



REQUEST FOR QUALIFICATIONS

ON-CALL ENVIRONMENTAL PLANNING SERVICES

Statement of Qualifications Due:

**Tuesday, October 20, 2026
12 P.M. Pacific Time**

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Attachments:

1. *Sample Agreement for On-Call Environmental Planning 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, August 18, 2026

TO: Prospective Service Providers

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

SUBJECT: **Sacramento County Department of Airports On-Call
Environmental Planning Services**

I. SUMMARY AND BACKGROUND

The County of Sacramento (County) owns and/or operates four airports in Sacramento County, including Sacramento International Airport (SMF), 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 Qualifications (RFQ) to select a qualified vendor to provide on-call environmental planning services for the Department.

The Department operates in a complex regulatory environment subject to Federal Aviation Administration (FAA) requirements, guidance, grant assurances, and regulations, as well as a broad range of federal, state, and local environmental requirements.

The Department is soliciting Statements of Qualifications (SOQ) from qualified environmental planning consulting firms (each, a Respondent) to provide a wide variety of airport environmental planning and related technical services. Services under this RFQ will be administered by the Department's Planning and Environment Section and may include, but are not limited to, support for National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) documentation, FAA environmental coordination, environmental permitting, regulatory compliance programs, mitigation monitoring, PFAS investigation and response support, sustainability initiatives, and related technical services.

Services under this RFQ will require familiarity with the unique operational, regulatory, safety, and security considerations associated with airports, including work within active airfield environments, coordination with airport operations and maintenance staff, compliance with FAA requirements, and the need to sequence environmental review and permitting with capital project delivery schedules. The successful Respondent (Consultant) may provide specialized services through qualified subconsultants, provided the

Consultant demonstrates effective project management, quality control, and responsibility for all work products.

II. PURPOSE AND OBJECTIVES

The purpose of this RFQ is to establish one (1) on-call professional services agreement with a qualified environmental planning consulting firm to support the Department's environmental planning, regulatory compliance, and sustainability needs at any airport operated by the Department.

Consultant will be expected to enter into a professional services agreement with a maximum total payment not to exceed \$3,500,000. The proposed Agreement will be for an initial three (3) year period with a single two (2) year extension option.

The SOQ submitted by the Consultant will be made part of the Agreement awarded from this RFQ. The Agreement will be subject to applicable federal, state, and local requirements, including, but not limited to, applicable FAA contract provisions, federal grant assurances, and other requirements applicable to federally funded airport planning or development projects.

III. ANTICIPATED SCOPE OF SERVICES

Consultant shall provide project-specific proposals when requested by the County's Project Manager and shall perform requested services when authorized by the Director of Airports or the Director's authorized designee. Project-specific assignments may include preparation of reports, memoranda, technical studies, environmental documents, permit applications, compliance materials, field investigations, monitoring, agency coordination, public outreach support, and related technical services for review and approval by County staff.

Services may be requested for any airport operated by the Department and may involve work in both secure and non-secure areas. The process for task order development is described in the sample agreement included as Attachment 1 to this RFQ.

Services under this RFQ may include, but are not limited to, the following:

A. Environmental Planning & Documentation

- Environmental review and documentation in compliance with CEQA, NEPA, and applicable FAA Orders, guidance, and procedures;

- Preparation of environmental documents, including, but not limited to, FAA Categorical Exclusions, Environmental Assessments, Environmental Impact Statements, NEPA re-evaluations, Initial Studies, Mitigated Negative Declarations, Environmental Impact Reports, Findings of No Significant Impact, Records of Decision, and related technical appendices;
- Coordination of environmental review with Airport Layout Plan approvals, Airport Improvement Program funding, Passenger Facility Charge funding, land-use approvals, and other FAA actions, as applicable;
- FAA environmental coordination, including support for agency review, comment resolution, and documentation approval processes;
- Purpose and need development, alternatives analysis, and impact assessment;
- Preparation of technical studies, including air quality, greenhouse gas emissions, noise, biological resources, cultural resources, floodplains, water resources, and other resource areas, as applicable;
- Cumulative impact analysis and growth-inducing impact evaluation;
- Support for CEQA lead agency coordination, public review processes, responses to comments, findings, statements of overriding considerations, notices, and Board approval materials, as applicable;
- Preparation and implementation support for Mitigation Monitoring and Reporting Programs (MMRPs), including mitigation tracking, compliance documentation, construction-phase monitoring, and closeout reporting; and
- Environmental constraints analysis and early project scoping support.

B. Environmental Permitting & Regulatory Compliance

- Environmental permitting at the federal, state, and local levels;

- Coordination with resource and regulatory agencies, including, but not limited to, the U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, California Regional Water Quality Control Board, California Department of Fish and Wildlife, U.S. Environmental Protection Agency, and FAA, as applicable;
- Clean Water Act compliance, including Sections 401 and 404;
- Stormwater compliance, including preparation and implementation of Storm Water Pollution Prevention Plans (SWPPPs);
- Spill Prevention, Control, and Countermeasure (SPCC) Plans and hazardous materials management;
- Air quality permitting and compliance, including stationary source permitting and emissions inventories;
- Hazardous materials and waste management, including site assessments and remediation support;
- Construction environmental compliance monitoring and reporting;
- Regulatory strategy development and permit condition compliance;
- Per- and polyfluoroalkyl substances (PFAS) investigation and management at airports, including site characterization, delineation, and data gap analysis;
- Development and implementation of PFAS work plans in coordination with regulatory agencies, including the California Regional Water Quality Control Board and the U.S. Environmental Protection Agency;
- Support for regulatory response actions, including feasibility studies, remedial action planning, and long-term monitoring programs;
- Soil, groundwater, and stormwater management strategies for PFAS-impacted media, including handling, reuse, and disposal considerations; and

- Coordination with FAA on PFAS-related policy, guidance, and airport operational constraints.

C. Sustainability & Environmental Programs

- Sustainability planning and implementation aligned with airport sustainability goals;
- Greenhouse gas (GHG) inventories, climate action planning, and decarbonization strategies;
- Energy efficiency, electrification, and renewable energy project support;
- Waste reduction, recycling, and compliance with state regulations, including Senate Bill (SB) 1383 (Lara, 2016), as applicable;
- Water conservation, stormwater quality, and drought resilience strategies;
- Sustainable materials management and circular economy initiatives;
- Sustainability rating systems, including LEED, Envision, ParkSmart, or other applicable frameworks; and
- Climate resilience and adaptation planning.
- Technical & Supporting Services
- Environmental GIS analysis, mapping, and data management;
- Natural resources assessments, including biological and habitat evaluations;
- Noise and air quality technical analysis;
- Environmental support for airport capital improvement projects;
- Environmental due diligence and site assessments, including Phase I and Phase II Environmental Site Assessments;

- Public outreach and stakeholder engagement related to environmental processes;
- Preparation of environmental sections for grant applications and funding support; and
- Environmental sampling program support, laboratory coordination, data validation, and technical reporting, including PFAS-related sampling as requested.

Additionally, Consultant should demonstrate proficiency in the following core competencies:

1. NEPA documentation and FAA environmental review, including Categorical Exclusions, Environmental Assessments, Environmental Impact Statements, NEPA re-evaluations, FAA coordination, and related decision documents;
2. CEQA documentation and process support, including Initial Studies, Mitigated Negative Declarations, Environmental Impact Reports, technical studies, public review support, responses to comments, findings, notices, and Board approval materials;
3. Airport environmental planning and regulatory coordination, including familiarity with airport operations, FAA requirements, airport safety and security considerations, and sequencing of environmental review with airport capital project delivery;
4. Environmental technical studies, including air quality, greenhouse gas emissions, noise, biological resources, cultural resources, water resources, floodplains, hazardous materials, and other resource areas, as applicable;
5. Environmental permitting and regulatory compliance, including Clean Water Act permitting, stormwater compliance, SWPPPs, SPCC Plans, hazardous materials and waste management, construction environmental compliance, and permit condition tracking;
6. Mitigation Monitoring and Reporting Program (MMRP) preparation and implementation support, including mitigation tracking, compliance documentation, construction-phase monitoring, and closeout reporting;

7. PFAS investigation and response support, including work plan preparation, regulatory coordination, sampling program support, data validation, site characterization, data gap analysis, and planning-level response support;
8. Sustainability and environmental program support, including greenhouse gas inventories, climate action planning, decarbonization strategies, energy efficiency, electrification, renewable energy, waste reduction, water conservation, climate resilience, and sustainability rating systems; and
9. Project management for on-call professional services contracts, including task-order scoping, budget control, schedule management, quality assurance/quality control, subconsultant management, and clear communication with public agency clients.

IV. TERM AND EFFECTIVE DATE OF THE AGREEMENT

The Department intends to award a single agreement in January 2027 pursuant to this RFQ. The term of the proposed agreement will be three (3) years, with one (1) optional two (2) year extension term for a possible maximum term of five (5) years.

V. HOW TO OBTAIN A COPY OF THIS REQUEST FOR QUALIFICATIONS

A copy of this RFQ 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 STATEMENT OF QUALIFICATIONS SUBMISSION

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

- SOQs are due no later than 12:00 P.M. Pacific Time (PT) on Tuesday, October 20, 2026.

- All late responses will be rejected.
- Submit SOQs via Opengov.com.

VII. OPTIONAL VIRTUAL PRE-PROPOSAL CONFERENCE

An Optional Virtual Pre-Proposal Conference is scheduled for Tuesday, September 8, 2026, at 2:00 PM. The purpose of the conference will be to discuss the requirements and objectives of this RFQ. 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/262824497204119?p=TAa6jVpyTJZP5NwOEu>

Meeting ID: 262 824 497 204 119
Passcode: vU7bS9Q8

Dial In:

+1 916-245-8966,,128848167# United States, Sacramento
<https://dialin.teams.cloud.microsoft/e6ecf38a-c5f2-4b16-8b9b-b2e22c716ef8?id=128848167>

Phone conference ID: 128 848 167#

VIII. FORMAT OF STATEMENT OF QUALIFICATIONS

SOQs submitted in response to this RFQ 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 SOQ must be signed by an authorized employee or officer to receive consideration.

A. COVER LETTER FOR SOQs

A cover letter must be included with the SOQ and must be signed by an individual who is authorized to contractually bind the Respondent. The cover letter must be submitted on business letterhead and contain the following information:

1. Name and address of Respondent;
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 Respondent;
4. Demonstrated understanding of the work to be performed, the commitment to perform the work, and why the Respondent believes it is the best qualified to perform the work;
5. Acknowledgement of any addenda that may be issued;
6. Acknowledgement that the Respondent has reviewed the proposed sample agreement, and the Scope of Services contained therein, a sample of which is attached as Attachment 1 to this RFQ and incorporated herein;
7. A statement that the Respondent agrees to the sample agreement format, its content and all requirements as presented, including insurance coverage and limits, noting whether the response includes proposed exceptions or revisions; and
8. State other general information which the Respondent desires to include regarding the Respondent's business organization.

A. EXECUTIVE SUMMARY

The executive summary will list important features of the SOQ and must include a statement certifying that the Respondent meets or exceeds the minimum requirements of this RFQ.

B. REQUIRED DOCUMENTATION AND FORMS

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

1. County of Sacramento Contractor Certification of Compliance Form provided as Attachment 3 to this RFQ; and
2. Contractor Identification Form provided as Attachment 4 to this RFQ.

C. PAGE LIMITS

SOQs must be typed or printed in a font no smaller than eleven (11) point, on 8.5" by 11" sized pages. The SOQ 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. Table of Contents (optional); Section Dividers (optional);
3. Cover letter;
4. Staff resumes;
5. Respondent's team organization chart;
6. County of Sacramento Contractor Certification of Compliance Form;
7. Contractor Identification Form; and
8. Financial Statements

IX. MINIMUM QUALIFICATIONS

This section describes the required minimum qualifications a Respondent must demonstrate to be eligible to submit a SOQ. SOQs that do not meet the following minimum qualifications will not be further evaluated or considered.

- A. The Respondent must be registered with the California Secretary of State and permitted to conduct business in the State of California.
- B. The Respondent shall maintain insurance and workers' compensation coverage that complies with or exceeds the minimum requirements established by the County as set forth in Attachment 1.

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

X. STATEMENT OF QUALIFICATIONS

SOQs shall include, at a minimum, the following components in a clear, well-organized narrative. SCDA may request additional information as needed to evaluate the Respondent's qualifications, technical approach, and ability to provide the requested services.

A. Consultant Manager, Consultant Team, and Organization Chart

Identify the proposed Consultant Manager, key Consultant team members, and subconsultants, if any. Describe the technical experience of the Consultant Manager and Consultant team, with emphasis on the Core Competencies identified in Section III. Include an organization chart showing the proposed team structure, reporting relationships, and roles of key personnel and subconsultants.

B. Understanding of the County Airport System and Core Competency Issues

Describe the Respondent's understanding of the County Airport System consisting of all four airports operated by the Department and their associated projects, operational context, regulatory environment, and environmental planning issues related to the Core Competencies. The response should demonstrate familiarity with airport operations, FAA requirements, CEQA, NEPA, environmental permitting, regulatory compliance, sustainability, and other issues relevant to the services described in this RFQ.

C. Relevant Project Examples and References

Based on the Respondent's understanding of the County's needs, provide five examples of completed projects or services rendered, no earlier than five years prior to this request. Provided examples should be of comparable size or scope to the services contemplated in this RFQ for services at SCDA. For each example given, include the client and client contact information, project name, project

location, dates of service, Consultant team members involved, role of the Consultant, services provided, and relevance to the services described in this RFQ.

D. Approach to On-Call Services, Task Management, and Task Monitoring

Describe the Respondent's approach to providing periodic, on-call planning technical advisory services, including task management, task monitoring, schedule control, budget control, communication with County staff, subconsultant coordination, and quality assurance/quality control.

E. Approach to Scope of Work and Task Order Development

Describe the Respondent's approach to developing project-specific scopes of work, schedules, fee estimates, staffing plans, assumptions, deliverables, task order documentation, and quality control/quality assurance processes. The response should explain how the Consultant will work with the County to define project needs, identify regulatory requirements, establish appropriate levels of effort, and produce clear task-order proposals.

XI. FEE STRUCTURE, 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 Respondent. 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 Respondent 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 Respondent. 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.

A. FEE SCHEDULE

Respondent must include a proposed Fee Schedule for proposed scope of work. 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 RFQ.

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 Respondent and may evaluate those references with the same consideration as those provided by the Respondent.

XIII. RFQ TIMELINE

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

Dates	Event
September 2, 2026	Issuance of RFQ
September 8, 2026 2:00 PM PDT	Optional Pre-Proposal Conference
September 15, 2026 12:00 PM PDT	Deadline for submitting questions
September 29, 2026 12 P.M. PDT	Target date to issue addenda if necessary, including Department's responses to questions received by deadline.
October 13, 2026 12 P.M. PDT	SOQs Due
November, 2026	Interviews
January 2027	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 STATEMENT OF QUALIFICATIONS

The RFQ evaluation process will include a specific focused review of each SOQ by a panel of evaluators. Each SOQ will be evaluated against other SOQs received. SOQs 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.

SOQs will be evaluated based on the following criteria in the table below:

[Table on Following Page]

Category	Points Toward Overall Score
Completeness of Response	Pass/Fail
Minimum Qualifications	Pass/Fail
Understanding of the County Airport System and Core Competencies	20
Relevant Project Examples and References	20
Approach to On-Call Services, Task Management, and Task Monitoring	20
Approach to Scope of Work and Task Order Development	20
Quality and Clarity of SOQ Documentation	20
Total	100

SOQs will receive a final score based on the average of scores from the evaluation panel. The highest-ranked Respondents 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 SOQs, waive minor irregularities, request clarification or additional submittals, alter the nature and/or scope of the proposed project, negotiate with one or more Respondents, and/or discontinue the solicitation process at its sole discretion.

XV. QUESTIONS

All inquiries regarding this RFQ and any requests for clarification of the contents of this RFQ must be directed in writing, via e-mail to William Wallace at wallacew@sacounty.gov no later than Tuesday, September 15, 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 RFQ.
- C. If modifications to this RFQ are necessary, the Department will respond in writing via addendum, which will be posted to the following websites:

Sacramento County Department of Airports Website:
[http://www.sacramento.aero/scas/opportunities/bids and requests](http://www.sacramento.aero/scas/opportunities/bids_and_requests)

OpenGov Website:
[Procurement Portal](#)

- D. Interested parties are encouraged to regularly check the Department's web site or the OpenGov website for possible updates to this RFQ.
- E. 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 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 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 RFQ.

B. DEPARTMENT'S RIGHT TO NEGOTIATE AGREEMENTS

The Department reserves the right to negotiate agreements with firms outside of the RFQ process, even if such firms did not participate in the RFQ process. The Department also reserves the right to not execute an agreement with any Respondent who participated in this RFQ. The Department accepts no liability for any costs incurred by Respondents in preparing SOQs in response to this RFQ.

C. PUBLIC DISCLOSURE OF RFQ DOCUMENTS

The County will treat all information submitted in a SOQ as available for public inspection once negotiations with the selected party have been completed. If copies of SOQs 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 Respondent believes protected data is included in its SOQ, the Respondent shall clearly identify the data and provide the legal basis in support of the asserted classification. The Respondent must present such information separately as part of its SOQ or type in bold red letters the term "CONFIDENTIAL" on that specific part or page of the SOQ which the Respondent 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 Respondent 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 Respondent'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 Respondent agrees, as a condition of submitting its SOQ, 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 SOQ. The Respondent 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 Respondent 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 SOQ, 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 Respondent 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 Cover Letter and SOQ 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.