

The California Fairs Financing Authority, dba, California
Construction Authority
("CCA" or "Authority")

REQUEST FOR QUALIFICATIONS (RFQ)

Northern California | Coastal California | Southern California Regions

PROFESSIONAL CONSULTING SERVICES

Architectural Design
Civil Engineering
Electrical Engineering
Geotechnical Engineering
Mechanical Engineering
Structural Engineering
Building Inspection
Environmental Services
Estimating Services
Master Planning / Real Estate Services
Special Inspection Services

Prepared by

California Construction Authority (CCA)
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1. INTRODUCTION AND SCOPE OF SERVICES

The California Construction Authority (“CCA” or “Authority”) provides construction and project management services to the statewide network of California fairgrounds, including state, county, and special district fairground facilities.

CCA is seeking Statements of Qualifications (SOQs) from qualified architectural and engineering consultants and special services firms to support the professional service categories listed in this Request for Qualifications (RFQ).

Firms selected through this process will be eligible to receive project-specific work orders issued under a Master On-Call Agreement. Selection to the Master List does not guarantee assignment of work. CCA intends to select multiple firms that best meet the service needs identified in this RFQ.

This procurement is conducted in accordance with California Government Code §§4526–4536 (Qualifications-Based Selection). The services being requested are to provide the required for Architect and Engineering services for various projects that could include renovation, new construction and remediation/mitigation projects for state, county and special district fairground facilities throughout California.

Firms will be evaluated based on qualifications only. **Do not submit fee or cost information with the SOQ.**

Specialized Services – Statement of Interest

This RFQ is also intended to identify and engage firms providing specialized services in support of public works projects, including but not limited to building inspection, environmental services, cost estimating, master planning, and real estate advisory services.

Firms offering these specialized services are encouraged to submit a Statement of Interest for inclusion in CCA’s Master On-Call Services Program.

Consistent with applicable California Government Code provisions, certain specialized services may not be subject to the same competitive qualifications-based selection procedures required for architectural and engineering services. As such, CCA reserves the right to directly solicit and engage qualified firms for these services based on project-specific needs.

Submission of qualifications under this RFQ will allow CCA to maintain a pool of pre-identified firms; however, inclusion does not guarantee the issuance of a contract or task order.

MASTER AGREEMENT

Selected consultants and firms will be placed on a Master List used by CCA to engage professional services statewide. The Master List will remain valid for three (3) years, with an option for CCA to extend the agreements for up to two (2) additional one-year periods.

Project-specific work will be issued through amendments or task orders under the Master Agreement on an as-needed basis.

The Authority will establish maximum compensation limits for each agreement based on anticipated service needs for the respective discipline.

CCA does not guarantee that any assignments will be issued under the Master Agreement.

CCA reserves the right to terminate this selection process at any time.

Selection will be based on written responses to this RFQ. Selected applicants may also be requested to participate in an oral interview.

MASTER AGREEMENT AMENDMENT PROCESS

Project-specific amendments or task orders will be issued on an as-needed basis. Scopes of work and fees will be negotiated for each assignment using the consultant's approved rate schedule established after selection and incorporated in the Master Agreement.

2. REGIONAL SERVICE AREAS

CCA seeks qualified consultants and firms to provide services within three geographic regions:

1. Northern California
2. Coastal California
3. Southern California

See **Attachment A** for the geographic boundaries associated with each service area.

A firm may be selected for multiple regions. Firms seeking consideration for more than one region must submit a separate Statement of Qualifications for each region and identify the specific services. Please note that frequent on-site attendance may be required when specified in project specific task orders.

3. PROFESSIONAL SERVICE CATEGORIES

CCA is seeking consultants and firms that provide the following professional services.

Architectural Design Services

Provide licensed professionals experienced in existing and new building design, ADA compliance, construction documents, cost estimating, and specifications. Services may include plan review and coordination with regulatory agencies.

Civil Engineering Services

Provide licensed professionals experienced in grading, paving, drainage, hydrology, utility systems, hydraulics, and land surveying using GPS and other advanced technologies. Services may include preparation of construction documents and specifications.

Electrical Engineering Services

Provide licensed professionals experienced in electrical distribution systems, emergency power systems, lighting design, building systems, controls, fire alarm systems, communication systems, and electrical load analysis. Arc-flash analysis experience is preferred.

Geotechnical Engineering Services

Provide licensed professionals experienced in foundation engineering, liquefaction evaluation, slope stability analysis, sediment analysis, hydrological studies, and construction materials testing. Consultants must be capable of preparing all required geotechnical reports and statutory documentation.

Mechanical Engineering Services

Provide licensed professionals experienced in HVAC systems, fire protection systems, plumbing systems, water distribution, irrigation systems, and associated construction documentation and specifications.

Structural Engineering Services

Provide licensed professionals experienced in the design and evaluation of concrete, steel, and wood structures for both existing facilities and new construction. Services may include structural analysis, retrofit design, and structural plan review.

Building Inspection Services

Provide certified inspectors capable of performing building inspections during active construction projects to ensure compliance with approved plans, building codes, and project specifications. Inspectors should possess appropriate certifications (e.g., ICC

certifications) and be capable of preparing field reports and documenting site conditions clearly and consistently.

Environmental Services

Provide professionals experienced in state and federal environmental compliance requirements, including the California Environmental Quality Act (CEQA), hazardous materials assessments, asbestos and lead-based paint surveys, permitting, and regulatory documentation. Consultants must be capable of preparing and coordinating all required environmental documentation.

Estimating Services

Provide professional cost estimating services for new construction, renovation, and remodeling projects. Firms should demonstrate a proven track record of accurate cost estimating for public works construction projects throughout California.

Master Planning / Real Estate Services

Provide services related to master planning, land use evaluation, market analysis, economic feasibility analysis, and highest and best use studies. Services may include support for public-private partnerships and coordination with state and local agencies.

Special Inspection Services

Provide certified special inspectors to perform inspection services including structural steel, reinforced concrete, masonry, fireproofing, asphalt paving, structural wood, soils testing, epoxy anchors, and other materials testing as required by the California Building Code.

4. MINIMUM QUALIFICATION REQUIREMENTS

Submittals must include the following:

- Letter of Interest including legal name and federal tax identification number
- California Secretary of State certification verifying legal business registration
- Copy of current professional licenses applicable to services offered
- A written Statement of Qualifications for each region including resumes of key personnel expected to provide services
- A minimum of 3 client references

Firms responding to this RFQ may provide one application packet, but must provide a Statement of Qualifications for each designated **geographic region** (see Attachment A) with services for which they are seeking qualification.

Each Statement of Qualifications (SOQ) shall be limited to a **maximum of ten (10) pages for each geographic region.**

- **Page Definition:** A "page" is defined as one side of a standard 8.5" x 11" sheet of paper. If double-sided pages are used, each side shall count as one (1) page toward the 10-page maximum.
- **Formatting:** Submittals must use a minimum **12-point font** (e.g., Arial or Times New Roman) and at least **0.5-inch margins** on all sides. 11" x 17" sheets may be used for fold-out charts or schedules but will count as two (2) pages.
- **SOQ Content:** Each SOQ should be responsive to all evaluation criteria as specified in Section 8 of this RFQ. Each SOQ should clearly identify the Region and Professional Service Category for which it is seeking qualification. SOQs should clearly identify the physical office location responsible for the region as well as key personnel and their primary work location. SOQs should clearly describe a firm's ability to provide on-site services and anticipated response times. SOQs may include relevant plans, sketches, photographs, publications, and awards.
- **Exclusions:** The following items do **not** count toward the 10-page limit:
 - Front and back covers
 - Table of Contents and tabbed dividers
 - Transmittal/Introductory Letter (maximum 1 page)
 - Resumes of key personnel (placed in an Appendix)
 - Required administrative forms (e.g., Insurance Certificates, or Certifications)
- **Non-Compliance:** Pages exceeding the 10-page limit will **not be evaluated** or forwarded to the Selection Committee. Failure to adhere to these formatting requirements may result in the SOQ being deemed non-responsive.

5. SUBMITTAL INFORMATION

Applications must be received no later than:

May 8th, 2026 at 5:00 PM

Submit electronically to:

California Construction Authority
Attn: Glynnis Vaughan
1776 Tribute Road, Suite 220
Sacramento, CA 95815

Email: gvaughan@ccaauthority.org

6. RFQ TIMELINE

RFQ Issued – April 8th, 2026

Questions / Clarifications Due – April 20th, 2026

RFQ Responses Due – May 8th, 2026

Notification of Selected Firms – Within 30 days of RFQ closing (subject to change)

7. SELECTION PROCESS

Consultants/firms will be selected for a project based on several criteria, one of which is the ability for the firm to provide staff and resources to the project, in the geographical area of the fairground, within the time constraints of the project.

Responses will be scored by a three-person CCA qualified team, according to the criteria presented below. Consultants/Firms scoring 75% and higher will be deemed qualified and selected for the on-call Master List.

Please note, during the evaluation process consultants may be contacted to:

- provide additional information; and/or
- be invited for an interview and asked to make an oral presentation on their firm and its qualifications and experience.

Following selection, CCA will request fee schedules with hourly rates for employee classifications and subcontractors. CCA will then negotiate individual Master Agreements with the selected firms.

A firm may be chosen for awards across multiple regions and categories.

8. EVALUATION CRITERIA

Submittals will be evaluated using the following criteria:

1. Firm/Company Experience & Specialized Expertise – 25%
2. Qualifications of Key Personnel – 20%
3. Capacity and Responsiveness – 15%
4. Project Understanding and Management – 15%
5. Regional Office Location* – 5%
6. Experience with California public works projects – 10%
7. Past Performance and professional references (minimum of three) – 10%

* Consideration will be given to firms that maintain a physical office within the service region for which they are submitting qualifications. Firms with an established local presence may receive additional weighting, as proximity supports responsiveness, coordination with local agencies, and familiarity with regional conditions and project delivery requirements.

9. FORMAL SUBMITTAL INSTRUCTIONS

Statement of Qualifications must be submitted electronically in PDF format. Submittals shall not exceed 25MB in size and must include all required attachments.

All questions regarding this RFQ should be directed to:

Glynnis Vaughan
gvaughan@ccauthority.org
California Construction Authority
Phone: 916-263-6100

RFQ SUBMITTAL CHECKLIST

Submitting Firm Name
Contact Name
Headquarters Address
Telephone Number
Email Address
Geographic Service Area (North / Coastal / South)

Available Service Categories

- Architectural Design
- Civil Engineering
- Electrical Engineering
- Geotechnical Engineering
- Mechanical Engineering
- Structural Engineering
- Building Inspection
- Environmental Services
- Estimating Services
- Master Planning / Real Estate Services
- Special Inspection Services

Required Documents

- Letter of Interest
- Secretary of State Certification
- Professional Licenses
- Written Statement of Qualifications



Attachment A:
California Fairgrounds Regional Map



CCA Regional Service Areas

■ BLUE — COASTAL CALIFORNIA

Alameda	Lake	Napa	Santa Clara
Contra Costa	Marín	San Benito	Santa Cruz
Del Norte	Mendocino	San Francisco	Solano
Humboldt	Monterey	San Mateo	Sonoma

■ GREEN — NORTHERN CALIFORNIA

Alpine	Kings	Plumas	Tehama
Amador	Lassen	Sacramento	Trinity
Butte	Madera	San Joaquin	Tulare
Calaveras	Mariposa	Shasta	Tuolumne
Colusa	Merced	Sierra	Yolo
El Dorado	Modoc	Siskiyou	Yuba
Fresno	Nevada	Stanislaus	
Glenn	Placer	Sutter	

■ ORANGE — SOUTHERN CALIFORNIA

Imperial	Los Angeles	Riverside	San Luis Obispo
Inyo	Mono	San Bernardino	Santa Barbara
Kern	Orange	San Diego	Ventura