP evaluation process will include a specific focused review of each proposal by a panel of evaluators. Each proposal will be evaluated against other proposals received. Proposals must be formatted and headlined in the order of Sections IX-XII, indicated above, and must clearly answer / describe and or demonstrate all the required information requested herein.

Proposals will be evaluated based on the following criteria in the table on the following page:

Category	Points Towards Overall Score
Completeness of Response	Pass/Fail
Minimum Qualifications	Pass/Fail
References	Pass/Fail
Consultant Experience & Qualifications	30
Project Team & Key Personnel	25
Relevant Project Experience	20
Capacity & Responsiveness	15
Past Performance	10
Total	100

Proposals will receive a final score based on the average of scores from the evaluation panel. The highest-ranked proposers may be required to attend a virtual interview, which will serve as the basis for the panel’s final decision for a recommendation to the County’s Board of Supervisors for contract award.

XV. QUESTIONS

All inquiries regarding this RFP and any requests for clarification of the contents of this RFP must be directed in writing, via e-mail to William Wallace at wallacew@saccounty.gov no later than June 9, 2026, at 12:00 P.M. Pacific Time.

Interested parties are hereby notified of the following:

- A. Telephone inquiries will not receive a response.
- B. Consultants are not to rely on oral instructions or clarifications to this RFP.
- C. If modifications to this RFP are necessary, the Department will respond in writing via addendum, which will be posted to the following websites:
- D. Sacramento County Department of Airports Website:
http://www.sacramento.aero/scas/opportunities/bids_and_requests
- E. OpenGov Website:
[Procurement Portal](#)
- F. Interested parties are encouraged to regularly check the Department's web site or the OpenGov website for possible updates to this RFP.
- G. Contact with or lobbying of any County representative other than William Wallace regarding this solicitation prior to the notice that the Contractor is or is not recommended for award is cause for disqualification.

XVI. BACKGROUND CHECKS

The selected Consultant's staff that will be working on-site unescorted or who require Airport access must:

- A. Pass the Department's background check; and
- B. Obtain an airport access badge to conduct work in secured areas.

XVII. CONDITIONS

A. FAA GENERAL CONTRACT PROVISIONS FOR SOLICITATIONS

The consultant shall, at all times during the term of the agreement, comply with the provisions of the "Federal Aviation Administration (FAA) General Contract Provisions for Solicitations" (FAA Solicitation Provisions) and any subsequent revisions, updates, or amendments thereto. The most current version of the FAA Solicitation Provisions is included as Attachment 2 of this RFP.

B. DEPARTMENT'S RIGHT TO NEGOTIATE AGREEMENTS

The Department reserves the right to negotiate agreements with companies outside of the RFP process, even if such companies did not participate in the RFP process. The Department also reserves the right to not execute an agreement with any Consultants. The Department accepts no liability for any costs incurred by Consultants to prepare and submit responses to this request.

C. PUBLIC DISCLOSURE OF RFP DOCUMENTS

The County will treat all information submitted in a proposal as available for public inspection once negotiations with the selected party have been completed. If copies of proposals are included with Board materials, the County will make such documents available for public inspection once staff has made a recommendation for award.

If a Consultant believes protected data is included in its proposal, the Consultant shall clearly identify the data and provide the legal basis in support of the asserted classification. Consultant must present such information separately as part of its proposal or type in bold red letters the term "CONFIDENTIAL" on that specific part or page of the proposal which Consultant believes to be confidential. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as "trade secret" does not necessarily make the data protected as such under any applicable law.

In order for the County to assert the confidentiality of any such information in the event a Public Record Act request is received, the Consultant must request, execute and submit a County-prepared written agreement to defend and indemnify the County for any liability, costs and expenses incurred in asserting such confidentiality.

The final determination of whether the County will assert a Consultant's claim of confidentiality shall be at the sole discretion of the County. Any information determined to be non-confidential shall be considered a public record. If the County determines that your information does not meet the criteria for confidentiality, you will be notified of the County's intent to release the public record pursuant to any Public Records Act request.

The Consultant agrees, as a condition of submitting its proposal, that the County will not, as between the parties, be liable or accountable for any loss or damage, which may result from a breach of confidentiality related to the proposal. The Consultant agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any

provision of the California Public Records Act, including legal fees and disbursements paid or incurred to enforce this provision.

D. TAXATION

The Selected Consultant(s) shall cooperate with the County in all matters relating to taxation and the collection of taxes. It is the policy of the County to self-accrue use tax associated with its contracts. The use tax which is self-accrued will be remitted to the California State Board of Equalization designating the County as the place of business for the purpose of allocating local sales and use taxes.

E. NO CONFIDENTIAL OR PROPRIETARY INFORMATION

All information given to the Department or the evaluation panel in any correspondence, discussion, meeting or other communication before, with or after submission of a proposal, either orally or in writing, will not be deemed to have been, given in confidence and may be used or disclosed to others for any purpose at any time without obligation or compensation and without liability by the Department of any kind whatsoever.

XVIII. NEGOTIATION OF AGREEMENT

The selected Consultant(s) shall execute an agreement with the County of Sacramento, using the standard agreement promulgated by the Office of the County Counsel. Any requested revisions, deletions, or additions to the language in the attached sample agreement shall be clearly set forth in the proposal for the Department's consideration. The Agreement must be reviewed and approved by County Counsel prior to execution. The final agreement will be executed with electronic signatures via DocuSign.