

COUNTY OF MENDOCINO

ON-CALL AIRPORT PLANNING/ENVIRONMENTAL, DESIGN/ENGINEERING, AND CONSTRUCTION MANAGEMENT CONSULTING SERVICES SUPPORT FOR MENDOCINO COUNTY AIRPORTS – LITTLE RIVER AND ROUND VALLEY

MENDOCINO COUNTY DEPARTMENT OF TRANSPORTATION • UKIAH, CA 95482 •

REQUEST FOR QUALIFICATIONS



RFQ No.

DOT #260007

RFQ Issue Date:

April 16, 2026

RFQ Submission Deadline:

May 14, 2026

Issued by:

Department of Transportation



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I. INTENT

This Request for Qualifications (RFQ) announces the intent of the County of Mendocino to retain the professional services of one or more qualified airport consulting firm(s) for a five-year period to assist the County in the performance of projects in support of the County of Mendocino's two general aviation airports – Little River and Round Valley. The County may award one or more contracts for on-call services for each of the three categories:

- 1) Design, Engineering, and Grant Management
- 2) Environmental and Planning
- 3) Construction Management

Selection will be conducted in accordance with FAA Advisory Circular 150/5100-14E and the County's contracting and purchasing procedures.

II. DEFINITIONS

COUNTY – The County of Mendocino, Department of Transportation (MCDOT), acting through its authorized representatives.

CONSULTANT – The firm or team submitting a Statement of Qualifications (SOQ) in response to this RFQ. For the purposes of this solicitation.

SUBCONSULTANT – A firm identified by the Consultant to perform specialized services under the Consultant's contract with the County.

STATEMENT OF QUALIFICATIONS (SOQ) – The information submitted by a Consultant in response to this RFQ describing the firm's qualifications, experience, and proposed project team.

SELECTION COMMITTEE – The panel designated by the County to review and evaluate Statements of Qualifications submitted in response to this RFQ.

SCOPE OF SERVICES – The description of services requested by the County for the project. The detailed Scope of Services is provided in Appendix 1 – Detailed Scope of Services.

WORK PLAN – The Consultant's proposed approach to performing the Scope of Services, including methodology, staffing, and task organization.

AGREEMENT – The professional services agreement to be negotiated between the County and the selected Consultant following the selection process.

III. STATEMENT OF QUALIFICATIONS SUBMISSION GUIDELINES

A. Submission Requirements

Consultants shall submit four (4) copies of their Statement of Qualifications (SOQ): three (3) complete paper copies with original Consultant signature, and one (1) complete copy on USB flash drive. The SOQ shall be formatted in accordance with the instructions of this RFQ.

Promotional materials may be included but are not required and will not be considered as meeting any of the requirements of this RFQ.

SOQs shall be enclosed in a sealed envelope or package, clearly marked "Mendocino County RFQ No. 260007," and delivered by **4:07PM on May 14, 2026** to:

Mendocino County Department of Transportation
340 Lake Mendocino Drive
Ukiah, CA 95482-9432
Attn: Jason Wise

Late SOQs will not be accepted. Electronic or facsimile submissions are not permitted unless expressly authorized by the County.

One set of Qualifications shall be submitted for each of the three categories of work for which the consultant feels qualified.

It is the Consultant's responsibility to assure that its SOQ is delivered and received at the location specified herein, on or before the date and hour set.

The unauthorized use of the County's official logo is strictly prohibited.

B. Required Submittal Components

Consultants are required to submit with their SOQ:

- Attachment A – SOQ Summary and Statement of Responsibility
- Attachment B – SOQ Checklist/Table of Contents
- Project Understanding
- Project Work Plan
- Project Development Team
- Project Schedule
- Conflict of Interest Statement
- Attachment C – Reference
- Attachment D – Exceptions to RFQ
- Attachment E – Certificate of Non-collusion
- Attachment F – Certificate of Indirect Costs and Financial Management System
- Insurance coverage or evidence of ability to meet the County's insurance requirements
- Acknowledgement of receipt of addenda (if applicable)

C. Responsibility for Review

Consultants are expected to examine all provisions, specifications, and instructions included in this RFQ. Failure to do so will be at the Consultant's risk.

D. RESERVED

E. RESERVED

F. Execution of SOQ

All SOQs must be dated and signed by a representative authorized to enter into contracts on behalf of the consultant.

G. Validity of SOQ

All SOQs shall remain valid for a period of not less than one-hundred and twenty (120) days from the submission deadline.

H. Cost of Preparation

Expenses incurred in preparation of the SOQ, site visits, or any other actions related to responding to this RFQ shall be the responsibility of the Consultant.

I. Ownership of Submittals

All SOQs, correspondence, and materials submitted in response to this RFQ shall become the property of the County and may be subject to disclosure under the California Public Records Act.

J. Time Calculation

Time periods stated as a number of days shall include calendar days unless otherwise specified.

K. Compliance with Laws

Consultants shall comply with all applicable federal, state, and local laws and regulations associated with this RFQ and any resulting contract.

L. Debarment

The successful Consultant will be subject to verification of non-debarment in accordance with applicable federal requirements.

M. RESERVED

N. Payment Program

The County encourages participation in its ePayables program as its preferred method of payment.

IV. PRE-SUBMITTAL INQUIRIES AND POINTS OF CONTACT

A. Pre-submittal inquiries and correspondence shall be directed to:

Jason Wise

Mendocino County Department of Transportation

WiseJ@MendocinoCounty.gov

- B. All questions regarding this RFQ should be submitted in writing by e-mail.
- C. Questions will be answered as quickly as practicable. A summary of all questions and responses will be posted on the County website by 4:30 PM on the first Monday following the inquiry deadline at the following location:

<https://www.mendocinocounty.org/departments/transportation/RFQs-rfq-projects-to-bid>

If a question results in the need for an addendum to this RFQ, an addendum will be issued by 4:30pm the first Monday following the inquiry deadline. It is the responsibility of all interested firms to access the website for this information.

Consultants must include acknowledgement of any and all addenda issued in their SOQs.

- D. The deadline for submitting written inquiries regarding this RFQ is indicated in Section VI - SCHEDULE OF ACTIVITIES.
- E. Questions submitted after the inquiry deadline will not be answered. Only answers to questions communicated by formal written addenda will be binding.
- F. Mendocino County requires that other County management and employees not be contacted by Consultants during the RFQ process. Failure to comply with this requirement may result in disqualification of the SOQ. Contact is limited to the RFQ representative listed above for all technical and procedural inquiries.

V. MODIFICATIONS OR WITHDRAWAL OF SOQS

- A. An SOQ that is in the possession of the County may be modified by written notice from the Consultant, signed by an authorized representative, provided the notice is received prior to the deadline for submission of SOQs. Telephone or verbal modifications will not be accepted.
- B. An SOQ that is in the possession of the County may be withdrawn by the Consultant at any time prior to the deadline for submission of SOQs.
- C. After the SOQ submission deadline, SOQs may not be modified or withdrawn and shall remain valid for the period specified in this RFQ.

VI. SCHEDULE OF ACTIVITIES

The County intends to progress in this procurement in a series of orderly steps. The schedule that follows has been developed in order to provide adequate information for consultants to prepare definitive SOQs and to permit Mendocino County to fully consider various factors that may affect its decision.

This schedule is subject to change at the discretion of the County. The County will provide reasonable notice to consultants of any schedule changes. Updates to the procurement schedule may be posted on the County website and may not require issuance of a formal addendum.

Procurement Schedule

Scheduled Activity	Date
Request for Qualifications posted to County website	April 16, 2026
Inquiry Deadline	May 10, 2026
RFQ Submission Deadline	May 14, 2026
Consultant Selection and Notification	May 17, 2026
County Board of Supervisors Approval of Agreement	June 23, 2026
Approximate Contract Start Date	July 1, 2026

VII. SELECTION PROCESS

- A. The County reserves the sole right to judge the contents of consultants' SOQs. The selection process will be governed by the following criteria:
1. The SOQs must adhere to the instructions and format as specified in this RFQ.
 2. The evaluation will include a review of all documents and information relating to the consultant's services, organizational structure, capabilities, qualifications, past performance, and costs.
 3. Consultants may be required to make an oral presentation and interview before final selection is made.
 4. The County may evaluate any information from any source it deems relevant to the evaluation.
 5. False, incomplete, or unresponsive statements in an SOQ may be sufficient cause for its rejection.

VIII. SELECTION CRITERIA

- A. The selection of Consultant(s) and subsequent contract award(s) will be based on the criteria contained in this RFQ, and as demonstrated in the submitted SOQ. Consultant(s) should submit information sufficient for the County of Mendocino to easily evaluate SOQs with respect to the selection criteria. The absence of required information may cause the SOQ to be deemed non-responsive and may be cause for rejection.
- B. Funding determinations for this RFQ will be made through a competitive procurement process and shall be in accordance with all applicable federal, state, and local procurement laws and regulations.
- C. The County anticipates receiving two (2) or more responsive SOQs for this solicitation. If fewer than two (2) responsive SOQs are received, the County may determine that adequate competition has not been achieved and may elect to re-advertise or proceed in accordance with applicable procurement procedures.

D. SOQ Review and Evaluation Process

1. The SOQ will be judged based on service capabilities and experience of the prospective consultant and all persons who will be providing services under contract. The following are the critical areas of the SOQs that will be evaluated:

- a. Adequacy of the described plan/approach to deliver requested services as described in Section XI SCOPE OF SERVICES.
- b. Experience of the consultant in providing services and quality of work.
- c. Status of Professional Certification including whether the consultant meets the minimum requirements to provide service.
- d. All criteria identified in Appendix 2, SOQ Evaluation Form.

E. At its sole discretion, MCDOT may conduct interviews with the top ranked consultant. This process may include a request for a presentation from the finalists, SOQ fact finding and negotiation of contract terms and conditions at no cost to the County. The presentation may be web-based or in-person.

IX. AWARD AND CONTRACT INFORMATION

- A. The County hereby notifies all Consultants that it will affirmatively ensure that minority business enterprises will be afforded full opportunity to submit SOQs in response to this invitation, and that no Consultant shall be discriminated against on the grounds of age, race, color, sex, religion, creed, national origin, marital status, political affiliation, or disability.
- B. Consultant agrees that should it be awarded a contract, the consultant shall not discriminate against any person who performs work thereunder because of age, race, color, sex, religion, creed, national origin, marital status, political affiliation, or disability.
- C. The County reserves the right to reject any or all SOQs and to waive any irregularities if deemed in the best interest of the County to do so. The County will select the Consultant whose SOQ is determined by the County to be the most responsive and responsible SOQ and of the best advantage to the citizens of Mendocino County. The County shall be the sole judge in making such a determination.
- D. The successful consultant will be required to enter into and sign a formal agreement with the County, which agreement will be in effect for the duration of the contract period. A sample contract is posted on the County website alongside this RFQ. It is the consultant's responsibility to review the contract's terms and conditions and to state any exceptions to those conditions in response to the Request for Qualifications (Appendix 3). If no exceptions are noted, the County will understand that the consultant agrees to the terms and conditions as stated in the contract.

- E. The terms and conditions of this Request for Qualifications as well as the consultant's SOQ, and any modifications to said SOQ agreed to in writing by both parties shall become a part of the contract.
- F. Prior to final selection, consultants may be required to submit any additional information that Mendocino County may deem necessary to determine the consultant's qualifications. Information submitted in response to an RFQ is subject to public disclosure as permitted by the California Public Records Act. Additionally, all SOQs and information submitted shall become the property of the County. The County reserves the right to make use of any information or ideas in the SOQs submitted.

G. Open Procurement

This procurement is conducted in accordance with applicable federal, state, and local laws and regulations governing qualifications-based selection of professional services.

The County intends to select the most qualified Consultant based on the evaluation of Statements of Qualifications and, if applicable, interviews. Following selection, the County will enter into negotiations with the highest-ranked Consultant to establish a detailed Scope of Services and fair and reasonable compensation.

The County reserves the right to:

- Request clarifications or additional information from any Consultant during the evaluation process
- Conduct interviews or request presentations from one or more Consultants
- Negotiate contract terms, scope, and compensation with the highest-ranked Consultant
- Terminate negotiations and proceed to the next ranked Consultant if an agreement cannot be reached
- Cancel, postpone, or reissue this RFQ in whole or in part if it is determined to be in the best interest of the County
- Waive minor irregularities in SOQs that do not materially affect the evaluation process

Nothing in this RFQ shall obligate the County to award a contract or to complete the procurement process.

G. Local Consultant Preference:

Mendocino County procurement policy establishes a local consultant preference for certain procurements. However, for this project, the County has determined that applying a local presence evaluation factor would not leave an appropriate number of qualified consultants, given the nature of the services required and the limited number of firms maintaining offices within Mendocino County. Accordingly,

local consultant preference will not be applied in the evaluation or ranking of consultants for this RFQ.

X. BACKGROUND INFORMATION

None applicable.

XI. SCOPE OF SERVICES

The purpose of the RFQ is to seek Statements of Interest and Qualifications from qualified aviation consultants for services to assist the County in the performance of projects over a period of five (5) years in support of the County of Mendocino's two general aviation airports. There are three broad categories of services:

- 1) Design, Engineering, and Grant Management
- 2) Environmental and Planning
- 3) Construction Management

The consultant selected may be required to represent the County in discussions with the FAA regarding the work program, grant requirements, and project documentation.

Anticipated Design, Engineering, and Grant Management Projects:

- Prepare PS&E for Runway and Runway Shoulder Rehabilitation at Little River Airport (LRA).
- Prepare PS&E for Taxiway A Pavement Reconstruction at LRA.
- Prepare PS&E for Pavement Rehabilitation at Round Valley Airport (RVA).
- Prepare PS&E for runway lighting upgrades at RVA.
- Prepare PS&E for runway safety area obstruction removal, grading, and taxiway extension at RVA.
- Provide miscellaneous airport design/engineering, surveying, and consulting support services as may be required from time to time by the County.

Anticipated Environmental/Planning Projects:

- Update the Airport Layout Plan (ALP) for RVA.
- Update the ALP for LRA.
- Annually Update the Airport Capital Improvement Plan (ACIP) for LRA.
- Annually Update the ACIP for RVA.
- Update and Prepare Pavement Management Program for LRA.
- Update and Prepare Pavement Management Program for RVA.
- Complete California Environmental Quality Act (CEQA) and National Environmental

Policy Act (NEPA) environmental documentation for planning and design/engineering projects as necessary.

- Environmental Assessment/Documentation for Runway and Runway Shoulder Rehabilitation at LRA.
- Environmental Assessment/Documentation for Taxiway A Pavement Reconstruction at LRA.
- Provide miscellaneous environmental support services as may be required from time to time by the County.

Anticipated Construction Management Projects:

- Construction management for Rehabilitation/Reconstruction of Taxiway A at LRA.
- Construction management for Runway and Runway Shoulder Rehabilitation at LRA.
- Construction management for runway lighting upgrades at RVA.
- Provide miscellaneous airport construction administration and management support services as may be required from time to time by the County.

Additional background information for Little River Airport and Round Valley Airport including current Airport Layout Plans and Airport Capital Improvement Plans are available electronically through the County DOT website at <https://www.mendocinocounty.org/government/transportation/dot-resources/airports>.

The above tasks are expected to be performed as funding becomes available, with the possibility that some will not happen. This list is not a guarantee of projects to be administered.

XII. STATEMENT OF QUALIFICATIONS FORMAT AND CONTENT

SOQs submitted in response to this RFQ shall be concise, well organized, and directly responsive to the requirements of this solicitation. The County values clarity, specificity, and demonstrated project understanding. Excessive marketing materials and boilerplate corporate information are discouraged and will not be considered in the evaluation.

Submittals shall conform to the outline below and Attachment B – SOQ Checklist/Table of Contents

A. PROJECT UNDERSTANDING (Limit 6 pages)

The CONSULTANT shall demonstrate a clear understanding of the project and the services required to successfully deliver the project.

At a minimum, the Consultant shall address:

- Understanding of the project objectives, constraints, and key considerations

- Identification of potential project risks (technical, environmental, regulatory, schedule, funding, right of way, constructability, etc.) and proposed mitigation strategies
- Approach to coordinating with the COUNTY and other stakeholders, including regulatory agencies (as applicable)
- Approach to delivering the required services efficiently and in accordance with applicable standards and requirements

This section shall reflect thoughtful, project-specific analysis. Generic statements of capability will not be scored favorably.

Illustrations and graphics may be included within the page limit where they meaningfully support the narrative.

B. PROJECT WORK PLAN (Limit 10 pages)

Provide a Work Plan describing the Consultant's proposed approach to performing the Scope of Services provided in Appendix 1 – Scope of Services.

The Work Plan shall follow the task structure provided in the Scope of Services and describe the Consultant's methodology, coordination strategy, and anticipated deliverables necessary to complete the project.

At a minimum, the Work Plan shall:

- Describe the Consultant's approach to completing the tasks identified in the Scope of Services
- Identify anticipated deliverables and major work products associated with each phase of work
- Describe coordination strategies with the COUNTY and other stakeholders
- Demonstrate an understanding of applicable regulatory, environmental, and permitting requirements (as applicable)
- Describe the CONSULTANT's approach to maintaining schedule discipline and delivering the project efficiently

The Work Plan shall be consistent with the Scope of Services and shall not include work outside the defined scope unless specifically identified as optional.

C. PROJECT DEVELOPMENT TEAM (Limit 5 pages, excluding resumés)

Provide:

- An organizational chart identifying key personnel and subconsultants
- Defined roles and responsibilities for each key team member
- A concise summary of relevant experience applicable to this project
- Identification of the Project Manager and confirmation of their availability and anticipated level of involvement

Key personnel shall demonstrate experience delivering similar projects and working under applicable regulatory and funding requirements.

Substitution of key personnel will not be permitted without prior written approval of MCDOT.

Resumés for key personnel (maximum two pages each) shall be included as an appendix and shall not count toward the page limit.

D. PROJECT SCHEDULE (Limit 2 pages)

Provide a project schedule in Gantt chart format illustrating major phases, milestones, and deliverables associated with the Scope of Services.

The schedule shall reflect:

- Logical sequencing of tasks and deliverables
- Coordination with regulatory, environmental, or permitting processes (as applicable)
- Realistic review durations and agency coordination timeframes

E. REFERENCES

Provide three (3) references for similar projects completed within the past five (5) years. References shall include contact name, phone number, and address (Attachment C). Projects shall demonstrate the quality, type, and past performance of the proposed project team.

F. CONFLICT OF INTEREST STATEMENT

The Consultant shall include a Conflict-of-Interest Statement disclosing any financial, business or other relationship with the County of Mendocino that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow.

G. RESERVED

H. FINANCIAL MANAGEMENT SYSTEM

A contract will not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 31 and 2 CFR Part 200

Additional Information:

- Additional documents or other material, as appendices, in support of the SOQ. The SOQ, however, must reference any additional material or documentation on Attachment B – SOQ Checklist/Table of Contents.
- Upon specific request of the County, the CONSULTANT shall provide consent and waiver forms permitting the County to obtain employment or professional qualification information from third parties.

- Indicate if the Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the outcome.

XIII. FORMAT OF COST PROPOSAL

The method of payment for this contract shall be Actual Cost Plus Fixed Fee (Cost-Reimbursement), in accordance with applicable federal and state requirements governing professional architectural and engineering services. Cost information shall not be submitted with the SOQ and will not be considered during the qualifications-based evaluation process.

To ensure compliance with the Brooks Act (40 U.S.C. §§ 1101–1104) and California Government Code §4526, only the highest-ranked consultant will be invited, following completion of the qualifications-based ranking, to submit a detailed Cost Proposal. The Cost Proposal shall conform to the Cost Proposal Template provided on the County website at the time of RFQ advertisement and shall be subject to negotiation and determination of fair and reasonable compensation.

The selected consultant shall provide a detailed Cost Proposal itemizing all proposed costs, including:

- Direct labor classifications and rates;
- Overhead rate (supported by current audited documentation);
- Fixed fee; and
- Direct expenses chargeable to the County.

The Cost Proposal shall clearly identify and separate anticipated costs by project phase and shall align with the task structure defined in the Scope of Services, including:

- Design, Engineering, and Grant Management (PS&E)
- Environmental/Planning support services
- Construction Engineering/Construction Design Support (CE)

This breakout shall be consistent with the Scope of Services and shall support the County's federal programming and reporting requirements.

Award and execution of the contract are contingent upon the availability and authorization of sufficient federal and local funding. The County reserves the right to delay execution of the contract pending funding authorization without penalty.

Following successful fee negotiations, the selected consultant shall agree to maintain the negotiated direct labor rates, overhead rate, fixed fee, and cost structure for a minimum period of one hundred eighty (180) days pending funding authorization.

In the event funding authorization is delayed beyond this period, any proposed rate adjustments shall be limited to:

- Documented, standard annual labor rate adjustments not to exceed the most recent California Transportation Commission (CTC)-approved annual escalation rate applicable to professional services; and
- Changes in audited overhead rates.

Any such adjustments shall be subject to County review and written approval and shall not automatically result in modification of the negotiated contract amount or total compensation.

Compensation shall remain subject to all applicable federal cost principles, including 48 CFR Part 31 and 2 CFR Part 200. A contract will not be awarded to a consultant without an adequate financial management and accounting system meeting these requirements.

XIV. CONTRACT

- A. Following completion of the qualifications-based selection process and successful fee negotiations, the County intends to enter into contract with the highest-ranked Consultant, subject to availability and authorization of sufficient federal and local funding.

Issuance of a Notice of Intent to Award does not constitute execution of a contract. Contract execution shall occur only after funding authorization has been secured and the final negotiated agreement has been approved by the County.

The County reserves the right to withdraw the Notice of Intent to Award and proceed to the next ranked Consultant if the selected Consultant fails to execute the agreement within a reasonable time following presentation of the final contract for signature

B. EXECUTION OF CONTRACT

1. Upon completion of negotiations and confirmation of funding authorization, the County will prepare and transmit the final contract for signature. The Consultant shall execute and return the contract within two (2) weeks of receipt unless otherwise agreed in writing.
2. In the event the Consultant fails, neglects, or refuses to execute the contract within the required time period, the County may, at its option, terminate negotiations and proceed in accordance with applicable procurement procedures.
3. Incorporated by reference into the contract shall be:
 - All information presented in or with this RFQ;
 - The Consultant's response and negotiated Scope of Work; and
 - All written communications between the County and the selected Consultant relating to the negotiated agreement.

C. NO ASSIGNMENT

Assignment by the successful Consultant to any third party of any contract based on the SOQ or any monies due shall be absolutely prohibited and will not be recognized by County unless approved in advance by County in writing.

D. FORCE MAJEURE

Neither party shall be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, and unusually severe weather; but the failure or delay must be beyond its control and without its fault or negligence. Dates or times of performance will be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

E. CONTRACT AMENDMENTS

Contract amendments are required to modify the terms of the original contract for changes such as extra time, added work, or increased costs and must be done prior to expiration of the original contract. Only work within the original advertised scope of services can be added by amendment to the contract.

F. INSURANCE

Prior to commencement of this AGREEMENT, CONSULTANT shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate.

CONSULTANT shall obtain and maintain insurance coverage as follows

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

In addition, CONSULTANT upon request shall provide a certified copy of the policy or policies.

XV. REJECTION OF STATEMENT OF QUALIFICATIONS

The RFQ does not commit the County to award a contract, to pay any costs incurred in the preparation of the SOQ to this request, or to procure or contract for services or supplies.

The County shall be the sole arbiter in the determination of equality. The County reserves the right to reject any SOQs and to accept the SOQ or SOQs which in its sole and absolute judgment shall, under all circumstances, best serve the interests of the County.

The County reserves the right to negotiate with any qualified source, or to cancel the RFQ in part or in its entirety, if it is in the best interest of the County to do so. The

County may require the Consultant selected to participate in negotiations, and to submit such SOQ as may result from negotiations.

Any SOQ submitted during this RFQ process becomes the property of the County. The County will not be liable for nor pay costs incurred by the respondent in the preparation of a response to this RFQ, or any other costs involved including travel.

XVI. GENERAL CONDITIONS

While the intent of the County is to award the contract to the selected Consultant, it reserves the right to either withdraw and/or not award a contract at any time it so desires. Costs incurred in the preparation of response to this RFQ will not be reimbursed.

The County has a standard contract service agreement. The successful firm will be required to agree to the terms contained within. Any issues with the insurance coverage or terms of the standard contract service agreement should be mentioned in the response to the Request for Qualifications and documented in detail in Attachment D – Exceptions to RFQ.

LIMITATIONS

1. Consultants should expect to have access only to the public records and public files of local government agencies in preparing the SOQ or reports. Consultants should not anticipate any compilation, tabulation, or analysis of data, definition or opinion, etc., unless volunteered by a responsible official of that agency.
2. The County has the authority to terminate the contract upon written notice to CONSULTANT at any time during the period of the project if the County finds that CONSULTANT's performance is not satisfactory
3. Contract payments will be made on the basis of satisfactory performance by the CONSULTANT as determined by the County. Final payment to CONSULTANT will only be made when the County finds that the work performed by CONSULTANT to be satisfactory and the final work product and documents submitted meet the tasks of the project and is accepted by the County.

XVII. LIST OF ATTACHMENTS

Attachment A – SOQ Summary and Statement of

Attachment B – SOQ Checklist/Table of Contents

Attachment C – Letters of Reference

Attachment D – Exceptions to RFQ

Attachment E – Certificate of Non-collusion

Attachment F – Certificate of indirect Costs and Financial Management System

**APPENDIX 1
SCOPE OF SERVICES**

Insert Scope of Services.

**APPENDIX 2
SOQ EVALUATION CRITERIA AND SCORING FORM****RFQ NO. 260005****MOUNTAIN VIEW ROAD OVER RANCHERIA CREEK
BRIDGE PREVENTATIVE MAINTENANCE PROJECT****MENDOCINO COUNTY DEPARTMENT OF TRANSPORTATION**

Consultant Name: _____

Evaluated By: _____

		Rating Scale
1	Poor	SOQ fails to adequately address RFQ requirements. Significant deficiencies in understanding, approach, or team qualifications. High probability of unsuccessful performance.
2	Marginal	SOQ partially meets RFQ requirements but contains notable weaknesses, unclear elements, or insufficient detail. Risk factors are not adequately addressed. Raises concerns regarding ability to successfully deliver without significant oversight or clarification.
3	Acceptable	SOQ meets RFQ requirements and demonstrates general understanding of the project. Approach is adequate and appears capable of achieving objectives. May rely on some generic language but contains sufficient substance to demonstrate capability.
4	Strong	SOQ demonstrates clear and thoughtful understanding of project requirements. Addresses major risks and technical considerations. Team is well qualified and approach is sound. Minor weaknesses may exist but do not raise concern regarding successful delivery.
5	Exceptional	SOQ demonstrates a superior and project-specific understanding. Identifies key risks and constraints with clear mitigation strategies. Approach is innovative where appropriate and clearly exceeds RFQ expectations. Team qualifications are directly aligned with project needs. Provides strong confidence of successful delivery with minimal oversight required.

Evaluation will be based on the quality, clarity, and relevance of information provided in the SOQ.

No.	Evaluation Criteria	Rating (0-5)	Weight	Score*
	Completeness of Response (Pass/Fail – Not Scored)			
1	Project Understanding		35%	
2	Project Development Team		30%	
3	Project Work Plan		15%	
4	Project Schedule		10%	
5	Relevant Experience		5%	
6	References		5%	
			Score Total	

Highest Score Total is 5

Comments:

Scoring: (To be performed by the Department of Transportation)

Weight X *Rating (per Scale) = Points Total

*Rating Scale: 5 = Exceptional 4 = Strong 3 = Acceptable 2 = Marginal 1 = Poor

The Evaluation Criteria Summary and their respective weights are as follows:

Completeness of Response (Pass/Fail)

- Responses to this RFQ must be complete. Responses shall include all SOQ content requirements identified within this RFQ and any subsequent addenda and address each of the required elements.
- SOQs that are incomplete, non-responsive, or fail to follow the required format may be rated a Fail and receive no further consideration.

1. Project Understanding and Approach (35%)

The CONSULTANT shall demonstrate a clear and project-specific understanding of the project and the services required.

Evaluation will consider:

- Demonstrated understanding of project objectives, constraints, and key considerations.
- Identification of potential project risks (technical, environmental, regulatory, right of way, funding, constructability, schedule, etc.) and mitigation strategies.
- Understanding of coordination requirements with the COUNTY and other stakeholders, including regulatory agencies (as applicable).
- Awareness of applicable procedures, standards, regulatory requirements, and project delivery processes.
- Overall clarity, depth, and project-specific analysis.

Generic statements of capability will not be scored favorably.

2. Project Development Team (30%)

Evaluation will focus on the strength, experience, and organization of the team.

Considerations include:

- Qualifications and relevant experience of the Project Manager and key personnel in delivering similar projects.
- Relevant experience of key discipline leads appropriate to the services.
- Demonstrated experience working together as a team on similar efforts.
- Clarity of roles and responsibilities.
- Availability and level of commitment of key personnel.

Emphasis will be placed on the experience of individuals for this project rather than general firm qualifications.

3. Project Work Plan (15%)

Evaluation will consider the clarity, completeness, and efficiency of the Project Work Plan.

Considerations include:

- Logical organization and alignment with the Scope of Services.
- Clear identification of deliverables and major work products.
- Demonstrated understanding of applicable regulatory, environmental, and permitting requirements (as applicable).
- Efficiency and practicality of the approach.
- Avoidance of unnecessary or duplicative work

The Work Plan should reflect a disciplined and efficient path to project delivery.

4. Project Schedule (10%)

Evaluation will consider the realism and sequencing of the project schedule.

Considerations include:

- Clear identification of major phases, milestones, and deliverables.
- Logical sequencing of tasks and coordination activities.
- Realistic durations for reviews, approvals, and agency coordination.
- Demonstrated understanding of potential schedule constraints and dependencies.

Schedules that appear overly compressed or lack consideration of coordination requirements may be scored lower.

5. Relevant Experience (5%)

Evaluation will consider demonstrated experience delivering similar projects or services.

Emphasis will be placed on:

- Experience with projects of similar scope, complexity, and delivery requirements.
- Experience working with public agencies and applicable regulatory processes.
- Experience working under applicable funding or program requirements (as applicable).

General corporate experience not directly related to the services will be weighted less heavily.

6. References (5%)

References will be evaluated to confirm the CONSULTANT's performance on similar projects.

Considerations include:

- Quality of work.
- Adherence to schedule and budget.
- Responsiveness and coordination with clients and stakeholders.
- Overall client satisfaction.

References will serve primarily as verification of qualifications presented in the SOQ.

APPENDIX 3
SAMPLE MENDOCINO COUNTY PROFESSIONAL SERVICES AGREEMENT

ATTACHMENT A
SOQ SUMMARY & STATEMENT OF RESPONSIBILITY (SIGNATURE PAGE)

COUNTY OF MENDOCINO DEPARTMENT OF TRANSPORTATION

RFQ No. 260005

MOUNTAIN VIEW ROAD OVER RANCHERIA CREEK
BRIDGE PREVENTATIVE MAINTENCE PROJECT

RFQ No.	260005
RFQ Issue Date:	March 19, 2026
RFQ Submission Deadline:	April 10, 2026

SOQs must be enclosed in a sealed envelope or package, clearly marked "Mendocino County RFQ No. 260005", and delivered by 2:00 p.m. April 10, 2026 to:

Mendocino County Department of Transportation,
Attn: Rygg Larsen
340 Lake Mendocino Drive
Ukiah, CA 95482.

Questions regarding this RFQ should be directed to:

Procedural and Technical inquiries:

Rygg Larsen
LarsenR@MendocinoCounty.gov

This SOQ Summary and Statement of Responsibility (Signature Page) must be included with your submittal in order to validate your SOQ. SOQs submitted without this page will be deemed non-responsive.

Consultant Authorized Representative

Company Name: _____ Date: _____

Representative: _____

Title: _____

Phone: _____

Address: _____ Fax: _____

Federal Tax ID No.: _____ Email: _____

RFQ Contact Information (if different then above)

Contact Person: _____

Title: _____

Phone: _____ Fax: _____

Address: _____ Email: _____

CERTIFICATIONS:

1. Do you agree to comply with specifications, RFQ instructions, draft contract requirements and other pertinent references contained in this RFQ?

☐ YES☐ NO

2. Do you agree that the SOQ will stand firm and will not be withdrawn for a period of 120 days after the SOQ is opened?

☐ YES☐ NO

3. Do you certify that all statements in the SOQ are true? This shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, and shall include the right, at the option of the County, of declaring any contract made as a result thereof to be void.

☐ YES☐ NO

4. Do you agree to provide the County with any other information the County determines is necessary for accurate determination of your qualifications to provide services?

☐ YES☐ NO

5. Do you agree that the SOQ amount includes all costs incident to the proposed contract?

☐ YES☐ NO

6. Do you agree to be an ePayable as described in Appendix 3 - Sample Mendocino County Contract?

☐ YES☐ NO

To the best of my knowledge and belief, the information provided in this initial determination of responsibilities is true and correct.

Authorized Representative: _____
(PRINTED NAME)

Signature: _____

Date: _____

ATTACHMENT B SOQ CHECK LIST/TABLE OF CONTENTS

This SOQ checklist identifies the various components that must be submitted with your SOQ. This form is to be completed and included in the SOQ and must be located directly behind Attachment A.

Follow this sequence in presenting your SOQ with the checklist serving as your table of contents.

SOQ Check List/Table of Contents	Page No.
Signature Page (Attachment A)	
SOQ Check List/Table of Contents (Attachment B)	
Project Understanding	
Project Work Plan	
Project Development Team	
Staff Resumés	
Project Schedule	
Conflict of Interest Statement	
Letters of Reference (Attachment C)	
Exceptions to the RFQ (Attachment D)	
Certificate of Non-Collusion, signed by authorized representative (Attachment E)	
Certification of Indirect Costs and Financial Management System (Attachment F)	
Insurance Coverage (Certificate of Insurance)	
Acknowledgment of Addenda (if applicable)	

**ATTACHMENT C
LETTERS OF REFERENCE**

Please list the references (minimum of three (3)) in the section provided below and attach corresponding letters to this form.

Agency	Contact Name/Address	Phone No.	Dates Services Provided (From/Through)

Company Name: _____

Representative: _____

Title: _____

Address: _____

Phone: _____ Email: _____

[illegible]

Date: _____

**ATTACHMENT E
CERTIFICATE OF NON-COLLUSION**

The undersigned certifies, under penalty of perjury, that this SOQ has been made in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Name of Consultant)

(Signature of Authorized Agent)

_____, 2025
Date

ATTACHMENT F
CERTIFICATION OF INDIRECT COSTS AND FINANCIAL MANAGEMENT SYSTEM

(Note: If a Safe Harbor Indirect Cost Rate is approved, this form is not required)

Consultant's Full Legal Name: _____

Important: Consultant means the individual or consultant providing engineering and design related services as a party of a contract with a recipient or sub-recipient of Federal assistance. Therefore, the Indirect Cost Rate(s) shall not be combined with its parent company or subsidiaries.

Indirect Cost Rate (ICR): _____

Combined Rate: _____ Or

Home Office Rate: _____ and Field Office Rate (if applicable): _____

Facilities Capital Cost of Money (if applicable): _____

Fiscal Period:* _____

* Fiscal period is annual one year applicable accounting period that the ICR was developed (not the contract period). The ICR is based on the consultant's one-year applicable accounting period for which financial statements are regularly prepared by the consultant.

I have reviewed the proposal to establish an ICR(s) for the fiscal period as specified above and have determined to the best of my knowledge and belief that:

- All costs included in the cost proposal to establish the ICR(s) are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) 48, Code of Federal Regulations (CFR), Chapter 1, Part 31 (48 CFR Part 31).
- The cost proposal does not include any costs which are expressly unallowable under the cost principles of 48 CFR Part 31.
- The accounting treatment and billing of prevailing wage delta costs are consistent with our prevailing wage policy as either direct labor, indirect costs, or other direct costs on all federally-funded A&E Consultant Contracts.
- All known material transactions or events that have occurred subsequent to year-end affecting the consultant's ownership, organization, and indirect cost rates have been disclosed as of the date of this certification.

I am providing the required and applicable documents as instructed on the Financial Document Review Request form.

Financial Management System: _____

Our labor charging, job costing, and accounting systems meet the standards for financial reporting, accounting records, and internal control adequate to demonstrate that costs claimed have been incurred, appropriately accounted for, are allocable to the contract, and comply with the federal requirements as set forth in Title 23 United States Code (U.S.C.) Section 112(b)(2); 48 CFR Part 31.201-2(d); 23 CFR, Chapter 1, Part 172.11(a)(2); and all applicable state and federal rules and regulations.

Our financial management system has the following attributes:

- Account numbers identifying allowable direct, indirect, and unallowable cost accounts;
- Ability to accumulate and segregate allowable direct, indirect, and unallowable costs into separate cost accounts;

- Ability to accumulate and segregate allowable direct costs by project, contract and type of cost;
- Internal controls to maintain integrity of financial management system;
- Ability to account and record costs consistently and to ensure costs billed are in compliance with FAR;
- Ability to ensure and demonstrate costs billed reconcile to general ledgers and job costing system; and
- Ability to ensure costs are in compliance with contract terms and federal and state requirements.

Cost Reimbursements on Contracts:

I also understand that failure to comply with 48 CFR Part 16.301-3 or knowingly charge unallowable costs to Federal-Aid Highway Program (FAHP) contracts may result in possible penalties and sanctions as provided by the following:

- Sanctions and Penalties - [23 CFR Part 172.11\(c\)\(4\)](#)
- False Claims Act - [Title 31 U.S.C. Sections 3729-3733](#)
- Statements or entries generally - [Title 18 U.S.C. Section 1001](#)
- Major Fraud Act - [Title 18 U.S.C. Section 1031](#)

All A&E Contract Information:

- Total participation amount _____ on all State and FAHP contracts for Architectural & Engineering services that the consultant received in the last three fiscal periods.
- The number of states in which the consultant does business is _____
- Years of consultant's experience with 48 CFR Part 31 is _____
- Identify the type of audits listed below that the consultant has had performed (if applicable):

Cognizant ICR Audit ☐ Local Govt ICR Audit ☐ Caltrans ICR Audit ☐

CPA ICR Audit ☐ Federal Govt ICR Audit ☐

I, the undersigned, certify all of the above to the best of my knowledge and belief and that I have reviewed the ICR Schedule to determine that any costs which are expressly unallowable under the Federal cost principles have been removed and comply with [Title 23 U.S.C. Section 112\(b\)\(2\)](#), [48 CFR Part 31](#), [23 CFR Part 172](#), and all applicable state and federal rules and regulations. I also certify that I understand that all documentation of compliance must be retained by the consultant. I hereby acknowledge that costs that are noncompliant with the federal and state requirements are not eligible for reimbursement and must be returned to Caltrans.

Name**: _____ Title**: _____

Signature: _____ Date: _____

Phone**: _____ Email**: _____

**An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President, a Chief Financial Officer, or equivalent, who has authority to represent the financial information used to establish the indirect cost rate.

Note: Both prime and subconsultants as parties of a contract must complete their own forms. Caltrans will not process local agency's invoices until a complete form is accepted and approved by the Independent Office of Audits and Investigations.