



REQUEST FOR PROPOSALS

FACILITIES CONDITION ASSESSMENT (FCA) AND ASSET MANAGEMENT SERVICES FOR SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS

Proposals Due:

**Tuesday, September 8, 2026
12 P.M. Pacific Time**

TABLE OF CONTENTS

I.	SUMMARY AND BACKGROUND	3
II.	PURPOSE AND OBJECTIVES	3
III.	ANTICIPATED SCOPE OF SERVICES	5
IV.	TERM AND EFFECTIVE DATE OF THE AGREEMENT.....	36
V.	HOW TO OBTAIN A COPY OF THIS RFP	37
VI.	DEADLINE AND PROPOSAL SUBMISSION	37
VII.	MANDATORY VIRTUAL PRE-PROPOSAL CONFERENCE	37
VIII.	FORMAT OF PROPOSAL	37
IX.	MINIMUM QUALIFICATIONS.....	39
X.	STATEMENT OF QUALIFICATIONS	39
XI.	FEE STRUCTURE, PROPOSAL COST, AND SCOPE.....	43
XII.	REFERENCES	44
XIII.	RFP TIMELINE.....	44
XIV.	EVALUATION OF PROPOSALS	45
XV.	QUESTIONS.....	47
XVI.	BACKGROUND CHECKS	48
XVII.	CONDITIONS	48
XVIII.	NEGOTIATION OF AGREEMENT.....	51

Attachments:

1. *Sample Agreement for Facilities Condition Assessment (FCA) & Asset Management Services for Sacramento County Department of Airports*
2. *FAA General Contract Provisions for Solicitations*
3. *County of Sacramento Contractor Certification of Compliance Form*
4. *Contractor Identification Form*

Tuesday, July 7, 2026

TO: Prospective Service Providers

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

SUBJECT: **Sacramento County Department of Airports Facilities Condition Assessment (FCA) and Asset Management 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), Mather Airport (MHR), Sacramento Executive Airport (SAC), and Franklin Field (F72) through the Department of Airports (SCDA or Department). SCDA is issuing this Request for Proposals (RFP) to solicit proposals from qualified firms to provide comprehensive Airport Facilities Condition Assessment (FCA) and Asset Management Services across its airport system. SCDA is seeking professional services to perform an Airport Facilities Condition Assessment (FCA) and provide related Asset Management Services across its airport system.

The intent of this effort is to establish a reliable, decision-ready baseline of facility condition, asset lifecycle status, risk, and reinvestment needs across SMF, MHR, SAC, and F72. The services described in this RFP will support SCDA's maintenance planning, Critical Equipment Replacement Program (CERP), and phased capital planning for short-term (0 to 5 years), mid-term (5 to 10 years), and long-term (10 to 20 years) priorities.

A key outcome of this engagement is the delivery of accurate, structured asset and condition data that is fully compatible with SCDA's enterprise platforms, including ProDIGIQ Asset Management System (AMS) and ProDIGIQ Computerized Maintenance Management System (CMMS). The data must support consistent asset hierarchies, condition scoring, and lifecycle modeling. The data must also align with SCDA's existing ProDIGIQ AMS QR-code/barcode generation and asset identification standards, enabling scan-to-asset linkage for inspections, preventive maintenance, and work order history.

II. PURPOSE AND OBJECTIVES

The primary objectives of this RFP are to:

- a) Provide a comprehensive and standardized evaluation of SCDA-owned facilities, infrastructure, and asset groups across the airport system.
- b) Identify physical deficiencies, performance gaps, and deferred maintenance items, including conditions that may materially affect safety, operations, compliance, or lifecycle performance.
- c) Establish Estimated Useful Life (EUL) and Remaining Useful Life (RUL) for major building systems and in scope assets to support renewal and replacement planning.
- d) Prioritize repair, replacement, modernization, and resiliency needs using condition and risk-based methods that support SCDA operational priorities and lifecycle decision-making.
- e) Prepare capital planning outputs with detailed cost estimates, segmented into near-term (0 to 5 years), mid-term (5 to 10 years), and long-term (10 to 20 years) timelines.
- f) Enable informed decision-making and long-range capital planning that aligns with SCDA maintenance strategies, operational priorities, and the Critical Equipment Replacement Program (CERP).
- g) Deliver import-ready datasets, hierarchies, and supporting documentation for integration into ProDIGIQ AMS and CMMS modules, consistent with SCDA data standards and controlled vocabularies.
- h) Provide analytics that support preventive maintenance program optimization, asset lifecycle planning, and budget development.

- i) Conduct life cycle cost analysis (LCCA) for major systems and asset groups, as directed by SCDA, including evaluation of renewal versus replacement alternatives where applicable.
- j) Evaluate asset management data standards and readiness in terms of data quality, governance, and long-term usability of FCA outputs. Provide recommendations to enhance SCDA's capability to maintain accurate records over time.

SCDA intends for the FCA to provide consistent analytics regarding the condition and value of facility assets to enable fact-based decision-making for operational improvements, facility management, and preventive maintenance (PM) programs and budgets. The FCA is also intended to serve as a capital planning tool by providing the supporting data necessary to develop business cases for capital maintenance, renewal, or replacement, ensuring facility management needs are identified, prioritized, planned, and budgeted in a timely manner.

III. ANTICIPATED SCOPE OF SERVICES

This Section III is intended to provide information adequate to guide Proposers in developing an approach that reflects the operational complexity of an airport environment and provides consistent, scalable information for long-term asset stewardship. The anticipated scope of services described herein define the minimum requirements, expected approach, and deliverables for a comprehensive and standardized evaluation of SCDA-owned facilities, infrastructure, and physical assets. For purposes of this section III, the successful Proposer will be referred to as "CONTRACTOR."

Facilities in Scope and Reference Data

This RFP is intended to cover SCDA-owned facilities and associated assets across the airport system, including:

- SMF
- MHR
- SAC
- F72

Facilities may include, but are not limited to terminals, concourses, office and administrative buildings, maintenance buildings, ARFF facilities, tenant-occupied SCDA-owned buildings, hangars, support structures, utility and equipment rooms, and other SCDA-owned structures and site elements, as defined in the approved scope list.

SCDA will provide CONTRACTOR a reference facility and building list and related information (the "SCDA Reference Dataset") for planning, scoping, field execution, and data integration purposes. The SCDA Reference Dataset will be attached to the agreement that is anticipated to be awarded pursuant to this RFP, a sample of which is enclosed as Attachment 1. The final list of facilities to be included in the FCA shall be confirmed by SCDA in writing following contract execution at or after project kickoff. SCDA reserves the right to add, remove, or modify facilities in scope based on ownership, access, operational constraints, demolition status, or other program needs throughout the term of the agreement.

SCDA-Provided Reference Data and Data Validation

Owner-furnished information, including the SCDA Reference Dataset, may contain incomplete, outdated, or inaccurate information, including but not limited to estimated square footage, address formatting, building descriptions, year built, number of stories, airport assignment, and facility status fields. The CONTRACTOR shall validate owner-furnished information through records review and field verification and shall not rely solely on owner-furnished information to develop inventory, condition, lifecycle, cost, prioritization, or capital planning outputs. Discrepancies between owner-furnished information, record documentation, and field conditions shall be documented, reconciled, and reflected in the CONTRACTOR's deliverables consistent with this Statement of Work.

The CONTRACTOR shall validate and correct facility and building master data as part of the services to be provided under this RFP and shall deliver a SCDA Facility and Building Master Dataset that reflects field-verified and record-validated information as described in this Statement of Work. At a minimum, the SCDA Facility and Building Master Dataset shall include: facility ID, facility name, airport assignment, physical address or descriptive location (as applicable), building or facility description and

primary use, site description, estimated gross square footage with basis of measurement, number of stories, year built, known major renovation years (if available), and facility status.

The CONTRACTOR shall maintain an auditable change log documenting all updates to SCDA-provided reference data, including original values, corrected values, date of change, and the basis for correction (field verification, record source, or SCDA confirmation). Where information cannot be validated despite reasonable efforts, the CONTRACTOR shall flag the field as unverified, document the limitation, and identify recommended next steps to resolve the data gap.

Scope of Work

The following scope of work outlines the anticipated tasks and deliverables associated with this project. It is intended to provide a general framework for the services required; however, it is not intended to be all-inclusive. Proposers are encouraged to review the scope carefully and, where appropriate, suggest additional tasks, methods, or enhancements that would support successful completion of the project. Any such recommendations shall be clearly identified and justified in the proposal.

The breadth, depth, and complexity of the scope of work will vary by site and facility type and may include, as applicable, the overarching disciplines of General Civil, Survey, Structural, Landscape, Mechanical, Plumbing, Electrical, and Energy.

Task 1 | FCA Planning, Coordination, and Work Plan Development

- a) **Project management meetings:** The CONTRACTOR shall conduct an initial project kickoff meeting and facilitate recurring project coordination meetings (weekly or biweekly, as directed by SCDA). The CONTRACTOR shall distribute agendas in advance and provide written meeting notes or minutes within three (3) business days after each meeting. Meeting documentation shall capture key discussions, decisions, action items, responsible parties, and due dates. The CONTRACTOR shall maintain and update a project action item log and decision log throughout the project.

- b) **Planning coordination with SCDA:** The CONTRACTOR shall collaborate with SCDA staff to confirm the FCA scope, objectives, technical approach, deliverables, roles and responsibilities, schedule assumptions, and expectations for project execution, quality control, and reporting.
- c) **Kickoff meeting and special presentations:** The CONTRACTOR shall organize and conduct an initial kickoff meeting to bring together key stakeholders, including representatives of SCDA and airport tenants, as required. The kickoff meeting shall be held at a location selected by SCDA. Prior to and/or as part of the kickoff process, the CONTRACTOR shall meet with appropriate SCDA personnel to confirm and standardize the preferred project organization, airport site and facility nomenclature, and building and asset hierarchy conventions to be used consistently throughout the project.
- d) **Facility confirmation and access planning:** The CONTRACTOR shall confirm facility locations, facility types, sizes, intended uses, access requirements, and security constraints across SMF, MHR, SAC, and F72. The CONTRACTOR shall incorporate these conditions into the FCA Work Plan and field execution schedule.
- e) **Badging and escorting:** CONTRACTOR's personnel who require access to secured or restricted airport areas shall obtain required airport badges and complete all required security training prior to performing any work in secured or restricted areas. SCDA may authorize the CONTRACTOR to proceed with project planning, coordination, and badging activities upon award or notice of intent to award; however, field work in secured areas shall not begin until all applicable badging, training, and escorting requirements are satisfied, unless otherwise approved in writing by SCDA. After completing all required security training and satisfying SCDA escorting requirements, properly badged staff may provide escort services, when authorized, in accordance with all applicable SCDA regulations, policies, and procedures.

- f) **Review of existing information:** The CONTRACTOR shall review and leverage available existing information, including record drawings, as-builts, prior studies and assessments, O&M manuals, maintenance logs, work order histories, existing asset inventories, and other available reference documentation provided by SCDA.
- g) **Data collection parameters and condition rating framework:** The CONTRACTOR shall define data collection parameters and condition rating criteria aligned with ASTM E2018 as a baseline framework, supplemented by SCDA-defined asset inventory, lifecycle, and integration requirements, and mapped to Unifomat II and SCDA's configured ProDIGIQ AMS and CMMS asset schemas, data standards, and import requirements.
- h) **Standards and compliance alignment:** The CONTRACTOR shall confirm that assessment standards, rating criteria, and deficiency classifications are aligned with ASTM E2018 as a baseline framework, supplemented by SCDA-defined asset inventory, lifecycle, and integration requirements, and are also consistent with Unifomat II, SCDA's ProDIGIQ configuration, applicable ADA requirements, and current federal, state, and local building and construction codes.
- i) **Naming conventions and asset identification standards:** The CONTRACTOR shall establish standardized naming conventions, asset hierarchies, photo and GIS metadata requirements, and unique asset identification conventions suitable for import into ProDIGIQ and for consistent reporting across all airports.
- j) **Develop SCDA Asset Data Dictionary (SCDA-owned standard):** The CONTRACTOR shall develop and submit an SCDA Asset Data Dictionary to govern FCA data capture and ProDIGIQ AMS and CMMS integration. At a minimum, the SCDA Asset Data Dictionary shall:
- a. define required asset attributes, including field name, definition, data type and format, units of measure, required or optional designation, allowed values and controlled vocabularies, and validation rules;

- b. define asset hierarchy structure(s) and location structure(s) to support consistent asset placement and reporting across SMF, MHR, SAC, and F72;
 - c. specify Uniformat II classification fields, including codes and element descriptions, as applicable, to be captured and maintained;
 - d. align with SCDA's ProDIGIQ import templates and configured asset schema, including required import fields and relationships; and
 - e. be reviewed with SCDA and finalized based on SCDA comments prior to full-scale field data collection and final dataset production.
- k) **Asset Data Dictionary governance and version control:** SCDA and the CONTRACTOR shall conduct working sessions to develop and finalize the SCDA Asset Data Dictionary prior to full-scale field data collection. The CONTRACTOR shall document decisions, controlled vocabularies, validation rules, required Uniformat II classification fields, and related data governance standards, and shall maintain version control throughout the engagement.
- l) **FCA Work Plan and assessment schedule:** The CONTRACTOR shall develop and submit a final FCA Work Plan and Assessment Schedule that includes stakeholder coordination, facility access planning, airside safety protocols, sequencing, and phasing to minimize operational disruption and avoid impacts to critical and secure operations.
- m) **QA/QC plan:** The CONTRACTOR shall develop and implement a project-specific QA/QC plan covering field data collection, condition scoring, lifecycle modeling, cost estimating, data validation, and ProDIGIQ data formatting. The plan shall define review checkpoints, validation methods, error detection procedures, and correction protocols.

- n) **Stakeholder coordination:** The CONTRACTOR shall develop and maintain a stakeholder matrix and communications plan identifying key internal and external stakeholders, including Operations, Maintenance, IT/GIS, Safety/Security, tenants, and airlines, as applicable, together with required access windows and coordination needs. The CONTRACTOR shall conduct site coordination meetings and site walks with SCDA-designated stakeholders, as needed, to confirm scope boundaries, operational constraints, and site-specific considerations.

- o) **Monthly status report:** The CONTRACTOR shall provide a monthly status report summarizing schedule status, progress by task, risks and issues, decisions needed from SCDA, upcoming activities, and a deliverable look-ahead.

Task 2 | On-Site Facility and Building Systems Condition Assessment

The CONTRACTOR shall perform a comprehensive, on-site, visual Facility Condition Assessment (FCA) for all SCDA-owned facilities included in the SCDA approved scope list. This task includes a walk-through survey, field data collection, and documentation of observed physical conditions and deficiencies for building and site systems. The work under this task shall produce field-verified condition information and supporting evidence (photos, location references, nameplate data, and observations) suitable for lifecycle modeling, conceptual cost development, prioritization, and ProDIGIQ AMS and CMMS data import under subsequent tasks.

General Requirements

1. **Visual assessment only.** The assessment shall be non-destructive and visual in nature. No destructive testing, invasive probing, core sampling, or removal of building elements shall be performed unless specifically authorized in writing by SCDA.

2. **Operational, safety, and security constraints.** The CONTRACTOR shall plan and conduct field work to minimize impacts to airport operations, tenant activities, and maintenance work. The CONTRACTOR shall comply with all SCDA safety requirements,

security requirements, escort requirements, badging requirements, and access protocols. The CONTRACTOR shall coordinate access to restricted areas through SCDA.

3. **Standardized classification.** The CONTRACTOR shall classify building elements and related sitework using ASTM E1557 Uniformat II, or an SCDA approved crosswalk that maps to Uniformat II categories. Where asset classes do not align cleanly to Uniformat II, the CONTRACTOR shall apply SCDA approved taxonomy and document the crosswalk.
4. **Consistent rating approach.** The CONTRACTOR shall apply consistent condition rating practices across facilities. Condition observations and ratings shall be supported by written narrative and photo documentation sufficient to substantiate conclusions.
5. **Coordination and access planning.** The CONTRACTOR shall coordinate field schedules, access needs, and escort requirements with SCDA. The CONTRACTOR shall provide advance notice of access requests for equipment rooms, roofs, secured areas, and tenant spaces, as directed by SCDA.
6. **Field team qualifications.** The CONTRACTOR shall staff field teams with qualified personnel experienced in airport facilities assessments and building system evaluations. Discipline leads shall be available to support field teams as needed for complex systems or specialized equipment.

Minimum Coverage and Sampling Requirements

Unless otherwise approved in writing by SCDA, the following minimum coverage requirements apply:

- a) **Facility coverage.** One hundred percent (100%) of facilities in the SCDA approved scope shall be visited and assessed.
- b) **Critical systems coverage.** For each facility, the CONTRACTOR shall assess one hundred percent of the following systems present, as applicable: roofs and roof drainage; primary electrical

service and distribution; primary HVAC equipment and controls; fire alarm and fire suppression systems; domestic water distribution; sanitary and storm drainage systems serving the facility; and security and access control head-end equipment serving the facility.

- c) **Asset level inventory coverage.** For asset classes designated by SCDA as in scope for inventory and tagging, the CONTRACTOR shall inventory and collect nameplate and attribute data for one hundred percent of assets above the SCDA defined capitalization or criticality threshold and for one hundred percent of assets that directly support life safety, security, airfield operations, passenger processing, or continuity of operations.
- d) **Sampling only where allowed.** Where one hundred percent asset level inventory is not required by SCDA, any proposed sampling approach shall be explicitly described in the proposal and is subject to SCDA approval. Sampling shall not be used for life safety systems, security systems, code driven systems, or assets designated as critical by SCDA. For any sampled element, the CONTRACTOR shall document the sampling methodology, sample size, rationale, and how findings will be extrapolated, including limitations.
- e) **Traceability.** Each deficiency and recommendation shall be traceable to a specific facility, location, system or component, and observed condition, and shall include at minimum: a unique deficiency ID, location reference (room or area and, where available, a GIS reference), photo reference, condition rating, recommended action, priority or criticality, and the basis for the recommended timing.

Walk-through Survey and Systems to be Assessed

The CONTRACTOR shall conduct in-person, system-by-system assessments including, at a minimum, the following building and site elements, as applicable to each facility:

1. **Exterior enclosure and sitework.** Roof systems, roof drainage, exterior walls, doors, windows, coatings, sealants, and observable structural conditions. Include exterior lighting and related site elements immediately serving the facility, where relevant to facility condition and access.
2. **Interior architectural components.** Floors, walls, ceilings, finishes, restrooms, corridors, public areas, back-of-house areas, and building support spaces.
3. **Mechanical systems.** HVAC equipment and distribution, ventilation systems, packaged units, exhaust systems, hydronic systems where present, controls interfaces that are observable, and mechanical room conditions.
4. **Electrical systems.** Service entrance equipment, switchgear, panels, distribution, UPS interfaces where present, emergency power interfaces where present, lighting systems, and electrical room conditions.
5. **Plumbing systems.** Domestic water systems, hot water generation, fixtures, pumps where present, sanitary and storm components that are accessible and observable, and plumbing room conditions.
6. **Fire and life safety systems.** Fire alarm components that are accessible and observable, sprinkler and suppression components, standpipes where present, emergency egress lighting and exit signage, and general life safety observations.
7. **Passenger conveyance systems.** Elevators, escalators, moving walkways, lifts, and associated equipment rooms where present, limited to observable condition and available records.
8. **Specialty or airport support systems.** Where present and within scope as directed by SCDA, the CONTRACTOR shall document observable condition and key attributes for facility supporting systems such as access control infrastructure, communications closets, paging support rooms, CCTV head-end equipment rooms, and other facility supporting systems that SCDA identifies as in scope.
9. **Specialized airport systems.** Where present and within scope as directed by SCDA, the CONTRACTOR shall coordinate with SCDA and applicable system vendors to validate condition findings and recommended actions for specialized airport systems. Specialized

airport systems may include, but are not limited to, baggage handling systems (BHS) and passenger boarding bridges (PBB). Assessment of these systems shall be based on observable conditions, available records, and vendor input, and shall not include destructive testing unless authorized in writing by SCDA.

Field Data Collection Requirements

The CONTRACTOR shall collect and record field data at a level sufficient to support condition rating, lifecycle modeling, conceptual cost estimating, and capital planning, and to enable ProDIGIQ import readiness.

Facility and Building Master Data Verification. As part of the on-site assessment, the CONTRACTOR shall verify and, where needed, correct SCDA facility and building master data for each facility in scope. The CONTRACTOR shall field-verify and record master data sufficient to support SCDA reporting and linkage to the asset inventory, condition dataset, and ProDIGIQ import structure.

Square footage definition. Unless otherwise directed by SCDA in writing, estimated gross square footage shall mean gross floor area measured to the exterior face of exterior walls for enclosed structures. Where records are unavailable or facilities are irregular or partially enclosed, the CONTRACTOR shall document the measurement method and assumptions used.

At a minimum, field data shall include:

1. **Facility and location identification.** Facility ID, airport assignment, facility name, and location references necessary to support SCDA hierarchy requirements (building, floor, area, room, zone, or other SCDA-defined structure). Where GIS references are available or collected, include them as directed by SCDA.
2. **Asset identification and attributes.** Asset description, manufacturer, model, serial number, capacity or rating, fuel type

where applicable, estimated installation year when available, and other SCDA required attributes for the applicable asset class.

3. **Observed condition and deficiency notes.** Clear descriptions of observed conditions, symptoms, and deficiencies, including evidence supporting the condition rating and recommended action.
4. **Photo documentation.** Photos sufficient to support condition conclusions and to verify asset identification and observed deficiencies. Photos shall be linked to the correct facility and to the correct asset or deficiency record.
5. **Preliminary condition ratings.** Condition information necessary to support SCDA defined rating schema and Unifomat II classification or SCDA approved crosswalk.
6. **Access constraints and assumptions.** Documentation of any areas not accessed, reasons for limited access, and any assumptions that affect observations or conclusions.
7. **Facility and building master record fields.** For each facility in scope, the CONTRACTOR shall provide a facility-level master record including, at minimum: facility ID, facility name, airport assignment, physical address or descriptive location (as applicable), building or facility description and primary use, site description, estimated gross square footage with basis of measurement, number of stories, year built and known major renovation years (if available), and facility status.
8. **Vendor coordination documentation.** Where SCDA directs coordination with contracted vendors for specialized systems, the CONTRACTOR shall document the coordination performed, the inputs received, and any limitations on access or inspection. Vendor inputs shall be traceable to the applicable facility, system, and recommended action.

Deficiency Identification and Documentation

For purposes of this task, physical deficiency means the presence of conspicuous defects or material deferred maintenance of facility systems, components, or equipment as observed during the walk-through survey. This includes equipment that has exceeded its useful life, is functionally obsolete, or is not reasonably repairable and requires replacement. This definition excludes deficiencies that may be remedied with routine maintenance, miscellaneous minor repairs, normal operating maintenance, and de minimis conditions that generally do not present material physical deficiencies.

The CONTRACTOR shall document deficiencies in a manner that supports subsequent capital planning and dataset development. Each deficiency record shall include, at minimum:

1. Unique deficiency ID
2. Facility ID and facility name
3. Airport and location reference (area, room, zone, or other SCDA defined reference)
4. System or asset association
5. Unifomat II classification or SCDA approved crosswalk category
6. Condition rating and narrative basis
7. Recommended corrective action type (repair, replace, renew, further investigate, monitor)
8. Priority and criticality flag as applicable
9. Supporting photo references
10. Access constraints or assumptions affecting the assessment

Immediate Safety or Operational Risk Notifications

If the CONTRACTOR identifies conditions that appear to pose an immediate safety risk, an immediate operational risk, or a condition that may lead to near-term service interruption, the CONTRACTOR shall notify SCDA in accordance with the notification timeframes defined in Section III Subheading "*Task 2 Deliverables*", Deliverables 3a and 3b. Such notifications shall be documented in an Immediate Issue Log that

includes facility, location, description, photo reference, and recommended short-term mitigation actions.

O&M Findings Log for Routine Maintenance Items

The CONTRACTOR shall maintain a separate Operations and Maintenance (O&M) Findings Log for items determined to be routine maintenance or minor repair and suitable for CMMS work order generation. The O&M Findings Log shall be separate from the capital renewal project list and shall include, at minimum: facility, location, issue description, recommended maintenance action, and urgency.

Task 2 Deliverables

The CONTRACTOR shall provide the following Task 2 deliverables in formats approved by SCDA:

1. **Field Assessment Plan and Schedule.** Facility by facility field schedule including access needs, escort needs, and anticipated equipment room or roof access requirements.
2. **Field Data Capture Outputs.** On-site collected data including photos, location references, nameplate data, and condition observations aligned to SCDA data standards and Unifomat II classification requirements.
3. **Immediate Issue Log.** A log of any conditions identified as immediate safety or operational concerns, submitted promptly per SCDA direction.
 - 3a. **Definition of “promptly.”** For purposes of Deliverable 3 (Immediate Issue Log), “promptly” means the following timeframes from discovery of the condition:
 - i. **Immediate Safety Risk:** verbal notification to SCDA as soon as discovered and no later than 1 hour after discovery (phone call to the SCDA-designated Point of Contact and, if after-hours, the SCDA on-call contact

or Airport Operations Center as directed by SCDA), followed by written email confirmation within 4 hours including facility, location, description, photo reference(s), and recommended short-term mitigation.

ii. **Immediate Operational Risk or near-term service interruption:** verbal or email notification to SCDA within 4 hours of discovery during business hours, or by 9:00 AM the next business day if discovered after-hours, followed by written details including photos and recommended mitigation as part of the notification or immediately thereafter.

iii. **Immediate Issue Log submission:** entry added to the Immediate Issue Log within 24 hours of discovery, with updates (status, SCDA direction received, and any interim mitigation actions) within 2 business days or sooner if conditions change.

iv. **SCDA direction:** SCDA may direct shorter notification timeframes or specific notification channels for certain facilities, systems, or security-sensitive locations.

3b. **Definition of "business hours."** "Business hours" means Monday through Friday, 8:00 AM to 5:00 PM local time, excluding County holidays, unless SCDA directs otherwise.

4. **O&M Findings Log.** A separate routine maintenance log suitable for CMMS work order review and creation.

5. **Field Progress Summary.** Progress tracking identifying facilities visited, major spaces assessed, access constraints, and follow up needs, provided at a frequency directed by SCDA.

6. **Field Notes and Assumptions Register.** A consolidated register of key assumptions, limitations, and access restrictions that may affect subsequent analysis, lifecycle modeling, or cost estimating.

Asset Tagging Field Installation

Where asset tagging is included in the scope as directed by SCDA, the CONTRACTOR shall furnish, generate (as applicable), print, and install durable asset tags on in-scope assets in accordance with SCDA direction and the manufacturer's installation requirements. Tags may include QR codes, barcodes, and human-readable text, as specified by SCDA.

- a) Tag placement and installation standards. The CONTRACTOR shall coordinate with SCDA to confirm tag placement rules by asset class, including visibility, accessibility, safety considerations, and avoidance of high heat, high wear, or high impact locations. The CONTRACTOR shall install tags using materials suitable for the installation environment (indoor, outdoor, equipment rooms, roof areas) and consistent with expected service life.
- b) Field validation and documentation. For each installed tag, the CONTRACTOR shall: (1) record the tag value exactly as printed, (2) associate the tag to the correct facility, location, and asset record, (3) perform scan verification in the field, and (4) document installation with photo evidence where required by SCDA. The CONTRACTOR shall correct mis-tags, unreadable tags, or placement issues and shall maintain a punch list of exceptions until resolved.
- c) ProDIGIQ QR code encoding and environment requirements. For SCDA's ProDIGIQ AMS, QR codes generated by the system encode an asset-specific URL tied to the system-generated ProDIGIQ Asset ID. The encoded value is not user-configurable. URLs are stable within a given environment; however, test portal URLs differ from production portal URLs. QR labels intended for long-term operational use shall be generated from the production environment after SCDA confirms the final ProDIGIQ asset records and Asset IDs. QR labels produced for pilot or testing purposes

shall be treated as temporary and replaced with production-generated labels prior to final acceptance unless SCDA directs otherwise in writing.

- d) Non-ProDIGIQ user scan experience. Scanning a ProDIGIQ-generated QR code routes the user to an asset-specific webpage. Users with appropriate ProDIGIQ access and permissions can view asset information and submit Work Requests and Work Orders. Users without ProDIGIQ access may be able to submit Work Requests as permitted by SCDA configuration. The CONTRACTOR shall coordinate with SCDA to confirm the intended scan experience and incorporate any constraints into field validation procedures.
- e) SCDA branding and label format. Where directed by SCDA, asset tags shall include SCDA branding (for example, SCDA logo and a standardized label format) to clearly identify SCDA-owned assets and differentiate SCDA tags from other QR codes in the field. Branding shall not interfere with QR code readability or scan performance. The CONTRACTOR shall provide a sample label layout for SCDA review prior to production printing and shall verify scan performance after printing and installation.

Task 3 | Analysis of FCA Information, Condition Rating, Lifecycle Modeling, and Costing

- a) Evaluate and assign condition ratings to each system and component using a scale compatible with SCDA's ProDIGIQ configuration.
- b) Calculate facility-level and component-level metrics including Facility Condition Index (FCI), Overall Condition Index (OCI), Current Replacement Value (CRV), and risk scores using Likelihood of Failure (LoF) and Consequence of Failure (CoF).
- c) Establish Estimated Useful Life (EUL) and Remaining Useful Life (RUL) for major systems and assets and develop lifecycle forecasts for 5-year, 10-year, and 20-year planning horizons.

- d) Categorize deficiencies by criticality: Immediate (Year 1), Short-Term (Years 2 to 5), Mid-Term (Years 6 to 10), and Long-Term (Years 11 to 20).
- e) Prepare detailed cost estimates for all identified repairs, replacements, and upgrades using appropriate industry cost references, including regional adjustments and escalation to Year of Expenditure.

Cost estimating standards and basis of estimate. The CONTRACTOR shall develop conceptual cost estimates using a documented, industry-recognized cost source and methodology suitable for public-sector capital planning (for example RSMeans or equivalent), with appropriate local and regional adjustment factors. For each recommended project, the CONTRACTOR shall provide a basis of estimate that identifies quantities and assumptions, unit costs and sources, escalation to Year of Expenditure, and any material scope assumptions or exclusions.

- a) Include soft costs (design, permitting, environmental, testing, construction management), contingencies, and inflation assumptions for capital planning outputs, as applicable to asset class and project type.
- b) Perform Life-Cycle Cost Analysis (LCCA) for representative major assets and systems to support risk-based capital planning. LCCA shall incorporate initial cost, O&M cost, energy cost, renewal or overhaul, expected service life, and end-of-life replacement, escalated to Year of Expenditure.
- c) Where available, use SCDA-provided maintenance and work order history and cost information to validate lifecycle assumptions and inform LCCA inputs (for example maintenance burden, replacement timing, and recurring corrective maintenance indicators).

Task 4 | Facility FCA Summary Reports and Phased Capital Planning

Prepare facility condition assessment (FCA) summary reports or memos for each assessed facility and develop structured, phased capital planning

outputs aligned with the Sacramento County Department of Airports' Capital Improvement Plan (CIP), Maintenance and Operations (M&O) capital renewal priorities, and Critical Equipment Replacement Program (CERP). Capital planning recommendations shall be supported by life-cycle cost analysis (LCCA) demonstrating the long-term financial implications of repair versus replacement strategies.

Facility and capital planning outputs shall include, at a minimum:

- Facility-specific FCA summaries including building overview, systems evaluated, notable findings, condition ratings, FCI, risk considerations, and prioritized recommendations.
- Identify needs based on the following planning horizons:
 - Short-Term (0 to 5 years): prepare a detailed 5-year plan.
 - Mid-Term (5 to 10 years): prepare a 5 to 10 year renewal and replacement plan.
 - Long-Term (10 to 20 years): prepare a 10 to 20 year reinvestment plan.

Five-Year Plan requirements:

- Include a project charter for each project identified in the 5-year plan.
- Provide Year-of-Expenditure cost breakdowns for each project, including soft costs, contingencies, and assumptions.

Five-to-Ten-Year Plan requirements:

- Include anticipated work descriptions and Year-of-Expenditure cost projections by project year.
- Include assumed routine maintenance requirements and costs by year, where applicable.

Ten-to-Twenty-Year Plan requirements:

- Include major renewal and replacement work descriptions and approximate Year-of-Expenditure cost projections by project year.
- Identify modernization, resiliency, and sustainability opportunities where applicable.

Task 5 | Migration and Integration of Data into ProDIGIQ AMS/CMMS

- a) **Data formatting for ProDIGIQ.** The CONTRACTOR shall format all collected FCA, facility, and asset data in a structure compatible with SCDA's ProDIGIQ AMS and CMMS environment and applicable SCDA data standards. Deliverables shall be provided in SCDA-approved import templates and file formats (for example, Excel and CSV) and shall include required fields, controlled values, naming conventions, and hierarchy references needed for successful import.
- b) **Data migration staging and sequencing.** The CONTRACTOR shall propose a logical sequencing approach for validation and migration of facilities, locations, assets, tags, attributes, condition records, and associated photos or attachments to support orderly testing and import into ProDIGIQ.
- c) **Field and template mapping.** The CONTRACTOR shall map asset fields, hierarchies, condition attributes, Uniformat II classifications, cost fields, and supporting metadata to SCDA's configured ProDIGIQ schemas. The CONTRACTOR shall document all mappings, transformations, calculations, and assumptions, including how field-collected attributes translate into ProDIGIQ fields and any normalization applied (for example, standardized manufacturer names, model naming conventions, and units of measure).
- d) **Asset hierarchy alignment.** The CONTRACTOR shall align facility and location hierarchies to SCDA direction (facility, building, area, room, zone, or other SCDA-defined structure) to support consistent navigation, reporting, and downstream CMMS workflows. Where

SCDA provides existing hierarchy standards or location identifiers, the CONTRACTOR shall reconcile field observations to those standards and document discrepancies.

- e) **Asset Tag Data Linkage and Validation.** The CONTRACTOR shall maintain an import-ready tag registry that links each installed tag to the correct ProDIGIQ asset record. The CONTRACTOR shall perform QA/QC verification of all tag-to-asset mappings, including scan testing in the field and reconciliation of duplicates, mis-tags, damaged tags, or unreadable tags. At a minimum, the tag registry shall include: facility ID, facility name, airport assignment, location reference, asset name, asset type or class, ProDIGIQ Asset ID, tag value as printed, installation date, and scan verification status.
- f) **QR code linkage and environment controls.** For ProDIGIQ AMS, QR codes encode an asset-specific URL tied to the system-generated ProDIGIQ Asset ID, and the encoded value is not user-configurable. The CONTRACTOR shall coordinate with SCDA to ensure QR codes intended for long-term operational use are generated from the production environment after SCDA confirms the final ProDIGIQ asset records and Asset IDs. Because test portal URLs differ from production portal URLs, any test-generated labels shall be treated as temporary unless SCDA directs otherwise in writing. Where directed by SCDA, the CONTRACTOR shall capture the production asset URL encoded in the QR code in the tag registry to support validation, troubleshooting, and future replacement tagging.
- g) **Branding and label standardization.** Where SCDA requires branded labels, the CONTRACTOR shall reflect the approved label format in the tag registry and installation documentation (for example, label type, size, and standard layout identifier) and shall ensure the branding does not reduce scan reliability. The CONTRACTOR shall confirm that branded label formats remain compatible with SCDA's long-term tagging program and replacement workflow.

- h) **Uniformat and Asset Data Dictionary Implementation.** The CONTRACTOR shall apply the finalized SCDA Asset Data Dictionary to all FCA datasets and ensure all required attributes and validation rules are met prior to import. Uniformat II classification fields (codes and element descriptions, as applicable) shall be populated for applicable assets and systems in accordance with the SCDA Asset Data Dictionary.
- i) **Import-Ready Crosswalk.** The CONTRACTOR shall provide an import-ready crosswalk mapping Uniformat II codes and element descriptions and SCDA Asset Data Dictionary fields to ProDIGIQ data fields and import templates. The crosswalk shall support consistent asset hierarchy placement, condition rating alignment, and association of preventive maintenance task libraries within ProDIGIQ, where applicable.
- j) **Integration validation coordination.** The CONTRACTOR shall collaborate with SCDA IT, GIS, and ProDIGIQ staff to validate import accuracy, hierarchy structure, photo and GIS metadata handling, and field compatibility. The CONTRACTOR shall support resolution of import errors and data validation issues identified during testing and shall provide updated import files as needed.
- k) **Import readiness QA/QC.** The CONTRACTOR shall perform QA/QC to confirm all datasets are properly structured and ready for ProDIGIQ ingestion, including completeness of required fields, adherence to controlled vocabularies and validation rules, consistency of naming conventions, and integrity of hierarchy placement and linkages (facilities, locations, assets, condition records, and tag registries).
- l) **ProDIGIQ import testing, data validation report, and acceptance thresholds.** The CONTRACTOR shall support a structured import validation process in coordination with SCDA and ProDIGIQ, including, at minimum, one test import for each major dataset type (assets, hierarchies and locations, attributes, condition and lifecycle fields, and photos or attachments as applicable) and delivery of a Data Validation Report documenting results and

corrective actions. The Data Validation Report shall include: record counts by facility and asset class; required-field completeness rates; controlled vocabulary compliance rates; hierarchy and location integrity checks; duplicate record checks; tag-to-asset linkage verification results; photo and attachment naming and linkage checks; and an import error log documenting root cause and corrective actions. Final dataset acceptance shall be subject to the deliverable acceptance requirements in Section 5.

- m) **Field Data Capture Tools and ProDIGIQ Mobile Use.** Where SCDA provides access and it is practicable, the CONTRACTOR shall leverage SCDA's ProDIGIQ AMS and CMMS environment and mobile functionality (including iPad-compatible use) for field data capture and validation. The CONTRACTOR may use supplemental field tools and workflows as needed, provided all data, photos, and required attributes are delivered in ProDIGIQ-compatible formats and successfully validated through SCDA's import processes. The CONTRACTOR shall describe its proposed field workflow, including device usage, offline capability (if applicable), photo standards, file naming conventions, and synchronization and validation procedures.
- n) **Tag materials and installation standards.** The CONTRACTOR shall specify tag material type and durability, adhesive requirements, mounting methods, label size and format standards, and environmental suitability for airport operating conditions, including outdoor exposure where applicable.
- o) **QR code generation, tag printing, installation, and sustainment recommendations.** QR codes shall be associated with the corresponding ProDIGIQ AMS and CMMS asset records and shall be compatible with ProDIGIQ scanning and asset lookup functionality. The CONTRACTOR shall furnish all labor, equipment, and materials necessary to generate, print, and install QR code or barcode labels. Labels shall be durable and suitable for airport conditions, including outdoor exposure where applicable (for example, UV, moisture, temperature extremes, cleaning chemicals, abrasion, and tamper resistance appropriate to the installation environment). The CONTRACTOR shall specify and use label material

types, adhesive requirements, and mounting methods appropriate to each asset location and condition. Upon completion, the CONTRACTOR shall provide SCDA with: (1) product specifications for the labels used (including material type, finish, adhesive, and expected service life), and (2) a procurement reorder reference package identifying recommended sources or vendors, part numbers or SKUs (or equivalent), and ordering guidance so SCDA can purchase matching tag stock for future asset additions and replacements.

Task 6 | Preventive Maintenance Planning

- a) Develop preventive maintenance (PM) task lists and frequencies consistent with OEM recommendations, applicable regulatory requirements, and industry best practices.
- b) Align PM routines with SCDA's asset criticality tiers, operational requirements, and service continuity needs.
- c) Provide PM schedules, task libraries, and job plan components in an importable format compatible with SCDA's ProDIGIQ CMMS configuration, including asset class applicability, trigger type (time or meter), frequency, labor categories, and required parts or materials fields, where applicable.
- d) Unless otherwise directed by SCDA, preventive maintenance deliverables shall be developed at the asset class, asset type, and template level and are not intended to require asset-by-asset custom PM authoring for every individual asset record.

Task 7 | Owner Responsibilities (Owner-Furnished Information, Coordination, and Project Governance)

- a) **Owner-Furnished Information** (OFI). SCDA will provide the CONTRACTOR, as available and applicable, with owner-furnished information needed to support planning, field execution, and data integration, including:

1. FCA Glossary of Terms.

2. Airport Facilities Layouts for SAC, MHR, and SMF.
3. SCDA Reference Dataset.
4. Facility points of contact and site coordination information for SMF, MHR, SAC, and F72, including primary contacts, preferred coordination protocols, anticipated access windows, escort requirements (if applicable), and any known sensitive or security-restricted areas.
5. Available record documentation, as identified by SCDA, which may include record drawings, as-builts, O&M manuals, prior studies or assessments, equipment inventories, and other reference materials.
6. Available maintenance and work order history exports or reports, as available, to support validation, condition context, and lifecycle or risk analysis.
7. ProDIGIQ AMS and CMMS configuration guidance and current implementation standards, as available, including hierarchy and naming conventions, asset type and attribute guidance, data standards, required fields, and import templates or specifications.
8. Available GIS basemaps and facility or location reference layers, as available, including SCDA expectations for location capture and photo or GIS metadata.
9. Condition rating scales and definitions currently used by SCDA, if applicable, including any configured condition rating scales intended to be used during field data collection and final dataset preparation.
10. Asset identification standards, as available, such as QR and barcode rules, formatting requirements, and any required

conventions to support scan and lookup functionality in ProDIGIQ.

- b) **Access, badging, and coordination support.** SCDA will coordinate site access requirements and identify appropriate SCDA points of contact for badging sponsorship, escort coordination (when required), and operational windows for field work in both airside and landside areas.
- c) **Governance and working sessions.** SCDA and the CONTRACTOR will conduct recurring project coordination meetings and targeted working sessions, as needed, to confirm scope, resolve access and operational constraints, and review key deliverables, including the FCA Work Plan, SCDA Asset Data Dictionary (SCDA-owned), Unifomat-to-ProDIGIQ crosswalk, and ProDIGIQ import datasets.
- d) **Review and comment timelines.** Unless otherwise agreed in writing, SCDA will provide consolidated review comments on draft deliverables within 10 business days of receipt.
- e) **Decision support.** SCDA will provide timely decisions or direction needed to maintain schedule, including confirmation of scope boundaries, prioritization rules, data standards, and ProDIGIQ import requirements.
- f) **Limitations.** SCDA's provision of OFI is dependent on information availability and does not relieve the CONTRACTOR of responsibility to validate field conditions, confirm asset attributes observed in the field, and deliver complete and accurate final deliverables consistent with this Statement of Work.

Task 8 | Post-Delivery Technical Support and Closeout

The CONTRACTOR shall provide up to 40 hours of post-delivery technical support over 60 calendar days after final acceptance to assist SCDA with questions, data corrections, ProDIGIQ import troubleshooting, and leadership briefings related to FCA findings and recommendations. Support shall include up to 2 review and correction cycles for import datasets and

up to 2 briefing sessions (virtual or on-site, as directed by SCDA) during the support period.

Deliverables

The CONTRACTOR shall provide the deliverables listed below. Unless otherwise directed by SCDA in writing, major deliverables shall be submitted in staged drafts (approximately 60% and 90% complete) followed by a final version incorporating SCDA comments.

- a) **Final FCA Work Plan and Assessment Schedule**, including stakeholder coordination, facility access planning, sequencing and phasing, and airside safety considerations.
- b) **Stakeholder matrix and communications plan**, including engagement approach, meeting cadence, and coordination needs for access, escorts, tenants, and operational constraints.
- c) **SCDA Facility and Building Master Dataset (Draft and Final)** for all facilities in scope, including at minimum: facility ID, facility name, airport assignment, physical address or descriptive location (as applicable), building or facility description and primary use, site description, estimated gross square footage with basis of measurement, number of stories, year built and known major renovation years (if available), and facility status.
- d) **Auditable change log for master data corrections**, documenting updates to SCDA-provided reference data (original values, corrected values, date of change, and basis for correction such as field verification, record source, or SCDA confirmation). Where information cannot be validated despite reasonable efforts, fields shall be flagged as unverified with the limitation documented.
- e) **Field data collection package from on-site inspections**, including condition observations, photographs, GPS or location references (where available), and equipment nameplate information as applicable.

- f) **Immediate Issue Log**, documenting any conditions identified as immediate safety risk or immediate operational risk, including facility, location, description, photo reference, and recommended short-term mitigation actions.
- g) **O&M Findings Log**, documenting routine maintenance and minor repair items suitable for CMMS work order review and creation, separate from the capital renewal project list.
- h) **Validated asset inventory with unique ProDIGIQ-compatible asset identifiers**, including standardized naming conventions and location and hierarchy assignments. Where asset tagging is included in the approved scope, deliverables shall also include installed QR code or barcode labels, unless otherwise directed by SCDA in writing for excluded asset classes, phased rollout, or pilot-only tagging.
- i) **Import ready tag registry**, including tag to asset linkage verification results and documentation of tagging conventions and unique ID rules used for ProDIGIQ alignment.
- j) **Final SCDA Asset Data Dictionary (SCDA-owned)**, including required attributes and definitions, allowed values or controlled vocabularies, validation rules, hierarchy and location structures, and Uniformat II classification requirements used for FCA data capture and ProDIGIQ integration.
- k) **Uniformat II to ProDIGIQ crosswalk (import-ready)**, mapping Uniformat II codes and element descriptions, along with Asset Data Dictionary fields, to ProDIGIQ import templates and configured import fields.
- l) **Facility-specific FCA Summary Reports**, provided in both draft and final form.
- m) **Risk-based prioritization outputs**, including Facility Condition Index or Overall Condition Index and Likelihood of Failure or Consequence of Failure scoring results, as applicable.

- n) **Phased capital planning packages** for 0 to 5, 5 to 10, and 10-to-20-year planning horizons, including recommended projects, project charters, and Year of Expenditure cost models.
- o) **Life cycle cost analysis results**, including assumptions, comparative alternatives, and Year of Expenditure projections (as directed by SCDA).
- p) **Digital datasets formatted for ProDIGIQ AMS and CMMS import**, including assets, locations and hierarchies, attributes, condition and lifecycle fields, costs, and photos or attachments, as applicable, consistent with SCDA standards established under Task 1.
- q) **ProDIGIQ import testing package and Data Validation Report**, documenting test import results, record counts, required field completeness, controlled vocabulary compliance, hierarchy integrity checks, duplicate checks, tag to asset linkage verification, photo and attachment linkage checks, and an import error log with corrective actions.
- r) **Program-wide summary report and executive-level dashboards**, suitable for leadership decision-making, including key findings, portfolio level trends, and prioritized investment needs.
- s) **Asset management readiness and gap assessment summary**, with recommendations to sustain FCA outputs and maintain data quality, naming standards, and hierarchy consistency within ProDIGIQ AMS and CMMS modules.
- t) **Deliverable formats**. Deliverables shall be provided in editable formats suitable for SCDA review and integration, including Excel and Word, with final report versions also provided in PDF. Data deliverables shall be provided in SCDA-approved import templates and file formats (for example CSV or Excel), with clear file naming and version control.

Deliverable Review, Acceptance, and Correction

- a) The CONTRACTOR shall submit deliverables in draft form for SCDA review where indicated, including, as applicable, the FCA Work Plan, SCDA Asset Data Dictionary, Unifomat II to ProDIGIQ crosswalk, Facility FCA Summary Reports, capital planning outputs, and ProDIGIQ import datasets.
- b) Unless otherwise agreed in writing, SCDA will provide consolidated review comments on draft deliverables within 10 business days of receipt.
- c) The CONTRACTOR shall address SCDA comments and resubmit corrected deliverables within 10 business days of receipt of comments, unless a different correction period is approved in writing by SCDA due to the complexity or volume of revisions required. For major deliverables, the CONTRACTOR shall include a comment response matrix and a revision log describing changes made.
- d) **Acceptance criteria and conditional final acceptance.**
Deliverables shall be deemed acceptable only when they:
 - 1. Conform to SCDA's approved SCDA Asset Data Dictionary, controlled vocabularies, and required formats and templates.
 - 2. Meet ProDIGIQ import readiness requirements, including required fields populated, validation rules satisfied, and hierarchy and Unifomat II classification applied where applicable.
 - 3. Demonstrate successful linkage and validation of QR code or barcode values consistent with SCDA standards, when tagging is included in the scope.
 - 4. Pass SCDA's import validation testing for ProDIGIQ datasets, including delivery of a Data Validation Report documenting validation results, identified issues, corrective actions taken, and final disposition.

5. Satisfy the minimum data quality thresholds set forth in subsection (e) below.
- e) Minimum data quality thresholds for final ProDIGIQ import datasets. Unless otherwise approved in writing by SCDA, the CONTRACTOR shall achieve the following prior to final acceptance:
1. Required field completeness: at least 98 percent of required fields populated for each dataset type.
 2. Critical key field completeness: 100 percent completion for key identifier, hierarchy, and linkage fields, including facility ID, facility assignment, location assignment, asset class, asset name, asset status, and ProDIGIQ Asset ID, where applicable.
 3. Controlled vocabulary compliance: at least 98 percent compliance for fields governed by the SCDA Asset Data Dictionary.
 4. Hierarchy integrity: zero critical errors resulting in orphaned assets, invalid location assignments, broken parent-child relationships, or failed hierarchy rollups.
 5. Tag registry linkage, when tagging is included in the scope: 100 percent of installed tags successfully mapped to the correct asset record and verified from scan to asset lookup.
- f) If SCDA identifies deficiencies, errors, omissions, failed validations, or nonconformance with this Statement of Work in any deliverable, the CONTRACTOR shall correct and resubmit the deliverable at no additional cost. SCDA may require additional correction cycles until the deliverable meets the acceptance criteria stated in this Section III Subheading "Deliverable Review, Acceptance, and Correction."
- g) Final acceptance shall occur only upon SCDA's written confirmation that the deliverable is complete, usable, and compliant with the requirements of this Statement of Work, including successful import validation for ProDIGIQ datasets where applicable.

IV. TERM AND EFFECTIVE DATE OF THE AGREEMENT

The Department intends to award a single agreement in December 2026 pursuant to this RFP. The initial term of the proposed agreement will be three (3) years, with two (2) additional extension option of one (1) year each. The maximum potential term of the agreement is (5) years including the initial term and both option terms.

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, September 8, 2026.
- All late responses will be rejected.
- Submit proposals via Opengov.com.

VII. MANDATORY VIRTUAL PRE-PROPOSAL CONFERENCE

A mandatory Virtual Pre-Proposal Conference is scheduled for Tuesday, July 28, 2026 at 10:00 AM PDT. 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.

Please e-mail William Wallace at wallacew@saccounty.gov to attend the Pre-Proposal Conference. Attendance requests will be accepted for the Mandatory Virtual Pre-Proposal Conference until 12:00 PM on Monday, July 27, 2026.

Your e-mail should include your company's name and the names, phone numbers, and e-mail addresses of those who will be attending the conference. Only two (2) representatives from any (1) prospective Proposer will be allowed. Attendance will be verified using this information. Once an attendance request is received, Department staff will send calendar invites to the listed attendees with the necessary log-on information. Failure to attend the Mandatory Pre-Proposal Conference will result in disqualification from further participation in this RFP and consideration for contract award.

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 listed 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 successful Proposer. The cover letter must be submitted on business letterhead and contain the following information:

1. Name and address of Proposer;
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 Proposer;
4. Demonstrated understanding of the work to be performed, the commitment to perform the work, and why the Proposer believes it is the best qualified to perform the work;
5. Acknowledgement of any addenda that may be issued;
6. Acknowledgement that the Proposer 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 Proposer 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 Proposer desires to include regarding the Proposer's business organization.

A. EXECUTIVE SUMMARY

The executive summary will list important features of the proposal and must include a statement certifying that the Proposer meets or exceeds the minimum requirements of this RFP.

B. 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 3 to this RFP; and
2. Contractor Identification Form provided as Attachment 4 to this RFP.

C. PAGE LIMITS

Proposals must be typed or printed in a font no smaller than eleven (11) point, on 8.5" by 11" sized pages. There is no specific page count limit for this RFP.

IX. MINIMUM QUALIFICATIONS

The following section describes the required minimum qualifications a Proposer 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 Proposer's responsibility to incorporate all pertinent information to effectively present a proposal and to communicate the Proposer's qualifications. All Proposers are required to thoroughly review all attachments detailing services required, specifications, and required reports.

- A. The Proposer must be registered with the California Secretary of State and permitted to conduct business in the State of California.
- B. The Proposer shall maintain insurance and workers' compensation coverage that complies with or exceeds the minimum requirements established by the County.

X. STATEMENT OF QUALIFICATIONS

Proposals shall include, at a minimum, the following components in a clear, well-organized narrative. SCDA may request additional information as needed to evaluate the Proposer's qualifications, technical approach, and ability to perform the Work.

A. APPROACH, SCOPE AND TIMELINE:

- a) **Project understanding.** A description of the Proposer's understanding of the project objectives and scope across SCDA's airport system (SMF, MHR, SAC, and F72), including recognition that the breadth, depth, and complexity of the FCA will vary by site and may include the overarching categories of general civil, survey, structural, mechanical, plumbing, electrical, and energy.
- b) **Proposed methodology and assessment standards.** A description of the proposed methodology and assessment standards, including the approach to using ASTM E2018 as a baseline framework, supplemented by SCDA-defined asset inventory, lifecycle, and integration requirements, together with Unifomat II, and the methods for documenting current ADA compliance considerations and applicable building and construction code requirements.
- c) **Life-Cycle Cost Analysis (LCCA) methodology.** A description of the Proposer's LCCA methodology, including assumptions, cost references, escalation factors, useful life assumptions, and integration with EUL and RUL modeling.
- d) **Quality Assurance/Quality Control (QA/QC) approach.** A description of the Proposer's internal review processes, field verification methods, data validation steps, and controls for consistent condition scoring, cost estimating, lifecycle outputs, and dataset preparation. The QA/QC approach shall also describe procedures to verify conformance with the SCDA Asset Data Dictionary, including required field completeness, controlled vocabulary enforcement, Unifomat II population rules, and import validation testing.
- e) **Work plan and proposed schedule.** A work plan and proposed schedule, including sequencing assumptions, coordination with SCDA stakeholders, site prioritization approach, and anticipated operational constraints for airside and landside access.
- f) **Staffing plan and organization chart.** A staffing plan and organization chart identifying key personnel, discipline leads, and subcontractors, with resumes or qualifications summaries highlighting relevant airport FCA and asset management experience.

- g) **Airport security compliance statement.** A statement addressing anticipated badging needs, security training requirements, and the Proposer's ability to comply with airport access procedures for personnel requiring access to secured or restricted airport areas.
- h) **Badging and escorting approach.** A description acknowledging that personnel requiring access to secured or restricted areas shall obtain the required airport badges and complete all required security training prior to performing work in secured or restricted areas, unless otherwise approved in writing by SCDA. The Proposer shall also describe how properly badged and trained personnel may provide escort services, when authorized and required, in accordance with SCDA's security rules and escorting procedures.
- i) **Data management and ProDIGIQ integration approach.** A description of the Proposer's approach to data management and ProDIGIQ integration, including proposed asset hierarchy development, naming conventions, condition and risk field mapping, photo and GIS metadata handling, delivery of import-ready templates, and the approach to developing the SCDA Asset Data Dictionary (SCDA-owned), including required attributes and definitions, allowed values and controlled vocabularies, validation rules, and Uniformat II classification requirements.
- j) **Asset Data Dictionary Deliverable Plan.** A description of the proposed process, workshops or working sessions, and an outline or table of contents for the SCDA Asset Data Dictionary. At a minimum, the plan shall address field definitions, required versus optional fields, data types and formats, units of measure where applicable, allowed values, validation rules, hierarchy and location structures, and how the dictionary will be reviewed, revised, approved, and finalized with SCDA prior to full-scale data collection and final dataset production.
- k) **Assumptions, exclusions, and risks.** A description of assumptions, exclusions, constraints, and identified risks that could affect schedule, access, data quality, field execution, integration readiness, or cost accuracy.
- l) **Value-added services or innovations.** If applicable, a brief description of any proposed value-added services, tools, or innovations that would strengthen data quality, improve lifecycle

forecasting, enhance validation and reporting, or improve alignment with ProDIGIQ AMS and CMMS.

B. COMPANY QUALIFICATIONS:

Describe company experience and qualifications in the following subject areas:

- a. Company experience performing multi-facility FCA programs and asset management planning for large, complex, public-sector or transportation-related portfolios. Airport experience is strongly preferred.
- b. Demonstrated familiarity with ASTM E2018 as a baseline framework, supplemented by owner-defined asset inventory, lifecycle, and integration requirements, and with Uniformat II-based assessment frameworks, together with the ability to evaluate compliance considerations relative to ADA, the International Building Code (IBC), and other applicable federal, state, and local codes. Proposers shall also demonstrate experience developing asset data standards and/or an Asset Data Dictionary for enterprise AMS/CMMS environments, including required attributes, controlled vocabularies, and validation rules.
- c. Experience with condition-based lifecycle analysis, including establishing Estimated Useful Life (EUL), Remaining Useful Life (RUL), Facility Condition Index (FCI) and/or Overall Condition Index (OCI)-style metrics, and risk-based prioritization.
- d. Proven capability to deliver structured, import-ready datasets for enterprise asset management platforms and/or CMMS environments, including development of an owner-standard Asset Data Dictionary and associated data governance rules to support consistent asset hierarchy, Uniformat II classification, and long-term system use.
- e. Experience with asset inventory validation and field verification, including collection of nameplate data, photographs, asset tagging using QR codes and/or barcodes, and location information.
- f. Demonstrated experience developing and implementing asset hierarchies and standardized naming conventions across multi-

site portfolios, including governance for unique asset identifiers and location structures suitable for AMS/CMMS integration.

- g. Key staff with appropriate professional credentials and relevant discipline expertise, including, as applicable, civil, structural, architectural, mechanical, electrical, plumbing, fire/life safety, and/or energy.
- h. Demonstrated experience conducting Life-Cycle Cost Analysis (LCCA) for major facility systems using industry-recognized methods, such as ASTM, ACRP, and/or ISO 55000-aligned practices.

XI. FEE STRUCTURE, PROPOSAL COST, AND SCOPE

Please include the hourly rates for the project. 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 Proposer. 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 Proposer and any joint venture or affiliate entities:

- 1. 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 Proposer. 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.
- 2. Describe ownership of the proposing entity.

C. FEE SCHEDULE

Proposer must include a proposed Fee Schedule for the initial three-year term and for each of the two one-year option terms (maximum possible term of five-years). The terms of the resulting agreement will be subject to negotiation with the successful entity. The structure and general terms of the final agreement will align with the sample agreement provided in 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 Proposer and may evaluate those references with the same consideration as those provided by the Proposer.

XIII. RFP TIMELINE

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

Dates	Event
July 7, 2026	Issuance of RFP
July 27, 2026 12:00 PM PDT	RSVP Deadline for Mandatory Virtual Pre-Proposal Conference
July 28, 2026 10:00 AM PDT	Mandatory Virtual Pre-Proposal Conference
August 4, 2026 12:00 PM PDT	Deadline for submitting questions
August 25, 2026 12 P.M. PDT	Target date to issue addenda if necessary, including Department’s responses to questions received by deadline.
September 8, 2026 12 P.M. PDT	Proposals Due
October, 2026	Interviews
December 2026	Anticipated effective date of agreement with selected Contractor

The Department reserves the right to modify, at its sole and absolute discretion, this schedule and any specific deadlines, including the selected Contractor’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 below:

[Table on Following Page]

Category	Points Toward Overall Score
<p align="center">Completeness of Response</p> <p>Includes all required proposal components identified in Sections VIII through XII, including required forms, Statement of Qualifications, financial background information, and references.</p>	Pass/Fail
<p align="center">Minimum Qualifications</p> <p>Proposer satisfies the objective minimum qualifications in Section IX.</p>	Pass/Fail
<p align="center">Company Qualifications, Relevant Experience, and Past Performance</p> <p>Relevant airport FCA and asset management program experience; comparable public-sector or transportation portfolios; FCA, asset inventory, lifecycle planning, data standards, QR/barcode tagging, and AMS/CMMS integration experience; and demonstrated past performance. References may be used to verify qualifications and past performance.</p>	20
<p align="center">Technical Approach and Methodology</p> <p>FCA approach, use of ASTM E2018 as a baseline framework supplemented by SCDA-defined asset inventory, lifecycle, and integration requirements, Unifomat II alignment, condition rating methodology, deficiency capture, and Life-Cycle Cost Analysis (LCCA) methodology.</p>	20
<p align="center">ProDIGIQ Data Integration and Import Readiness</p> <p>Asset hierarchy, naming conventions, required fields, controlled vocabularies, import templates, tag registry, QR/barcode tagging approach, and overall readiness to deliver import-ready datasets for SCDA's ProDIGIQ AMS and CMMS environment.</p>	20
<p align="center">Key Personnel and Staffing Plan</p> <p>Roles, discipline coverage, airport or comparable experience, staff availability, and subCONTRACTOR management approach.</p>	10

<p style="text-align: center;">QA/QC and Data Governance</p> <p>QA/QC plan, validation checkpoints, data quality controls, change log approach, and Asset Data Dictionary development and implementation plan.</p>	10
<p style="text-align: center;">Work Plan, Schedule, and Operational Coordination</p> <p>Phasing, access planning, badging and escorting approach, stakeholder coordination, operational risk awareness, and schedule management.</p>	10
<p style="text-align: center;">Fee Schedule</p> <p>Clear, complete, and reasonable fee schedule, including hourly rates, anticipated labor hours, overhead or other fees, cost assumptions, and alignment with the proposed scope of work, staffing plan, schedule, and contract term.</p>	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.

SCDA reserves the right to accept or reject any and all proposals, waive minor irregularities, request clarification or additional submittals, alter the nature and/or scope of the proposed project, negotiate with one or more Proposers, and/or discontinue the solicitation process at its sole discretion.

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 Tuesday, August 4, 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. Contractors 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](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 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 Contractor'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 contractor 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 firms outside of the RFP process, even if such firms did not participate in the RFP process. The Department also reserves the right to not execute an agreement with any Proposer who participated in this RFP. The Department accepts no liability for any costs incurred by Proposers in preparing proposals in response to this RFP.

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 Proposer believes protected data is included in its proposal, the Proposer shall clearly identify the data and provide the legal basis in support of the asserted classification. The Proposer 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 the Proposer 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 Proposer 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 Proposer'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 Proposer 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 Proposer 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 Proposer 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. Evaluation scoring forms used by the evaluation panel are likewise considered public information subject to the California Public Records Act.

XVIII. NEGOTIATION OF AGREEMENT

The selected Proposer 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.