



State of California - Natural Resources Agency
DEPARTMENT OF FISH AND WILDLIFE
715 P Street
Sacramento, CA 95814
<http://www.wildlife.ca.gov>

GAVIN NEWSOM, Governor
MEGHAN HERTEL, Director



June 22, 2026

ADDENDUM #1

Re: RFQ A&E P2691002, Land Surveying Services

Dear Bidders,

The purpose of this addendum is to answer questions submitted to CDFW concerning this RFQ.

Question 1:

In the RFQ a CFED license is required in the criteria but not a CA PLS. Is this an error or a typo?

Answer:

Yes, this is a typo. The evaluation for criterea should state that the SOQ demonstrates extensive experience working with the Public Land Survey System under the responsible charge of a Licensed Land Surveyor. *Please see update to RFQ A&E Section 3.4: Phase II Part II - SOQ Evaluation Question 2.*

Question 2:

Is having a CFED mandatory since a CA PLS can perform the work described in the scope of services?

Answer:

A CFED is not a mandatory requirement for this solicitation. A CA PLS is required for this solicitation. *Please see RFQ A&E Section 3.1.3 C.a – The Proposer's Minimum Requirements.*

Question 3:

Could you please confirm how this proposal should be submitted? Is an email version permitted or should it only be hard copy?

Answer:

All proposals can be submitted by email, hand delivered, or certified mail to the appropriate address listed in the solicitation. *Please see RFQ A&E Section 1.3 SOQ Deadline and Delivery.*

Question 4:

Will CDFW accept Professional Liability insurance on a per claim basis?

Answer:

No, CDFW will not accept Professional Liability on a per claim basis. The awarded bidder is required to have all insurance requirements when awarded and will be required to show proof of insurance upon acceptance of award. *Please see RFQ A&E Section 3.1.3 F – “The awarded firm will be required to furnish evidence of insurance upon award of contract”*

Question 5:

Given that the services to be provided are land surveying, will CDFW issue revised indemnification language for this RFQ consistent with Civil Code section 2782.8?

Answer:

CDFW is aware of Civil Code section 2782.8 and its scope and that may apply to this agreement. CDFW will not modify indemnification language for this agreement.

Question 6:

Is a reference from previous Fish and Wildlife projects acceptable to include as a reference for this opportunity?

Answer:

Yes, previous Fish and Wildlife projects are acceptable to use as references.

Question 7:

If an email submittal is done are any hard copies or flash drives required to be mailed in as well?

Answer:

No, if submitting by email then a flash drive or hard copy is not required. *Please see update to Section 1.3 SOQ Deadline and Delivery.*

Question 8:

Do you require copies of PLS licenses with the submittal?

Answer:

No, copies of licenses are not required to be submitted.

All terms and conditions of this solicitation remain the same.

Sincerely,

Elbertlyn Cantey, Contract Analyst
Business Management Branch, Contracts Processing Unit
California Department of Fish and Wildlife



State of California - The Natural Resources Agency
DEPARTMENT OF FISH AND WILDLIFE
Director's Office
P.O. Box 944209
Sacramento, CA 94244-2090
www.wildlife.ca.gov

GAVIN NEWSOM., Governor
MEGHAN HERTEL., Director



Request For Qualifications (Architectural and Engineering) Notice to Prospective Firms

June 22, 2026

RFQ Number and Name: P2691002 Land Surveying Services
Submission Due Date/Time: July 9, 2026, 5:00 PM (PT)

The California Department of Fish and Wildlife (CDFW) invites you to review and respond to this Request for Qualifications (RFQ). Qualified individuals and firms are invited to respond to this Notice and RFQ in compliance with the instructions attached.

The attached RFQ contains a description of the Contract Work, location, qualifications, evaluation criteria and directions on how to prepare and submit your response. Your response will be in the form of a Statement of Qualification (SOQ).

All contracts entered into with the State of California include, by reference, General Terms and Conditions (GTC 02/2025) and Contractor Certification Clauses (CCC 04/2017) that can be found at:

[General Terms and Conditions \(GTC 02/2025\)](#)
[Contractor Certification Clauses \(CCC 04/2017\)](#)

The terms contained in these documents will become part of the resulting contract. If you are unable to agree to any of these terms, your SOQ will be rejected.

Questions regarding this RFQ must be submitted by email to the **RFQ Contact**:

Elbertlyn Cantey
Elbertlyn.cantey@wildlife.ca.gov

No verbal information will be binding upon the State unless such information is issued in writing as an official addendum. Questions via phone calls or in person regarding this RFQ are not accepted.

Amy Mowrer, Branch Chief
Procurement and Contracting Officer
Business Management Branch

Conserving California's Wildlife Since 1870

REQUEST FOR QUALIFICATIONS (No. P2691002)

Table of Contents

SECTION 1 - General Information	3
1.1 Introduction	3
1.2 Request for Qualification Details	3
1.3 SOQ Deadline and Delivery	6
1.4 Withdrawal of SOQ	6
1.5 Rejection of SOQs	7
1.6 Project Duration	7
1.7 Award of the Contract	7
1.8 Disposition of SOQ Documents	7
1.9 Sample Agreement and Forms	7
SECTION 2 – Scope of Work	8
2.1 Scope of Work	8
2.2 General Provisions Regarding Scope of Work	8
2.3 Compensation	8
SECTION 3 – Responding to this RFQ	10
3.1 Minimum Requirements	10
3.2 Key Action Dates	12
3.3 Costs of Developing the SOQ	12
3.4 Selection Criteria	12
3.5 Evaluation and Selection Process	22
SECTION 4 – Insurance Requirements	24
SECTION 5 – Required Attachments	26
ATTACHMENT 1 – Required Attachment Checklist	26
ATTACHMENT 2 - Bid/Bidder Certification Sheet	27
ATTACHMENT 3 – Payee Data Record (STD. 204)	30
ATTACHMENT 4 – Darfur Contracting Act Certification	31
ATTACHMENT 5 – Bidder Declaration Form (GSPD-05-105)	32
ATTACHMENT 6 - Commercially Useful Function (CUF) Certification	33
ATTACHMENT 7 – Contractor Certification Clause (04/2017)	34
ATTACHMENT 8 – California Public Contract Code Section (10162)	35
ATTACHMENT 9 – Bidder References	36
ATTACHMENT 10 - California Civil Rights Laws Attachment	37
ATTACHMENT 11 – Iran Contracting Act	38
RFQ Compliance Matrix	39

Sample Agreement Attached as separate document

- Standard Agreement (Std. 213)
- Exhibit A – Scope of Work
- Exhibit A, Attachment II – Boundaries Table
- Exhibit A, Attachment III – CDFW Region Maps
- Exhibit A, Attachment IV – CDFW Guidelines, Standards, and Requirements for Boundary Surveys, Legal Descriptions, and Mapping
- Exhibit B – Budget Detail and Payment Provisions

- Exhibit C – General Terms and Conditions (included by reference)
- Exhibit D – Department Additional Provisions
- Exhibit I – Travel Reimbursement Information

SECTION 1 - General Information

1.1 Introduction

- 1.1.1 CDFW is requesting proposals from qualified firms to complete Land Surveying Services across the state of California.
- 1.1.2 See **Exhibit A, Scope of Work** of the Sample Agreement for details on all tasks expected to be performed under the awarded contract.
- 1.1.3 The awarded contract will be written for a maximum amount of five million dollars and zero cents (\$5,000,000.00). The awarded Firm, and all associated subcontractors, will be required to perform services at the rates identified in the sealed Cost Sheet, which may be negotiated after the most qualified firm is selected, as described in Section 3.1.3 E and Section 3.5.

1.2 Request for Qualification Details

- 1.2.1 All questions concerning this RFQ must be submitted directly to Elbertlyn Cantey at Elbertlyn.cantey@wildlife.ca.gov on or before **June 19, 2026**. When submitting questions, please indicate the RFQ number in the subject line. Questions via fax, telephone, or in person will not be accepted. Answers to questions and other notices about this RFQ will be provided via formal addenda at the same location on the Cal eProcure website where this document was accessed. CDFW is not responsible for sending individual notifications of changes or updates.

It is the prospective firm's sole responsibility to monitor the Cal eProcure website for all information regarding this RFQ.

- 1.2.2 **Eligible Bidders** – Public or private corporations, agencies, organizations, associations, or individuals may submit a sealed SOQ in response to this RFQ.

The bidder must be legally constituted and qualified to do business within the State of California (registered with the Secretary of State). Except for bidders whose legal status precludes incorporation (i.e., public agencies, sole proprietorships, and partnerships), bidders that are not fully incorporated by the deadline for submitting sealed SOQs will be disqualified.

The bidder must also not be listed on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code.

- 1.2.3 **Executive Order N-6-22 – Russia Sanctions**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic

Sanctions or is conducting prohibited transactions with sanctioned individuals or entities that will be grounds for rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, will be grounds for termination by the State.

1.2.4 **Community-Based Private Nonprofit Bidders**

In accordance with Assembly Bill (AB) 590, Chapter 535: Advance Payments, CDFW may allow advanced payment in contracts to community based private nonprofit agencies, not to exceed 25% of the total award, upon the Department's determination that an advanced payment is essential for the effective implementation of the contract services.

For a private nonprofit agency to be eligible to receive up to 25% of the contract amount, the entity must include the following as part of their bid submission and satisfy the minimum requirements in Government Code 11019.3 (c)(2)(A)(i-viii):

- Submit documentation to support the need for advance payment, which may include, but is not limited to, invoices, contracts, estimates, payroll records, and financial records.
- Demonstrate its current status in good standing as nonprofit under section 501(c)(3) of the Internal Revenue Code.
- Provide an itemized budget for the eligible costs the advanced payment will fund.

1.2.5 **Executive Order N-12-23 – Generative Artificial Intelligence (GenAI) Disclosure**

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Bidder / Offeror must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" will have the meaning set forth in State Administrative Manual (SAM) § 4986.2 Definitions for GenAI.

Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

Upon notification by a Bidder / Offeror of GenAI as required, the State reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the State.

Government Code 11549.64 defines "Generative Artificial Intelligence (GenAI)" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data.

- 1.2.6 The State of California encourages California certified small businesses (SB) to submit their SOQs, however, under contracting law for Architectural and Engineering Services agreements, the Small Business preference cannot be applied in this selection process as the Small Business Preference is not applicable for RFQ solicitations because the cost is negotiated with the most qualified firm.

CDFW strongly encourages Firms responding to this solicitation to consider partnering with qualified California certified Small Businesses to foster working partnerships with the SB community.

Information about SB resources and whether your firm may be eligible for certification can be found at: <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

1.2.7 Disabled Veteran Business Enterprise (DVBE) Program Participation

DVBE Participation Program Requirements

The DVBE Participation Program Requirements have been waived for this RFQ.

DVBE Resources and Information:

The Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (DGS-OSDS) is the state's certifying agency that oversees the Small Business (SB), Small Business for the Purpose of Public Works (SB-PW), and Disabled Veteran Business Enterprise (DVBE) certification programs. Resources and Information can be found at: <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

1.2.8 Commercially Useful Function Definition

All California-certified Small Businesses (SB) and Disabled Veteran Business Enterprise (DVBEs) doing business with the state must perform a Commercially Useful Function (CUF). Performing CUF is a critical requirement for all California-certified firms - SB and DVBE - that do business with the state (Government Code Section 14837 and Military and Veterans Code Section 999).

CUF definition and resources can be found at: <https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Commercially-Useful-Function-for-Certified-Firms>

A Firm, subcontractor, or supplier will not be considered to perform a commercially useful function if the Firm's, subcontractor's, or supplier's role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of disabled veteran business enterprise participation.

1.3 SOQ Deadline and Delivery

- 1.3.1 One (1) ~~hard~~ copy of the SOQ ~~and one PDF copy on a USB Flash Drive~~ must be submitted (emailed, mailed, or hand delivered) per the instructions below. **Hand Delivered and Mailed SOQs must include a hard copy and one copy on a USB Flash Drive.**
- 1.3.2 SOQs must be received by **5:00 PM (PT) on July 9, 2026**. Envelopes or email headers must be clearly labeled: **“Statement of Qualifications, RFQ P2691002 – Land Surveying Services. DO NOT OPEN.”** as shown in the example:

Bidder's Firm Name
Bidder's Firm Address

Statement of Qualifications, RFQ P2591002 – Land Surveying Services
California Department of Fish and Wildlife
[select one of the address option below]

DO NOT OPEN

Mail or deliver bids to one of the following addresses:

U.S. Postal Service Deliveries

California Department of Fish and Wildlife
P.O. Box 944209
Sacramento, CA 94244-2090
ATTN: Elbertlyn Cantey/Business
Management Branch

Hand Deliveries*/UPS/FedEx

California Department of Fish and Wildlife
1700 9th Street, 2nd Floor
Sacramento, CA 95811
ATTN: Elbertlyn Cantey/Business Management
Branch

- 1.3.3 *Hand delivered bids must be coordinated and scheduled ahead of time with Elbertlyn Cantey at Elbertlyn.Cantey@wildlife.ca.gov. Hand delivered bids must receive a date and timestamp by CDFW staff upon receipt. CDFW staff may not be available to receive and timestamp unscheduled hand deliveries. Hand delivered bids without a timestamp will be rejected.
- 1.3.4 SOQs may be submitted by email as a PDF to the RFQ contact listed on the front page of this solicitation; only SOQs received to this email inbox will be considered. SOQs submitted via email must clearly identify the RFP name and title in the subject line. Emailed SOQs will not be opened by CDFW until the bid due date and time listed above in the Key Action Dates.
- 1.3.5 SOQs not in the possession of CDFW by the deadline will not be opened and may be returned to the address on the envelope by U.S. Mail, upon request.

1.4 Withdrawal of SOQ

- 1.4.1 Prospective firms may withdraw their SOQ at any time prior to the deadline for submitting the SOQ. To withdraw the SOQ, the firm must do so in writing signed by a duly authorized representative of the firm and delivered wither via email to the RFQ Contact or to the same address to which the SOQ is submitted (see section 1.3.2 above).
- 1.4.2 Prospective firms who have withdrawn their SOQ may submit a new or modified SOQ

provided it is received no later than the SOQ deadline in 1.3.2 above.

1.5 Rejection of SOQs

- 1.5.1 CDFW reserves the right to reject any or all SOQs received in response to this RFQ, to cancel this RFQ, or to terminate the selection proceedings at any time, if it determines such action is in the best interest of the State of California. This RFQ does not commit CDFW to award a contract.

1.6 Project Duration

- 1.6.1 The SOQ must include a summary timeline of the requested tasks. The timeline does not need to include specific dates but must include the span of time estimated for each task. For example, the SOQ might estimate that site characterization will take 3 months. (This example is provided solely to assist the prospective firm in designing its timeline for the work. There is no expectation by CDFW that site characterization will take this amount of time.) It is anticipated that this project's duration will be from July 15, 2026, or upon the date of California Department of Fish and Wildlife approval, whichever is later, through July 14, 2030.

1.7 Award of the Contract

- 1.7.1 The contract award under this RFQ will be in accordance with the procedures herein and all other laws and regulations governing this Contract award. Pursuant to Cal. Code Regs., Tit.14 §§ 789 et seq. it will be made to the best qualified firm with whom CDFW is able to negotiate a satisfactory contract at a fair and reasonable price.

1.8 Disposition of SOQ Documents

- 1.8.1 At the time SOQ documents are submitted to CDFW they become the property of the State of California and, once the contract is awarded, they are available for public inspection. Public inspection can occur by submitting a request pursuant to the Public Records Act (PRA). The process for submitting PRA requests can be found on CDFW's website.

1.9 Sample Agreement and Forms

- 1.9.1 Attached to this RFQ is a sample of the agreement which includes Standard Agreement form (Std. 213) and exhibits. This sample agreement will be used for the contract that is issued pursuant to this RFQ. Firms must be able to comply with all terms and conditions provided with the sample agreement.

(END OF SECTION)

SECTION 2 – Scope of Work

2.1 Scope of Work

2.1.1 Services Required

CDFW is responsible for managing and stewarding a variety of lands and easement rights throughout California. With over 749 properties, the Office of Cannabis and the Cannabis Lands Team, in partnership with the regional and headquarters lands programs, has identified continued statewide need for boundary surveys to improve land stewardship and enforcement efforts which are impacted by a variety of illegal activities. Determining accurate boundaries allows the CDFW Regions to better manage these properties to deter encroachments and other illegal activities. Additionally, land surveyed and marked boundaries are necessary for fencing sites, which then allows for grazing – an important vegetation management activity. See Exhibit A Attachment III for a map of the State of California with CDFW Regions and project locations by region. See Exhibit A Attachment II for a table of properties, being a combination of full property and partial property survey needs, that are currently identified for contract boundary survey needs.

The Office of Cannabis also has a Grants Program with a variety of real estate and other conservation rights needs. These acquisitions may require land surveying support for boundary and easement location determination.

CDFW is requesting land surveying services for the identified priority properties and easements, or similar replacement project sites that may result from changing priorities or conditions in the CDFW Regions. Replacement sites will need to be approved by the CDFW Contract Manager and agreed to by the Contractor. These services will include support for the Office of Cannabis' Grants Program related boundary needs. The scope of services, that may include reviewing land surveying products or boundary surveys, will be discussed with the Contractor as these services are requested. The properties are located throughout the state, with many in remote areas and CDFW requires boundary land surveying services to improve stewardship of these locations.

To accomplish this, CDFW is seeking a licensed land surveyor with experience in public land surveying to assess boundary lines for CDFW Regions across the state.

2.2 General Provisions Regarding Scope of Work

- 2.2.1 Any work conducted by the Contractor that is not authorized by the appropriately empowered CDFW official will be at the Contractor's expense and not charged to CDFW.
- 2.2.2 If any of the Contract Work becomes the subject of a legal challenge, the firm will cooperate with CDFW, the Office of the Attorney General, or other attorney working on the matter identified by CDFW.

2.3 Compensation

- 2.3.1 The Contractor will be reimbursed for all actual work performed under this agreement. The maximum amount for this contract is not to exceed **Five Million Dollars and Zero Cents (\$5,000,000.00)**.
- 2.3.2 Contractor will bill CDFW monthly for Contract Work. Invoices for personnel services will provide the specific team member performing the work and the hourly rate agreed upon for that person. Invoices must make clear which task, by number and title, is being billed for and be addressed to the Contract Manager identified in the contract.

- 2.3.3 All records of the contractor associated with Contract Work will be retained by the Contractor for three years from the date of completion of the contract or payment of final invoice, whichever is later. The documents will not be destroyed without authorization of CDFW. At the end of the Contract Work period, including all amendments, all data and final documents collected or prepared by the contractor for the contract will be provided in an organized fashion to the Contract Manager in one electronic package (e.g., compact disc).

(END OF SECTION)

SECTION 3 – Responding to this RFQ

3.1 Minimum Requirements

3.1.1 Statements of Qualifications (SOQ) must follow the format and contain the information listed below:

3.1.2 All documents will be in Arial, 12-point font.

3.1.3 In your SOQ provide:

A. Transmittal Letter - Provide the following information:

- a) A brief background, scope of expertise and location of the firm's office(s) and the location of the office(s) where the work is to be performed;
- b) A summary description of the work to be performed in-house, by employees of the company, and those that will be performed by each subcontractor or non-employees (if any) for the project;
- c) Attach a memorandum of commitment from each subcontractor, if any, signed by the principal of the subcontractor firm;
- d) Identify the person(s) authorized to act and speak on behalf of your firm during the selection process and contract negotiations if any; and
- e) State that the proposed team is available to start as soon as the contract is executed.

B. Organization Chart/Resumes:

- a) Provide resumes or curricula vitae for the principal personnel for your company (See section C below for specific experience requirements) and a description of all supporting personnel who will be working on the Contract Work;
- b) The name, title, phone, email, and physical address of the individual(s) who will be designated as the Project Manager;
- c) Provide an organization chart for the Contract Work that includes the principal employees of the firm and subcontractors. The organization chart should show the proposed relationships between the Project Manager, key personnel, support staff, and other resources that are expected to participate in the Contract Work; and
- d) Show which aspects of the work each person shown on the organization chart will be responsible for performing and the approximate percentage of their time devoted to the project.

C. Qualifications and Experience:

a) The Proposer's Minimum Requirements

- i. The Proposer must document sufficient Licensed Land Surveyors, **Cal PLS or equivalent**, with demonstrated boundary and Public Lands Survey System experience, to prove its ability to manage the scope of this contract. The Contractor must provide a resume for each contract participant in responsible charge.
- ii. The Proposer must have places of business throughout California, or demonstrated ability to reasonably address statewide project sites, with

sufficient field and office manpower and equipment to perform requested boundary surveys and other land survey services statewide.

- iii. The Proposer must identify an office and manager for coordinating the other offices and staff for consistent delivery and product.
 - iv. The Proposer must be able to coordinate all tasks (some simultaneously) through a central location and management staff to assure a consistent delivery product.
 - v. The Proposer must have and demonstrate a Quality Control Process and Procedure for appropriate internal quality assurances.
 - vi. The Proposer must provide examples of relevant previous, larger scale and coordinated, projects. Examples of agency experience should be noted.
 - vii. The Proposer must demonstrate experience with ESRI Geographic Information Systems (GIS).
 - viii. The Proposer must demonstrate experience with Autodesk Civil3D.
 - ix. The Proposer must submit a schedule of hourly rates and associated costs.
- b) The Proposer's Desired Qualifications:
- i. The Proposer possesses multiple Professional Surveyor Licenses to demonstrate the ability to handle many projects in various regions at one time.
 - ii. The Proposer has evidence of prior experience with at least one State and/or Federal resource agency.
- c) References:
- Complete Bidder References (Attachment 2). Include the name, phone number, and email address of one representative of each of three (3) previous customers. The prospective firm should alert the references that they will be contacted by CDFW. CDFW will make two attempts to reach the identified representative during normal business hours at the number and/or email address given. A failure to either reach or hear back from that reference within 72 hours will result in a reduced score.
- d) Project Management and Proposed Timeline
- Provide a description in what way the prospective firm intends to manage the project, including the proposed timeline referenced in Section 1.6.1 above, and provide the services and deliverables described in the Scope of Work.
- e) Similar Work
- Consistent with the SOQ Selection Criteria identified in Section 3.4, provide a written description of the previous projects performed by the firm and the project manager. Written summary should include enough information to determine the individual and firms' level of involvement for the purpose of meeting the SOQ Selection Criteria. The description of projects must include the name of the client or the person/entity for which the project was done and contact information for that client.

D. Rate Schedule:

In a separate sealed envelope or attachment marked with the prospective firm's name, RFQ number and the words "RATE SCHEDULE", provide a Schedule of Rates for the principal personnel from your company who will be working on the Contract

Work. Include in the schedule the cost for all support staff. If subcontractors are being used, the schedule must include the hourly rates for all subcontractor personnel.

1. Hourly rates must include all administrative overhead costs, including supervision, clerical, building rent, utilities, telephone (including cell phones), incidental costs, and profit, in accordance with Exhibit B of the Std. 213.
2. All costs for scheduled travel expenses including transportation (mileage), meals, lodging and incidental costs associated with the Contract Work will not exceed the CalHR approved subsistence allowances in place at the time the contract is awarded. See Exhibit I of the Sample Contract for details.
3. If a cost-of-living adjustment is expected during the term of the contract, identify the rate and the justification therefor.

E. Terms and Conditions

As provided in the Std. 213 attached to this RFQ the firm will comply with all stated terms, conditions, and contract requirements. CDFW will reject, as non-responsive, all SOQs proposing alternate or modified terms and conditions.

F. The awarded firm will be required to furnish evidence of insurance upon award of contract.

G. Complete the Attached RFQ Compliance Matrix.

3.2 Key Action Dates

Event	Date	Time
RFQ posted to California State Contract Registrar	May 29, 2026	2:00 PM
Deadline for RFQ Questions	June 19, 2026	
Final Date for SOQ Submission	July 9, 2026	5:00 PM
Phase I and II Anticipated Completion Date	July 10-17, 2026	
Phase III (Reference Checks)	July 22-27, 2026	
Negotiation Period	July 28-30, 2026	
Issue Notice of Intent to Award	July 31, 2026	

3.3 Costs of Developing the SOQ

Costs incurred for developing the SOQ and in anticipation of award of the contract are entirely the responsibility of firm and will not be charged to CDFW and/or the State of California. All submittals, after the submission deadline become the property of CDFW upon receipt and will not be returned to firm.

3.4 Selection Criteria

Each proposal will be evaluated by a review panel consisting of qualified CDFW personnel. Proposals that pass the minimum qualifications will be scored by consensus according to the

evaluation scoring/criteria indicated below. A proposal must achieve a minimum of **70** out of **85** possible points in Phase II Part II to be considered eligible to move on to Phase III.

Phase I: Administrative Evaluation

This selection criteria includes verification of a complete SOQ. The Administrative Evaluation is scored by the RFQ Contract Analyst as a pass or fail according to the criteria indicated below. All items listed must be completed and provided in this phase to be considered responsive and continue to the next phase of evaluation by the selection panel.

Administrative Criteria	Pass or Fail
a) Required Attachment Checklist	Pass / Fail
b) Proposal/Proposer Certification Sheet (signed)	Pass / Fail
c) Payee Data Record (STD 204/205) (signed)	Pass / Fail
d) Darfur Contracting Act Certification	Pass / Fail
e) Bidder Declaration Form (GSPD-05-105) & DVBE Declarations (DGS-PD-843)	Pass / Fail
f) Commercially Useful Function (CUF) Certification	Pass / Fail
g) Contractor Certification Clause (CCC 04/2017)	Pass / Fail
h) California Public Contract Code Section 10162	Pass / Fail
i) Proposer References	Pass / Fail
j) California Civil Rights Law Attachment	Pass / Fail
k) Iran Contracting Act	Pass / Fail
l) Copy of CA Business License or articles of incorporation	Pass / Fail
m) Proposer is Registered with the Secretary of State	Pass / Fail
n) Statement of Qualifications (as outlined in section 3.1)	Pass / Fail
o) Rate Schedule (In a separate sealed envelope or PDF)	Pass / Fail
p) RFQ Compliance Matrix (completed)	Pass / Fail
Overall	Pass / Fail

Phase II Part I: SOQ Screening Criteria

RFQ submittals will initially be screened using the eight (8) SOQ Screening Criteria questions based on a pass/fail score as evaluated by the selection panel. Only submittals that pass all criteria will move on to the second part of Phase II: SOQ Evaluation Criteria.

SOQ Screening Criteria – Pass Fail	Pass/Fail
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SOQ Screening Criteria – Pass Fail		Pass/Fail
1.	Does the Proposer have multiple Licensed Land Surveyors who demonstrate extensive boundary and Public Lands Survey System experience?	Pass/Fail
Comments:		
2.	Does the Proposer have multiple offices located in the Northern and Southern California?	Pass/Fail
Comments:		
3.	Does the Proposer have demonstrated manpower and experience coordinating on large statewide projects?	Pass/Fail
Comments:		
4.	Does the Proposer identify an office and manager for coordinating the other offices and staff for a consistent delivery and product?	Pass/Fail
Comments:		
5.	Does the Proposer have a documented Quality Assurance / Quality Control process?	Pass/Fail
Comments:		
6.	Does the Proposer provide examples of previous experience with large and coordinated projects?	
Comments:		
7.	Does the Proposer have demonstrated experience with ESRI Geographic Information Systems (GIS) for product delivery?	Pass/Fail
Comments:		

SOQ Screening Criteria – Pass/Fail		Pass/Fail
8.	Does the Proposer have demonstrated experience with Autodesk Civil3D?	Pass/Fail
Comments:		
Overall SOQ Screening Status		Pass/Fail

Phase II Part II: SOQ Evaluation Criteria

The RFQ submittals that pass all the SOQ Screening Criteria will be evaluated and scored according to the evaluation criteria identified below. SOQs will receive scores from 0 to 10 in each of the subcategories below. SOQs that include evidence of experience working with State or Federal resources agencies, as referenced in Section 3.1.3. (C)(b)(ii) above will be awarded five (5) additional points.

0-1 Point: Criterion being scored is completely missing or cannot be reasonably addressed using the submitted information.

2-3 Points: Criterion being scored is only partially addressed, and more flaws or defects exist than content addressing criterion. Content addressing criterion lacks writing proficiency, is completely unreasonable, and lacks professional judgement. Criterion is addressed in such a limited way that it results in a complete lack of confidence in the proposal.

4-6 Points: Criterion being scored is mostly addressed, but omissions, flaws, or defects exist that limit evaluation of the criterion. Content addressing criterion are not well-written, not reasonable, and do not demonstrate professional judgement. Evaluation of content addressing criterion results in a low degree of confidence in the proposal.

7-8 Points: Criterion being scored is addressed. Any flaws or defects are minimal and acceptable. Content addressing criterion are passably written, passably reasonable, and demonstrate passable professional judgement. Evaluation of content addressing criterion results in an acceptable degree of confidence in the proposal.

9-10 Points: Criterion being scored is fully addressed. Content(s) addressing criterion are very well-written, reasonable, and demonstrate best professional judgement. Content exceeds in providing a superior experience, a creative approach, or an exceptional solution. Evaluation of content addressing criterion results in the highest confidence in the proposal.

Only the three highest-scoring submittals that score seventy (70) points or higher will receive further evaluation.

SOQ Evaluation Criteria - Points		Score/Value
1.	The SOQ provides high-quality writing examples of various complicated boundary experiences.	Up to 10 points
Comments:		
2.	The SOQ demonstrates extensive experience working with the Public Land Survey System, including indication of Certified Federal Surveyor (CFED) Licensed Land Surveyors working with the Public Land Survey System under the responsible charge of a licensed Land Surveyor.	Up to 10 points
Comments:		
3.	The SOQ shows a significant network of offices throughout the state to minimize travel times and for local familiarity and expertise.	Up to 10 points
Comments:		
4.	The SOQ shows a significant number of Licensed Land Surveyors that can handle multiple projects happening at once in different offices.	Up to 10 points
Comments:		
5.	A central office and manager are identified to coordinate Contractor's multi-office work. This will include being part of the Quality Control Process as well as standardizing products being delivered. Mention of tracking and reporting would be preferred.	Up to 10 points

SOQ Evaluation Criteria - Points	Score/Value
Comments:	
6. The SOQ provides high-quality writing for a multi-tier Quality Control Process and standardized approach for product delivery.	Up to 10 points
Comments:	
7. The SOQ indicates GIS experience, or GIS specific management, to ensure quality GIS product delivery.	Up to 10 points
Comments:	
8. The SOQ is high quality and error-free.	Up to 10 points
Comments:	
Desired Qualification: Does the SOQ include evidence of prior experience with at least one State and/or Federal resource agency (Yes/No)?	5 points
Comments	
SOQ Evaluation Criteria Total Score:	

Phase III Reference Check Questions

References from the three highest-scoring submittals that scored seventy (70) points or higher on Phase II (Part 2): SOQ Evaluation Criteria will be contacted and asked the questions listed below. CDFW staff will evaluate the entire reference check on a scoring system utilizing Good/Fair/Poor, as represented numerically below. This score will be entered on the Reference Check Questions Evaluation. Proposer references that fail to respond to CDFW within 72 hours in accordance with Section 3.1.3 (C)(c) above will result in a three (3) point reduction per reference (up to 9 points maximum reduction).

Score Ranking Definitions are as follows:

Good (2 Points): The reference indicated that the Proposer's work, services, and performance sufficiently fulfilled the reference's expectations with minimal critique. Proposer has the work experience, developed work product, and pays attention to detail to the level needed by CDFW.

Fair (1 Point): The reference indicated that the Proposer's work, services, and performance somewhat fulfilled reference's expectations, but with some critique. Proposer has somewhat of the work experience, produced similar product, but on a smaller scale than CDFW needs.

Poor (0 Points): The reference indicated that the Proposer's work, services, and performance minimally fulfilled or did not fulfill reference's expectations. Proposer lacks the work experience, or has completed the work, but on a scale not at the level or detail as needed by CDFW.

Question-specific details are included in the Reference Check Questions Evaluation table below. Scores from the Reference Check Questions Evaluation will be assessed separately from all previous evaluation phases. Only Proposers who score 10 points or higher on the Reference Check Questions Evaluation will be considered for further evaluation. If a reference gives the Proposer a score of 'Poor' on two (2) or more questions, the Proposer may be deemed ineligible from further consideration. Based on the Reference Check Questions Evaluation, the top-rated firm will be tentatively awarded the agreement and will be contacted to schedule a cost negotiations meeting. For the purposes of the Reference Check Questions Evaluation, contractor is herein synonymous with the proposer's reference.

Reference Check Questions Evaluation	Score/Value
1. How would you rate the quality of the Contractor's boundary and Public Lands level of experience? What level of involvement did the main point of contact and Contract Manager have with coordinating the work being performed? How would you rate the overall quality of their work?	Good – 2 points (high quality; no issues; very professional; provided all or most needs) Fair – 1 point (provided most but was unable to service some) Poor – 0 points (did not meet most of expected service needs)
2. How well did the Contractor cover all of the project's scope of work requirements? If they did not, what requirements were not covered and why?	Good – 2 points (able to cover all requirements; sufficiently prepared and planned) Fair – 1 point (was able to cover most requirements; some issues with coverage) Poor – 0 points (major issues with covering requirements)
3. How would you rate the overall communication with the Contractor? How prompt and responsive were they to your phone and email communications?	Good – 2 points (very responsive and prompt; never had any issues) Fair – 1 point (occasionally had minor issues; but overall satisfied with communication) Poor – 0 points (major issues; unacceptable communication levels; issues with lack of prompt communication)

Reference Check Questions Evaluation	Score/Value
4. How well did the Contractor ensure that the project and/or project deliverables were completed on time and scheduled appropriately? If it was not completed on time, what were the reasons for project delays?	Good – 2 points (project completed in a timely manner) Fair – 1 point (project experienced minor delays; worked to reconcile any issues with timing) Poor – 0 points (project experienced major delays; poorly planned timing; did not meet deadlines)
5. How diligent was the Contractor in ensuring that the project was completed within budget? If the project went over budget, why did the expense increase?	Good – 2 points (project was completed within budget; any expense increases were justified) Fair – 1 point (project budget was exceeded; minor unexpected costs due to poor budgeting) Poor – 0 points (project budget was far exceeded; charged many unexpected costs; poorly planned budget)
6. How would you rate the Contractor's invoicing practices? Did you have any issues with invoicing errors, delays, and/or unexpected charges? If yes, how did the Contractor address the issue(s)?	Good – 2 points (invoices were clear, free of errors, delivered promptly, and charges were expected) Fair – 1 point (some minor issues with invoicing; not an ongoing issue) Poor – 0 points (major problems with invoicing practices, such as invoicing delays and unexpected charges)

Reference Check Questions Evaluation	Score/Value
7. How well did this Contractor work with your team? How was the Contractor responsive to your needs?	Good – 2 points (Professional and responsive; easy to work with) Fair – 1 point (some minor issues which were easily resolved) Poor – 0 points (major conflicts; difficult working relationship, problems with professionalism)
8. How would you rate the overall quality of this Contractor's work? How did the Contractor address any revision requests to their work products?	Good – 2 points (work was high quality; minor revisions were done completely and promptly) Fair – 1 point (work was of average quality; moderate number of revisions were needed) Poor – 0 points (work was of poor quality; major revisions needed; revisions were not accomplished promptly)
9. After your experience with this Contractor, how inclined would you be to work with them on a similar project in the future? Why or why not?	Good – 2 points (enthusiastic about working with them again) Fair – 1 point (would be willing if certain issues were addressed) Poor – 0 points (would not work with them again)

Reference Check Questions Evaluation	Score/Value
Did any reference fail to respond to CDFW within 72 hours (Yes/No)? Reduce three (3) points per failed reference response (9-point maximum reduction).	Subtract: ____# points (if applicable)
Reference Check Questions Evaluation Total Score:	

3.5 Evaluation and Selection Process

- 3.5.1. All SOQs received will be evaluated to determine the extent to which they comply with the RFQ requirements.
- 3.5.2. A material and/or immaterial deviation may cause an SOQ to be rejected. If an SOQ fails to meet a material requirement of this RFQ, the SOQ will be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements of this RFQ.
- 3.5.3. The SOQ must 'pass' all Pass/Fail criteria above to proceed to the next stage of evaluation. If any SOQ Evaluation Criteria – Pass Fail 'fails' in one or more categories, the SOQ will be deemed nonresponsive and will not move on to Phase II Part 2.
- 3.5.4. During the evaluation process, CDFW may require the proposing firm to answer questions about their SOQ. Failure to demonstrate that the claims made in the SOQ are factual and accurate may be cause for deeming an SOQ non-responsive.
- 3.5.5. In addition to the references required as part of the SOQ, at any time, CDFW may contact previous clients listed in the SOQ to verify the experience and performance of the prospective firm, its key personnel, and its subcontractors.
- 3.5.6. Once the SOQs have been received, CDFW will review the packages and rate SOQs based on the Selection Criteria above. This rating will be done by a selection committee. The top three rated firms meeting all the Pass/Fail selection criteria and achieving a minimum score of 70 points will be determined to be qualified to continue in the selection process and move forward for reference checks. Proposers must achieve a score of 10 or higher on the Reference Checks to be considered. Selection criteria will include the qualifications of SOQ identified subcontractors.

- 3.5.7. By submitting an SOQ for this RFQ, the Proposing Firm and its key subcontractors acknowledge that the project team must provide the services required and has no objection to the Standard Agreement and its Exhibits.
- 3.5.8. CDFW will notify the top rated firm based on their reference check scores and will schedule a meeting to negotiate rates on their SOQ evaluation scores. Firms that are not in the top three will also be notified and will be advised that they may be contacted if CDFW is unable to negotiate a fair and reasonable contract with one of the top three rated firms. Or, if CDFW is unable to negotiate a fair and reasonable price with the top three ranked firms, CDFW may cancel this RFQ.
- 3.5.9. CDFW reserves the right to modify or update the Standard Agreement in the interest of CDFW, in whole or in part, at any time up to the negotiation of the agreement with the selected firm.
- 3.5.10. The number one (1) ranked (selected) firm will be notified in writing and will be provided written instructions for negotiations.
- 3.5.11. CDFW will attempt to negotiate the contract at a fair and reasonable price with the most qualified firm. The Rate Schedule submitted as part of the SOQ which has remained sealed up until this point, will be opened and reviewed to determine that the prices are fair and reasonable. The rates in the Rate Schedule are not necessarily what CDFW will be prepared to pay in the Contract. The costs may be negotiated for a price less than that specified in the Rate Schedule submitted by the prospective firm. CDFW will enter into negotiations with the selected firm within fourteen (14) days for the services needed per PCC 6106.
- 3.5.12. If CDFW is unable to negotiate a Contract at a fair and reasonable price with the most qualified firm, CDFW will attempt to negotiate a Contract with the next most qualified firm in order of the ranking of the firms.
- 3.5.13. Once CDFW successfully negotiates a Contract based on the evaluation and selection process above, the successful firm will be required to execute a Standard Agreement, Form Std. 213, which includes the terms and conditions for the Contract Work, consistent with this RFQ. These documents are attached to this RFQ as the Sample Agreement. The selected firm must provide all required documents (e.g., proof of insurance) and execute all forms associated with the Contract within 10 business days of having received the forms from CDFW.
- 3.5.14. Work on the Contract must start no more than five (5) days after all approvals have been obtained and the Contract is fully executed. Should the Contractor fail to commence work at the agreed upon time, CDFW, upon five (5) days written notice to the Contractor, reserves the right to terminate the Contract. In addition, the Contractor may be liable to the State for the difference between the price negotiated with CDFW and the actual cost of performing work by another Contractor.
- 3.5.15. Any contract to be awarded as a result of this RFQ will be awarded without discrimination based on race, color, religion, sex, or national origin. The firm(s) selected must comply with all applicable laws, rules, and regulations.
- 3.5.16. Title 14, California Code of Regulations section 789 governs the selection process.

(END OF SECTION)

SECTION 4 – Insurance Requirements

4.1 Insurance Requirements

The awarded Contractor will be required to furnish evidence of insurance according to requirements included as outlined in Exhibit D, Additional Provisions, Item 15 – Insurance Requirements.

The below required insurance documents will be requested upon award only. The bidder will provide Certificate of Insurance documents.

1. Commercial General Liability

Contractor will maintain general liability on an occurrence form with limits not less than \$1,000,000.00 per occurrence for bodily injury and property damage liability combined with a \$2,000,000.00 annual policy aggregate. The policy will include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance will apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability.

2. Commercial General Liability Endorsement

The commercial general liability policy must be endorsed to include the State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.

3. Automobile Liability

Contractor will maintain motor vehicle liability with limits not less than \$1,000,000.00 combined single limit per accident. Such insurance will cover liability arising out of a motor vehicle including owned, hired, and non-owned motor vehicles.

4. Automobile Liability Endorsement

The automobile liability policy must be endorsed to include the State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the contract.

5. Professional Liability

Contractor will maintain professional liability covering any damages caused by a negligent error, act or omission with limits of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 policy aggregate. The policy's retroactive date must be shown on the certificate of insurance and must be before the date this contract was executed or before the beginning of contract work.

6. Workers Compensation and Employers Liability

Contractor will maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the contract. Employer's liability limits of \$1,000,000.00 are required.

7. Workers Compensation Endorsement - Waiver of Subrogation

When work is performed on State owned or controlled property the Workers' Compensation policy will be endorsed with a waiver of subrogation in favor of the State. The waiver of subrogation endorsement will be provided

(END OF SECTION)

SECTION 5 – Required Attachments

ATTACHMENT 1 – Required Attachment Checklist

Complete this checklist to confirm the items in your Bid. Place a check mark or “X” next to each item that you are submitting to the State. For your bid to be responsive, all required attachments must be returned. This checklist should be returned with your bid package also.

A complete bid will include all the items identified below:

- _____ Attachment 1 Required Attachment Check List
- _____ Attachment 2 Bid/Bidder Certification Sheet (signed)
- _____ Attachment 3 Payee Data Record (STD 204) (signed)
- _____ Attachment 4 Darfur Contracting Act Certification
- _____ Attachment 5 Bidder Declaration (GSPD-05-105) & DVBE Declaration (DGS PD 843)
- _____ Attachment 6 Commercially Useful Function (CUF) Certification
- _____ Attachment 7 Contractor’s Certification Clauses (CCC 04/2017)
- _____ Attachment 8 California Public Contract Code Section (10162)
- _____ Attachment 9 Bidder References
- _____ Attachment 10 California Civil Rights Laws
- _____ Attachment 11 Iran Contracting Act

Other Required Documents:

- _____ Copy of Business License or Articles of Incorporation
- _____ Proof of registration with the Secretary of State
- _____ SOQ (as outlines in section 3.1.3):
 - ☐ Transmittal Letter(s)
 - ☐ Organization Chart/Resumes
 - ☐ Qualifications and Experience
- _____ Rate Schedule **(In a separate sealed envelope or attachment)**
- _____ RFQ Compliance Matrix (completed)

ATTACHMENT 2 - Bid/Bidder Certification Sheet

This Bid/Bidder Certification Sheet must be signed and returned along with all the "required attachments" as a bid package as directed in Submission of Bid with original signatures. The bid documents must be transmitted in a sealed envelope in accordance with the RFQ instructions.

- A. **Our all-inclusive bid is submitted as detailed in sealed Rate Schedule.**
- B. All required attachments are included with this certification sheet.
- C. I have read and understand the DVBE participation requirements and have included documentation demonstrating that I have met the participation goals.
- D. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.

An unsigned Bid/Bidder Certification Sheet may be cause for rejection.

1. Company Name	2. Telephone Number ()	2a. Email
3. Address		
Indicate your organization type:		
4. ☐ Sole Proprietorship	5. ☐ Partnership	6. ☐ Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No.	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Bidder's Name (Print):	11. Title:	
12. Signature	13. Date	
14. Are you certified with the Department of General Services, Office of Small Business and DVBE Services (OSDS) as:		
a. California Small Business Yes ☐ No ☐ If yes, enter certification number: _____ b. Disabled Veteran Business Enterprise Yes ☐ No ☐ If yes, enter certification number: _____		
c. Non-Small Business Subcontractor Preference Yes ☐ No ☐		

NOTE: A copy of your Certification is required and MUST be included if either of the above items are checked “Yes”.
Date application submitted to OSDS (if application is pending):

BID/BIDDER CERTIFICATION SHEET INSTRUCTIONS

Complete the numbered items on the Bid/Bidder Certification Sheet by following the instructions below:

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. Items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one (1) person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two (2) or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there will be a proportional sharing of the profits and losses between them. An association of two (2) or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his/her successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your Federal Employee Tax Identification Number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
10, 11, 12, 13	Must be completed. These items are self-explanatory.

14	If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter certification number on the line. If you are not certified to one (1) or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSDS.
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ATTACHMENT 3 – Payee Data Record (STD. 204)

A completed Payee Data Record is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

STD 204 Payee Data Record

This form is available at: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

The STD 205 is optional. It is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record. Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204.

STD 205 Payee Data Record Supplement

This form is available at: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf>

ATTACHMENT 4 – Darfur Contracting Act Certification

Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

OPTION #1 – NOT APPLICABLE

☐ Check here if your company has not, within the previous three years, had any business activities or other operations outside of the United States.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>Printed Name and Title of Person Signing</i>	<i>By (Authorized Signature)</i>

OPTION #2 - CERTIFICATION

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County and State of</i>

OPTION #3 – WRITTEN PERMISSION FROM DGS

Pursuant to Public Contract Code section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>Initials of Submitter</i>	
<i>Printed Name and Title of Person Initialing</i>	

ATTACHMENT 5 – Bidder Declaration Form (GSPD-05-105)

When completing the declaration, Proposers must identify all subcontractors proposed for participation in the contract. Proposers awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution, and it is incorporated by amendment to the contract.

At the State's option prior to award, Proposers may be required to submit additional written clarifying information on selected subcontractors. Failure to submit the requested written information as specified may be grounds for proposal rejection.

This form with instructions is available is available at the following link:

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

DVBE Declaration (DGS PD 843) (if applicable):

This form is available at the following link:

https://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd_843.pdf

ATTACHMENT 6 - Commercially Useful Function (CUF) Certification

Complete one (1) CUF Certification for the portion of the contract that each certified Small Business (SB) and/or Disabled Veteran Business Enterprise (DVBE) identified on the Bidder Declaration will be performing.

CUF statute (*Government Code 14837 and Military and Veterans Code 999*) requires that the contractor and subcontractor provide goods/services described in the scope of work and/or considered to be distinct element of the contract work.

Supplier Name:	
Certification Type (SB or DVBE):	
Certification number:	
Prime or Subcontractor?	
1. List the specific services the supplier will provide in relation to the Scope of Work:	
2. List reasons why the services are a normal and consistent function of the supplier; provide support (e.g. UNSPSC, certification, resumes, licenses, educational degrees, website, past performance, etc.):	
3. Will the supplier provide products, inventories, materials, and supplies as well as perform ALL the following duties? (If supplier is not providing any goods, mark "N/A")	1. Negotiating Price 2. Determining quality and quantity 3. Ordering 4. Making payment 5. Installing N/A ☐ Yes ☐ No ☐

ATTACHMENT 7 – Contractor Certification Clause (04/2017)

This form is available at:

<https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE>

ATTACHMENT 8 – California Public Contract Code Section (10162)
California Natural Resources Agency: California Department of Fish and Wildlife
-- Questionnaire --

FACILITY NAME		PROJECT NAME	
NAME OF BUSINESS			
<i>In accordance with Section 10162 of the California Public Contract Code, bidders will complete, under penalty of perjury, the question below. Please answer the following:</i>			
HAVE YOU, ANY OFFICER OF YOUR BUSINESS, OR ANY EMPLOYEE OF YOUR BUSINESS WHO HAS PROPRIETRY INTEREST IN YOUR BUSINESS EVER BEEN DISQUALIFIED, REMOVED, OR OTHERWISE PREVENTED FROM BIDDING ON, OR COMPLETING A FEDERAL, STATE, OR LOCAL GOVERNMENT PROJECT BECAUSE OF A VIOLATION OF LAW OR VIOLATION OF SAFETY REGULATIONS? ☐ Yes (<i>Explain circumstances below. Attach additional pages if needed.</i>) ☐ No			
NOTICE TO BIDDERS			
Bidders are cautioned that making false certification may subject the certifier to criminal prosecution. The California Department of Fish and Wildlife (CDFW) reserves the right under California Public Contract Code Section 10162 to reject any bidder, any officer of such bidder, or any employee of such bidder who has a proprietary interest in such bidder who has been disqualified, removed or otherwise prevented from bidding on, or completing a federal, state or local government project because of a violation of law or violation of safety regulations. Failure to return this form with the bid will not be cause for rejection; however, bidders must furnish the completed form within the time frame prescribed by the CDFW. Failure to submit this form within the time frame prescribed by the CDFW may be deemed refusal of an award which will be cause for forfeiture of bidder's security.			
CERTIFICATION			
<i>By my signature, I certify under penalty of perjury under the laws of the State of California that the foregoing questionnaire and statements pursuant to California Public Contract Code Section 10162 are true and correct</i>			
BIDDER SIGNATURE		PRINTED NAME	DATE

ATTACHMENT 9 – Bidder References

Submission of this attachment is mandatory. Failure to complete and return this attachment with your bid will cause your bid to be rejected and deemed nonresponsive.

List below three (3) references for services performed within the last five (5) years, which are similar to the Scope of Work to be performed in this Agreement.

REFERENCE 1

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Contact's Email Address

Dates of Service

Value or Cost of Service

Brief Description of Service Provided

REFERENCE 2

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Contact's Email Address

Dates of Service

Value or Cost of Service

Brief Description of Service Provided

REFERENCE 3

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Contact's Email Address

Dates of Service

Value or Cost of Service

Brief Description of Service Provided

ATTACHMENT 10 - California Civil Rights Laws Attachment

This form must be obtained from the Department of General Services website stated below. The form will be downloaded, completed, signed, and returned with your bid package.

<https://www.dgs.ca.gov/-/media/Divisions/OLS/Forms/CALIFORNIA-CIVIL-RIGHTS-LAWS-ATTACHMENT.pdf>

ATTACHMENT 11 – Iran Contracting Act

(Public Contract Code sections 2202-2208)

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of **\$1,000,000 or more**, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>Vendor Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in</i>	

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services. If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		<i>Date Executed</i>

RFQ Compliance Matrix

Criterion	Compliance with Criterion	SOQ Sections
1. Transmittal letter with information specified in 3.1.3(A)		
2. Organizational Chart & Resumes with the information specified in 3.1.3(B)		
3. Evidence that Firm and/or Firm's documentation of document sufficient Licensed Land Surveyors, with demonstrated boundary and Public Lands Survey System experience, to prove its ability to manage the scope of this contract. The Contractor must provide a resume for each contract participant in responsible charge. 3.1.3(C)(a)(i)		
4. Evidence that the Firm and/or Firm's possesses places of business throughout California, or demonstrated ability to reasonably address statewide project sites, with sufficient field and office manpower and equipment to perform requested boundary surveys and other land survey services statewide. 3.1.3(C)(a)(ii)		
5. Evidence that the Firm and/or Firm's ability to coordinate all tasks (some simultaneously) through a central location and management staff to assure a consistent delivery product. 3.1.3(C)(a)(iii)		
6. Evidence that the Firm has and demonstrates a Quality Control Process and Procedure for appropriate internal quality assurances. 3.1.3(C)(a)(iv)		
7. Evidence that Firm-provided examples of relevant previous, larger scale and coordinated, projects. Examples of agency experience should be noted. 3.1.3(C)(b)(v)		
8. Evidence that the Firm submitted a schedule of hourly rates and associated costs. 3.1.3(C)(b)(vi)		
9. Evidence that firm and/or the firm's personnel possesses multiple Professional Surveyor Licenses to demonstrate the ability to handle many projects in various regions at one time.. 3.1.3(C)(b)(i)		

10. Evidence that the Firm, and/or the Firm's personnel have prior experience with at least one state and/or Federal resource agency 3.1.3(C)(b)(ii)		
11. Completed Proposer References for previous customers. 3.1.3(C)(c)		
12. Proposed timeline and description of the way the prospective firm intends to manage the project to provide the services and deliverables described in the Scope of Work 3.1.3(C)(d)		
13. Description of Firm's previously completed projects similar to this RFQ. 3.1.3(C)(e)		
14. Sealed rate schedule provided. 3.1.3(D)		
15. Acknowledgement and acceptance of the standard terms and conditions. 3.1.3(E)		